

SAP® Training Shop

Activation Code Redemption Guide
For On-behalf Bookings



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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. With activation code in hand, navigate to the SAP Education and Training website <https://training.sap.com/redeem>
2. You will see the following screen (see Figure 1). Enter your Activation Code and click *Validate*. Example of Activation Code *3854E211F95854A93350*

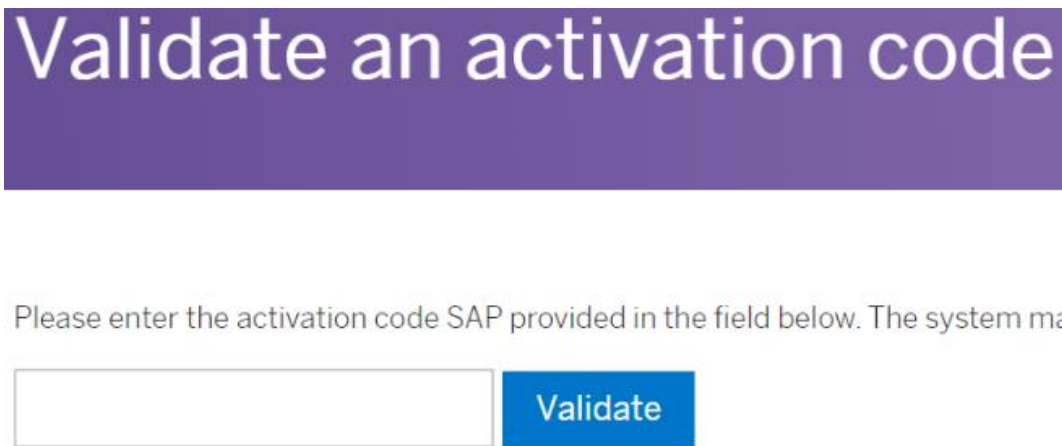


Figure 1: Validate an Activation Code

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

To proceed with enrollment please log on or create an SAP User Account.



Figure 2: Login to SAP Education and Training website

4. In the Validate an activation code page, you have 3 options available. You can “book for yourself”, Add learners via form or Add learners via excel upload.

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

Note: you will only be allowed to book users from within your own company.

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

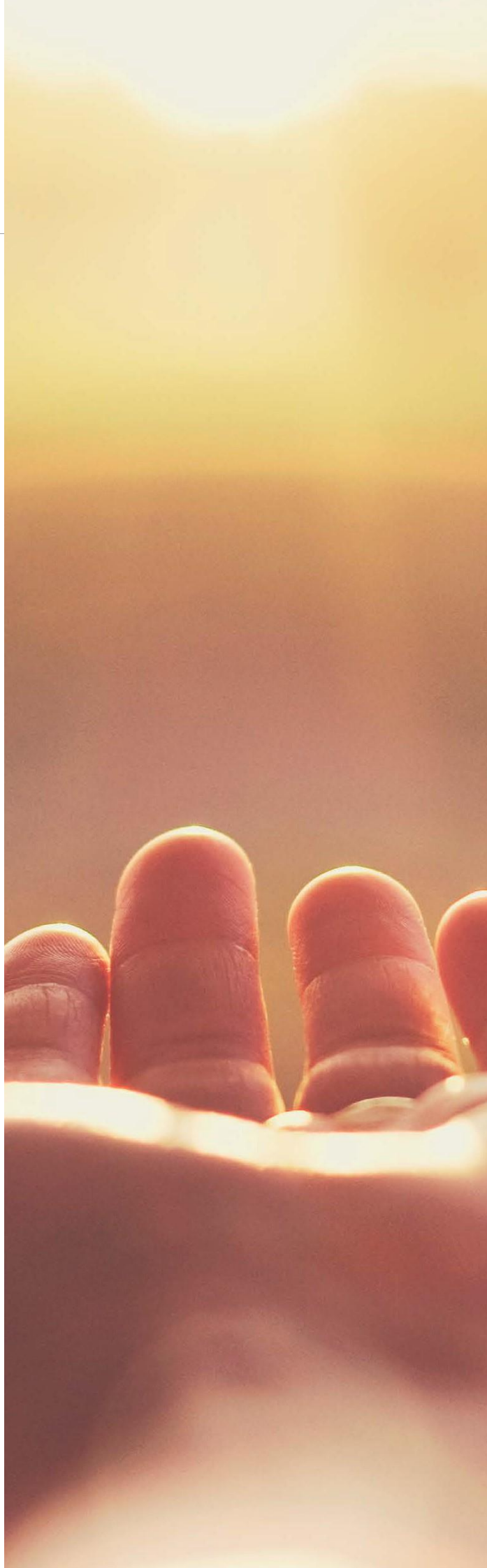
Using “Add attendee via form”, is for smaller number of bookings. If you do have a large number of booking use “Add learners via excel upload”. Download the excel template and follow the instructions. Please note the limits of the excel upload is 100 attendees or 5MB in size

6. 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 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](#).

For further information, please go to our [FAQ](#).



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