

Mobile User Guide for SAP® Learning Hub for iPad and Android Devices

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SAP® Learning Hub is a cloud-based solution that provides instant online access to the vast knowledge base from the SAP Education organization with no need to schedule or travel to training. Get [fast and easy access to all our latest learning materials](#) for training when needed.

Functional Differences in the App on Android and iPad Mobile Devices

Please note that the functionality of the SAP SuccessFactors Mobile app on an Android device differs from the functionality on an Apple iPad device. Please see the table below for an overview of differences.

SAP® SuccessFactors® Mobile app on the iPad	SAP SuccessFactors Mobile app on the Android Tablet
Can access all learning material, including handbooks and online courses	Can access only handbooks
Can access the material online and offline	Can access handbooks online only
Can access the learning catalog to assign yourself courses and remove assigned courses	Cannot access learning catalog



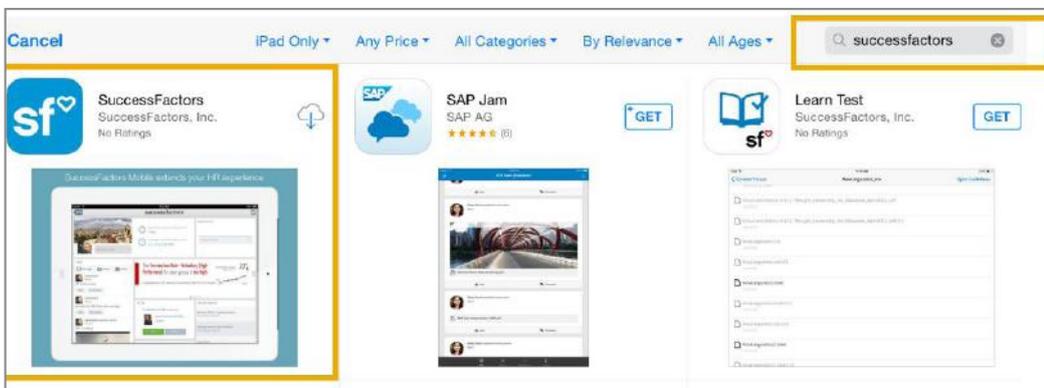
Your iPad Mobile Device

ACTIVATE YOUR IPAD

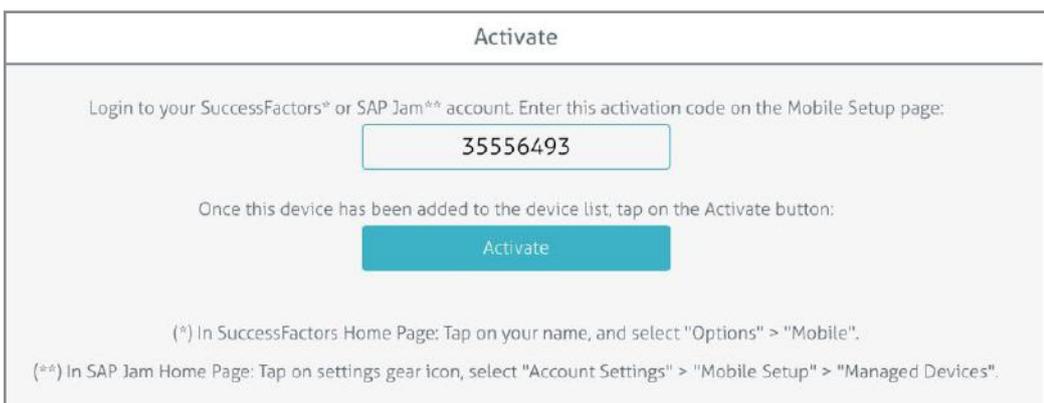
1. On your iPad mobile device, tap the *App Store* icon:



2. Search for **SAP SuccessFactors** in the search field. Select the *SAP SuccessFactors Mobile* app, and download and install the app on your iPad:

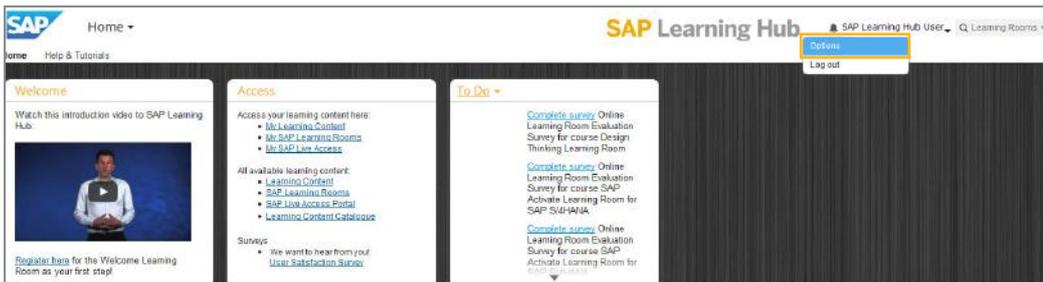


3. Once the SAP SuccessFactors solutions mobile app is installed on your iPad, open the app. You should see your activation code:

