SAP® Training Shop
Activation Code Redemption Guide
for On-Behalf Bookings

THE BEST RUN **SAP**

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Introduction

Welcome to SAP® Training and Adoption

Products of SAP Training and Adoption 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. With activation code in hand, navigate to the SAP Training Shop website https://training.sap.com and log into your profile. If you don't have an account, use the "Register" option to create one.

2. Navigate to the activation code redemption page (https://training.sap.com/redeem). You will see the following screen (see Figure 1). Enter your activation code and click *Validate.*

Figure 1: Validate an activation code

3. Click *Log on* and login with your buyers profile. (see Figure 2)

Figure 2: Login to SAP Training Shop website

4. In the *Validate an activation code* page, you have three options available. You can book for yourself only, add learners via form or add learners via excel upload.

   Note: if you don't see the option to add attendees, your profile does not have the appropriate authorization. The authorization may be applied to another profile if you have multiple. Otherwise, you will need to request authorization by contacting your local SAP Training and Adoption Office.

Validate an activation code

You have the ability to redeem on behalf of others on your team - if you wish to do so please use forms below. Otherwise, book for yourself only.

Please use the form below to add additional attendees to this enrolment.

Step 1: Choose how to select or find attendees:
● Add learners via form   ○ Add learners via excel upload

   Figure 3: Validate an activation code

5. To perform on-behalf enrollments, select *Add attendee* via form or *Add learners via excel upload*.

   Using *Add attendee via form*, is for smaller number of bookings. If you do have a large number of booking use *Add learners via excel upload*. Download the excel template and follow the instructions. Please note the limits of the excel upload on-screen.

4. Once you have completed the booking entries by form or excel upload, in the *Activation code redemption* page confirm the course(s) and the user details. Accept the terms and condition and click *Submit* at the bottom of the page to complete the redemption.

User **Support**

For more information on learning offerings, refer to the user guides in the [help center](#). For further questions and assistance with
your enrollment please contact your local SAP representative team. For technical support, please contact our support team [here](#).

User **Support**

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