

# SAP® Learning Hub: Activation Code Redemption Guide

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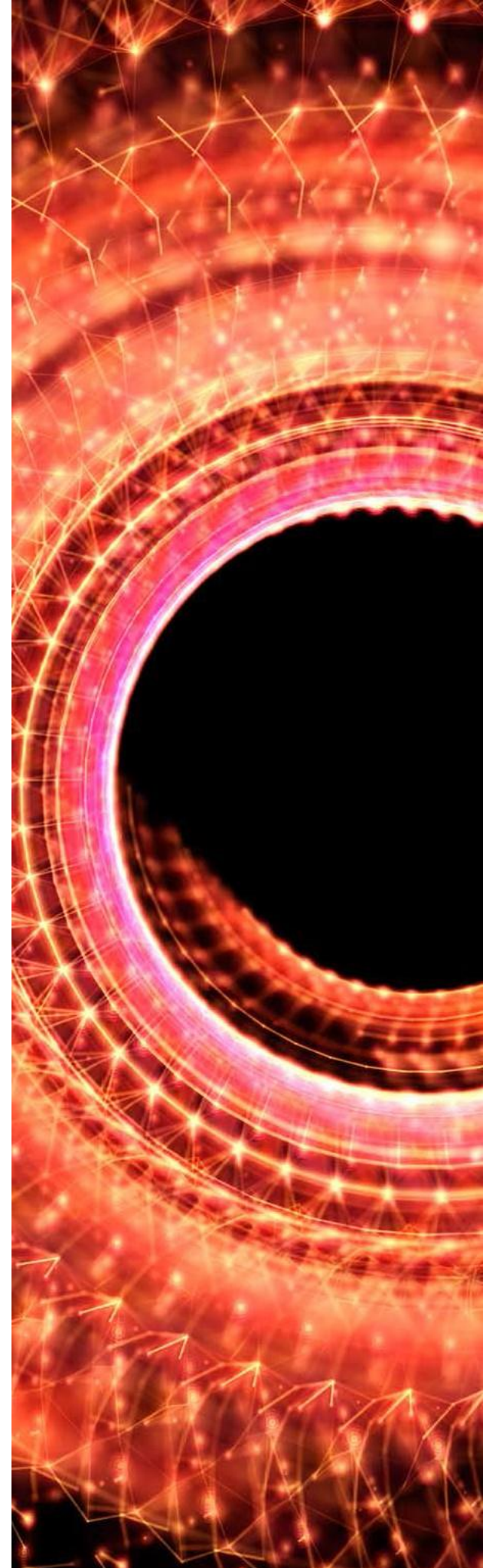


# Introduction

Welcome to SAP® Learning Hub, a cloud-based solution that provides instant activation for access to a vast array of learning resources from the SAP Education organization. All materials are available online, so there is no need to schedule courses or travel to training sessions.

