SAP® Training Shop
Activation Code Redemption Guide
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Introduction

Welcome to SAP® Education

Products of SAP Learning can be purchased for a single user or thousands of users. It’s the perfect way to build and maintain skills for working with SAP solutions, and you can get fast and easy access to all our latest learning materials as – and when – you need them.

This guide shows you how to redeem your activation code.
Getting Started

1. By now, you should have received an e-mail from SAP Education (see Figure 1). This contains an activation code for your online training. Click the activation code link at the bottom of the e-mail.

Figure 1: E-Mail from SAP® Education
2. You will see the following screen (see Figure 2). Click Redeem.

![Redeem Activation Code](image)

Figure 2: Redeem Activation Code
New Users

You are a new user if you have no profiles set up on any sap.com sites and this is your first enrollment with the SAP Education organization.

1. Click Create SAP User Account (see Figure 3).

   ![Figure 3: Create SAP User Account](image)

2. You will reach the checkout screen, which has different sections for you to complete. Read and confirm that you have read the SAP privacy policy by selecting the check box. Also, read and confirm that you accept the terms and conditions by selecting the next check box. Click Submit (see Figure 4).

   Please note: If you select I work for the company of the activation code, you will immediately activate SAP Learning product. If you select I am self-employed or I work for another company, you will receive an e-mail within the following 24 business hours that will enable you to activate your course or subscription.
Figure 4: Checkout
3. You will receive an activation-code redemption confirmation message (see Figure 5).

![Activation code redemption confirmation - from SAP Education North America](image)

Figure 5: Activation-Code Redemption Confirmation
4. You can also go to the Training Web shop (see Figure 6). Log in with your account and access content in your SAP Learning subscriptions by clicking *Access purchased subscriptions* and then your purchased subscription or click on the “To My Training” to access your single purchased e-learnings. (see Figure 7).

![Figure 6: Access SAP® cloud learning through the Training Web Shop](image)

![Figure 7: SAP® Learning Subscriptions](image)
5. You will also receive a booking confirmation e-mail from SAP Education (see Figure 8). This process might take 1–2 business days to complete.

![Booking Confirmation E-Mail]

Figure 8: Booking Confirmation E-Mail
Existing Users

You are an existing user if you already have a profile set up on an sap.com site.

1. If you are an existing user, click the Log on button (see Figure 9).

![Figure 9: Logon](image)

2. Enter your e-mail address and password. Then click Log On (see Figure 10).

![Figure 10: Training Shop Logon](image)
The option below to add attendees is a buyer option. It is available to users who have permission to perform bookings and who have an SID that was assigned to their cloud ID logon profile. Scroll down to step 3 and make sure your details are correct. Click Add attendees button to add yourself to the order and proceed (see Figure 11).

Figure 11: Selection of Attendees
3. To review the details of your account, click *Edit*. (See figure 13). You will see a screen (Figure 12) where you can review your order and click *Save*. Once the changes are saved, accept the terms and conditions by checking the box on figure 13. Then click *Submit*.

![Review your order](image)

Figure 12: Review Details and Accept Terms and Conditions
Figure 13: Activation Code Redemption
4. Please refer to the following three scenarios for redeeming your activation code.

**Accurate contact details are already associated with your sap.com account**
If you already have contact details assigned to your sap.com account, the name of the primary contact will be used to redeem your activation code. If it is correct, click *Continue*, as shown in Figure 14. Now proceed to step 5.

![Figure 14: Your Address Data](image-url)
No contact or incorrect details are associated with your sap.com account
If you have no contact details assigned to your sap.com account or if your details are incorrect, select the Create address data tab, as shown in Figure 14. Complete all of the fields in the Your Company details and Your billing address details sections, as shown in Figure 15. Then click Save.

Please note: If you select I work for the company of the activation code, you will immediately activate the SAP Learning products. If you select I am self-employed or I work for another company, you will receive an e-mail within 24 business hours that will enable you to activate your course or subscription.

Proceed to step 5.

Figure 15: Create Address Data
Contact details are already associated with your sap.com account, but you want to select or assign a new S-user
If you want to select a different S-user or assign a new one, select the Assign address data of your s-user tab, as shown in Figure 16.

Once you have selected an additional S-user or entered the new S-user to be assigned, click Trigger Assignment.

Figure 16: Assign Address Data of Your S-User
If you are assigning a new S-user, you will receive an e-mail. Click the link *Verify Assignment* to complete the S-user assignment (see Figure 17).

![S-User Assignment Verification E-Mail](image)

Figure 17: S-User Assignment Verification E-Mail

Confirm that you accept the terms and conditions of use by checking the box, and click *Submit* (see Figure 18).

![Terms & Conditions](image)

Figure 18: Terms and Conditions
5. You will receive an activation-code redemption confirmation message (see Figure 19). You will also receive a booking confirmation e-mail from SAP Education. This process might take 1–2 business days to complete.

Figure 19: Activation-Code Redemption Confirmation
6. You can also go to the Training Web shop (see Figure 20). Log in with your account and access content in your SAP Learning subscriptions by clicking *Access purchased subscriptions* and then your purchased subscription or click on the “To My Training” to access your single purchased e-learnings. (see Figure 21).

![Figure 20: Access SAP® cloud learning through the Training Web Shop](image)

![Figure 21: SAP® Learning Subscriptions](image)
**SUPPORT**
For more information on SAP Cloud Education, refer to the user guides in the help center. For further questions and assistance with your enrollment please contact your local SAP Education organization team. For technical support, please contact our support team here.