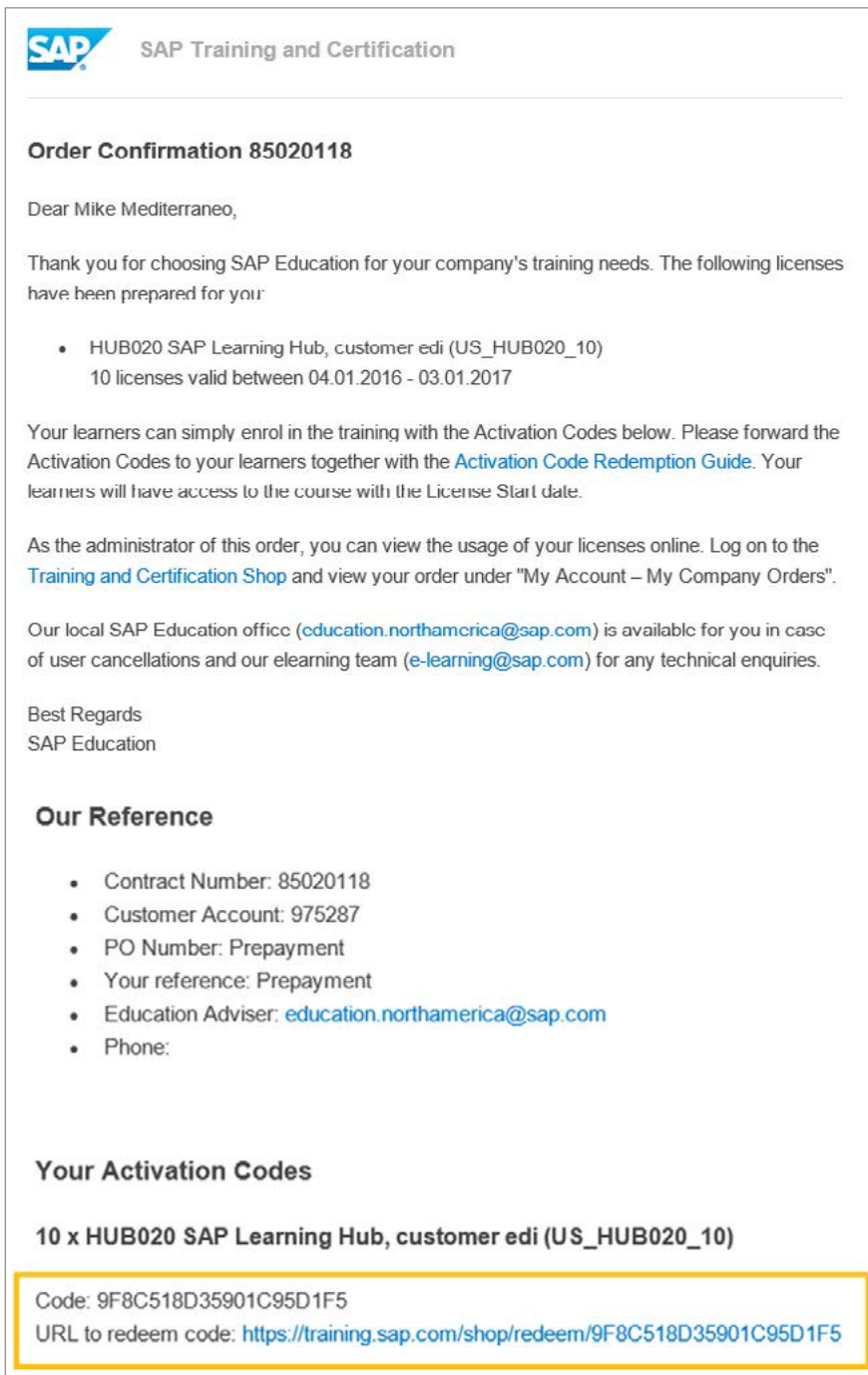
SAP Learning Hub can be purchased for a single user or thousands of users. It's the perfect way to build and maintain skills for working with SAP solutions, and you can get fast and easy access to all our latest learning materials as – and when – you need them.

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. Please click the activation code link at the bottom of the e-mail.



**SAP** SAP Training and Certification

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**Order Confirmation 85020118**

Dear Mike Mediterraneo,

Thank you for choosing SAP Education for your company's training needs. The following licenses have been prepared for you:

- HUB020 SAP Learning Hub, customer edi (US\_HUB020\_10)  
10 licenses valid between 04.01.2016 - 03.01.2017

Your learners can simply enrol in the training with the Activation Codes below. Please forward the Activation Codes to your learners together with the [Activation Code Redemption Guide](#). Your learners will have access to the course with the License Start date.

As the administrator of this order, you can view the usage of your licenses online. Log on to the [Training and Certification Shop](#) and view your order under "My Account – My Company Orders".

Our local SAP Education office ([education.northamerica@sap.com](mailto:education.northamerica@sap.com)) is available for you in case of user cancellations and our elearning team ([e-learning@sap.com](mailto:e-learning@sap.com)) for any technical enquiries.

Best Regards  
SAP Education

**Our Reference**

- Contract Number: 85020118
- Customer Account: 975287
- PO Number: Prepayment
- Your reference: Prepayment
- Education Adviser: [education.northamerica@sap.com](mailto:education.northamerica@sap.com)
- Phone:

**Your Activation Codes**

**10 x HUB020 SAP Learning Hub, customer edi (US\_HUB020\_10)**

Code: 9F8C518D35901C95D1F5  
URL to redeem code: <https://training.sap.com/shop/redeem/9F8C518D35901C95D1F5>

Figure 1: E-Mail from SAP® Education



2. You will see the following screen (see Figure 2). Click *Redeem*.

## Redeem Activation Code

Please enter the activation code SAP provided you in the field below. The system may ask you to log on or register to complete the redemption process. Note that you can click on MyTraining at any time to view your available training.

Figure 2: Redeem Activation Code





# New Users

You are a new user if you have no profiles set up on any [sap.com](https://www.sap.com) sites and this is your first enrollment with the SAP Education organization.

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

## Your activation code

Your activation code **7394296AEFDE7A856597** has been verified.  
To proceed with enrollment please log on or create an SAP User Account.



Figure 3: Create SAP User Account

2. You will reach the checkout screen with different sections for your completion. 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 Hub. 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 SAP Learning Hub



## Your Company Details:

### Company booking

I work for the company of the activation code

I am self-employed

I work for another company

### Company name \*

Brown-Forman Corporation

### Customer number

0000258058

### VAT Number (EU)

## Your Contact Details:

### Title \*

Mr

Ms

### First name \*

### Last name \*

### Email address \*

### Phone number \*

Add an additional billing contact and address

Please tick this box to confirm you have read and agree to the [SAP Privacy Policy](#)

## Your Address Details:

### Street number \*

### Street name \*

850 Dixie Highway

### City \*

LOUISVILLE

### Post code \*

40201

Country \* United Kingdom

## Contact preferences:

In addition to communications that will result from this registration, would you also like to receive news and event notifications from SAP that are specific to your interests?

### By email address \*

Yes

No

### By phone number \*

Yes

No

### Password \*

### Password confirmation \*

Your password must be at least 8 characters long, be of mixed case and also contain a digit or symbol

## Terms & conditions

I have read, understand and agree to the [Terms and Conditions](#).

All prices exclude local taxes; tax amount will be calculated when order is processed by SAP Education.

Submit

Figure 4: Checkout





- You will receive an activation-code redemption confirmation message, (see Figure 5). Initially, the *Access SAP Learning Hub* button appears inactive. Once the booking is transferred, however, the button is activated. You can then access content by clicking *Access SAP Learning Hub*.

## Activation code redemption confirmation - from SAP Germany

Thank you for your order. If you do not receive a confirmation email within two business days, please contact your local SAP Education office.

Order Number 280166

Course	Attendees	Price
HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version	SAP Learning Hub User	Payment not required

You are on your way to start your SAP Learning Hub experience!

Order ID: 280166 has been processed.

[Access SAP Learning Hub](#)

[Print this page](#)

[Continue shopping](#)

Figure 5: Activation Code Redemption Confirmation

- You will also receive a booking confirmation e-mail from SAP Education.



Figure 6: Booking Confirmation E-Mail



# Existing Users

You are an existing user if you already have a profile set up on an [sap.com](https://www.sap.com) site.

1. If you are an existing user, click the *Log on* button (see Figure 7).

## Your activation code

Your activation code **7394296AEFDE7A856597** has been verified.  
To proceed with enrollment please log on or create an SAP User Account.



Figure 7: Logon

2. Enter your e-mail address and password. Then click *Log On* (see Figure 8).

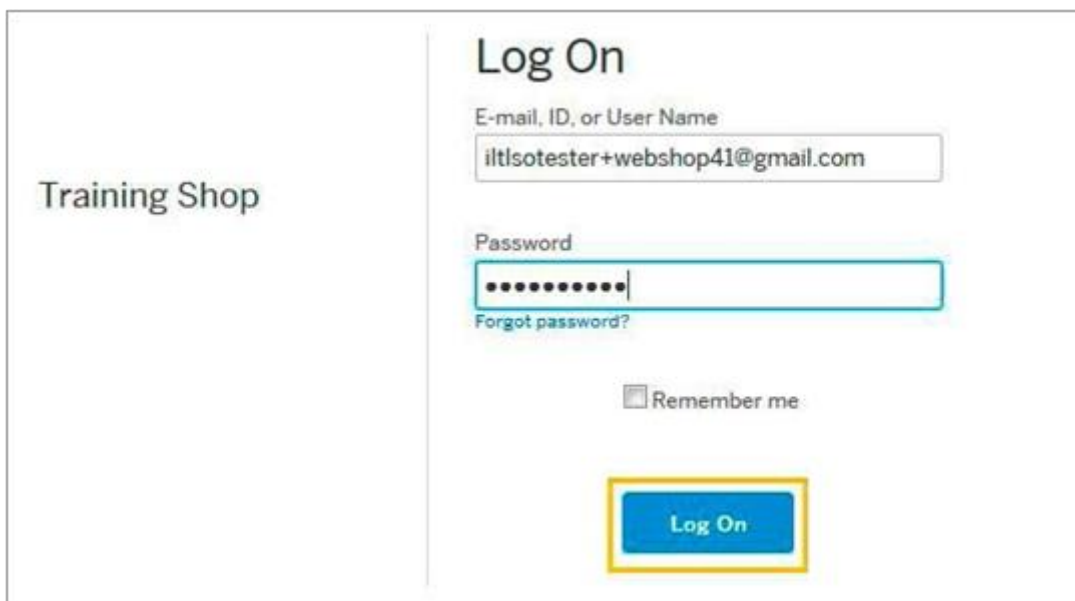
The image shows a login form titled 'Log On' on the 'Training Shop' page. The form includes a text input field for 'E-mail, ID, or User Name' containing the email address 'iltlsotester+webshop41@gmail.com'. Below it is a password input field with a masked password '.....' and a 'Forgot password?' link. There is a 'Remember me' checkbox which is unchecked. At the bottom of the form is a blue 'Log On' button, which is highlighted with a yellow border.

Figure 8: Training Shop Logon





Use the form below to add additional attendees to this enrolment or click continue to proceed (See Figure 8.1)

## Redeem Activation Code

Please use the form below to add additional attendees to this enrolment or click on continue to proceed.

[Continue](#)

**Step 1: Choose how to select or find attendees:**

I want to manually enter my attendee(s)  
 I want to upload a list of my attendees

---

**Step 2: Use the form below to add individual attendees to your course(s).**

**Title \***  
 Mr  
 Ms.

**First name \***

**Last name \***

**Email address \***

[Add to list](#)

**Step 3: Review and Add Attendees to HUB030 - HUB030: SAP Learning Hub, Professional Edition, Public Cloud Version**

Figure 8.1: Select attendees



3. To review the details of your account, you can click *Edit*. Next, review your order and accept the terms and conditions by checking the box. Click *Submit* (see Figure 9).

### Activation code redemption

Please complete the form below to redeem activation code : 7394296AEFDE7A856507

### Review your order

[Back to basket](#)

HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version

Please note: Because you are buying this SAP Learning Hub subscription using an activation code, this activation code within product will be set with the same state when your activation code becomes valid. You will be able to access your subscription for 1 year from this date.  
If you have attempted to set another activation code previously, this setting will no longer be valid.

### Review your details

[Edit](#)

SAP Education will process your order and send correspondence based on the details below. Please review your contact details are correct prior to submitting your order.

Your contact details		Your address details	
Title	Mr	Street number	850 Dixie Highway
First name	Test	Street name	LOUISVILLE
Last name	user	City	40201
Email address	sapuser@gmail.com	Post code	US
		Country	KY
		State	

Company details

Company name	Brown-Forman Corporation
Customer Number	0000258058

### Terms & conditions

I have read, understand and agree to the Terms and Conditions.

All prices exclude local taxes; tax amount will be calculated when order is processed by SAP Education.

[Submit](#)

Figure 9: Activation Code Redemption





4. Please refer to the following three scenarios for redeeming your activation code:

- **Accurate contact details 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, please click *Continue*, as shown in Figure 10. Now proceed to step 5.

## Review your order

Back to basket

HUB040 - SAP Learning Hub, business user edition

[More details](#)

Please note: Because you are booking this SAP Learning Hub subscription using an activation code, the activation date of this product will be set with the same date when your activation code became valid. You will be able to access your subscription for 1 year from this date.

If you have attempted to set a custom access date previously, this setting will no longer be valid.

---

## Review your details

Your address data   Create address data   Assign address data of your s-user

If your address has changed or you need to create a new address please add prior to submitting your order.

Default Address:    Company of Activation Code  
S0013969785 - Dialog Semiconductor GmbH, 95 Neue Straße, Kirchheim unter Teck, 08, 73230, DE

Other Addresses:   No other addresses set.

Continue

Figure 10: Your Address Data



- **No contact or incorrect details associated with your [sap.com](#) account**

If you have no contact details assigned to your [sap.com](#) account or if your details are incorrect, please select the *Create address data* tab, as shown in Figure 11.

Complete all of the fields in the *Your Company details* and *Your Address Details* sections, as shown in Figure 11. Then click *Save*.

Please note: If you select *I work for the company of the activation code*, you will immediately activate to SAP Learning Hub. 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 SAP Learning Hub.

Proceed to step 5.

### Review your details

Your address data   **Create address data**   Assign address data of your s-user

If your address has changed or you need to create a new address please add prior to submitting your order.

**Your Company details:**

**Company booking**

I work for the company of the activation code  
 I am self-employed  
 I work for another company

**Company name \***

Dialog Semiconductor GmbH

**Customer number**

0000362815

**VAT Number (EU)**

Add an additional billing contact and address

**Your Address Details:**

**Street number \***

95

**Street name \***

Neue Straße

**City \***

Kirchheim unter Teck

**Post code \***

73230

**Country \***

Germany

**Save**

Figure 11: Create Address Data





- **Contact details are already associated with your [sap.com](https://www.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, please select the *Assign address data of your s-user* tab, as shown in Figure 12.

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

### Review your details

Your address data    Create address data    **Assign address data of your s-user**

Select one  
 S0013969786 - Dialog Semiconductor GmbH, 95 Neue Straße, Kirchheim unter Teck, 08, 73230, DE

Or  
Enter s-user to assign

Figure 12: 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 13.)

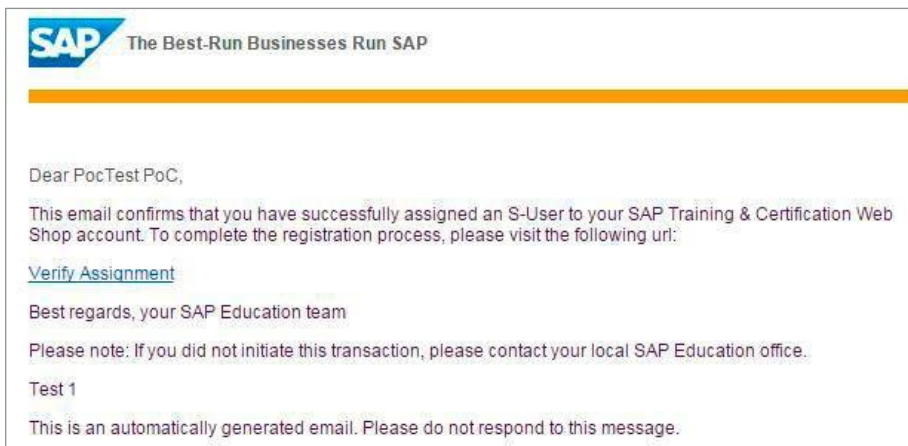


Figure 13: S-User Assignment Verification E-Mail

Confirm that you accept the terms and conditions of use by checking the box, and click *Submit* (see Figure 14).



Figure 14: Terms and Conditions





5. You will receive an activation-code redemption confirmation message (see Figure 15). Initially, the *Access SAP Learning Hub* button appears inactive. However, once the booking is transferred, the button is activated. You can then access content by clicking *Access SAP Learning Hub*. You will also receive a booking confirmation e-mail from SAP Education

## Activation code redemption confirmation - from SAP Germany

Thank you for your order. If you do not receive a confirmation email within two business days, please contact your local SAP Education office.

Order Number 280166

Course	Attendees	Price
HUB030 - SAP Learning Hub, Professional Edition, Public Cloud Version	SAP Learning Hub User	
		Payment not required

You are on your way to start your SAP Learning Hub experience!

Order ID: 280166 has been processed.

[Access SAP Learning Hub](#)

[Print this page](#)

[Continue shopping](#)

Figure 15: Activation Code Redemption Confirmation

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## SUPPORT

For more information on SAP Learning Hub, please refer to the user guides in the help center at <https://training.sap.com/shop/help-center>.

For further questions and assistance, feel free to contact [e-learning@sap.com](mailto:e-learning@sap.com) or your local team representing SAP Education.



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