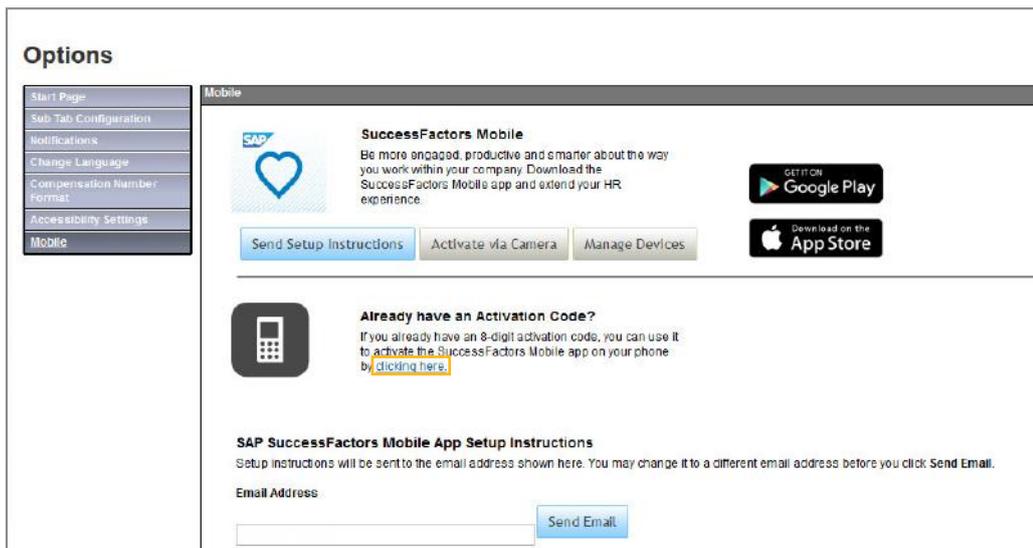




4. Log in to your profile for SAP Learning Hub on your computer. On the landing page for SAP Learning Hub, click the drop-down menu beside your name in the upper-right corner of the screen and select *Options*:



5. In the *Options* menu, select *Mobile* on the left-hand side of the menu. Click *clicking here* under *Already have an Activation Code?*:





6. Enter the activation code from your iPad and enter a device name (optional). Click Save:

Options

- Password
- Start Page
- Sub-Tab Configuration
- Notifications
- Change Language
- Compensation Number Format
- Accessibility Settings
- Proxy
- Mobile**

Mobile

SuccessFactors Mobile
Be more engaged, productive and smarter about the way you work within your company. Download the SuccessFactors Mobile app and extend your HR experience.

Send Setup Instructions Activate via Camera Manage Devices

GET IT ON
Google Play

Download on the
App Store

Activate a device :

Activation code:

Device name (optional):

7. Once you have clicked Save, you will receive confirmation that your device has been activated:

Options

- Start Page
- Sub-Tab Configuration
- Notifications
- Change Language
- Compensation Number Format
- Accessibility Settings
- Mobile**

Mobile

SuccessFactors Mobile
Be more engaged, productive and smarter about the way you work within your company. Download the SuccessFactors Mobile app and extend your HR experience.

Send Setup Instructions Activate via Camera Manage Devices

GET IT ON
Google Play

Download on the
App Store

Activate a device :

Activation code:

Device name (optional):

Device Name	Identifier	Activated	Actions
IPad	D40F1083-C2AA-4E25-9BE1-4E04BDF373D0	Just now	





8. On your iPad, tap the *Activate* button:

Activate

Login to your SuccessFactors* or SAP Jam** account. Enter this activation code on the Mobile Setup page:

35556493

Once this device has been added to the device list, tap on the Activate button:

Activate

(*) In SuccessFactors Home Page: Tap on your name, and select "Options" > "Mobile".

(**) In SAP Jam Home Page: Tap on settings gear icon, select "Account Settings" > "Mobile Setup" > "Managed Devices".

9. After you have successfully activated your iPad, you will see your profile page:

successfactors™ Me    

MY PROFILE



SAP Learning Hub User

 Learning

WHO'S WHO?



APPROVALS

There are no open approvals that can be completed from your mobile device at this time.

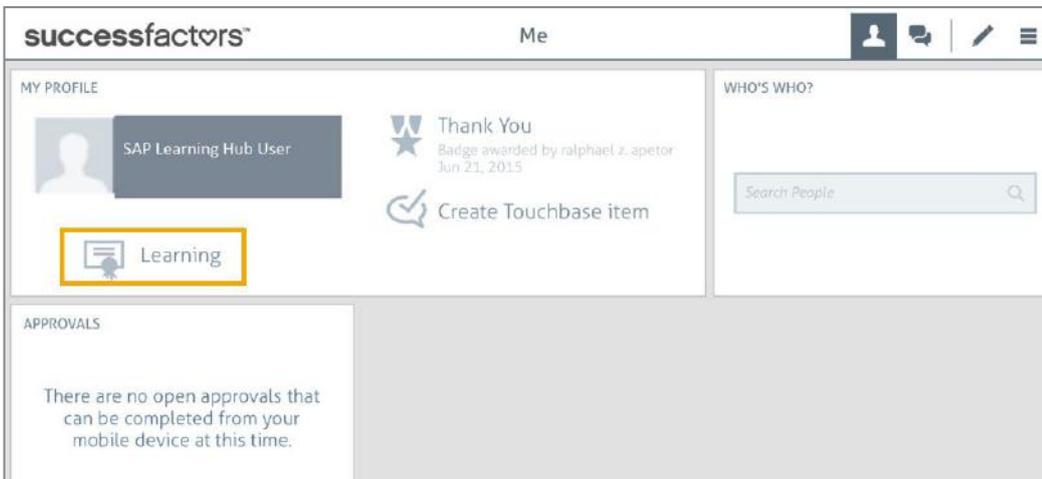




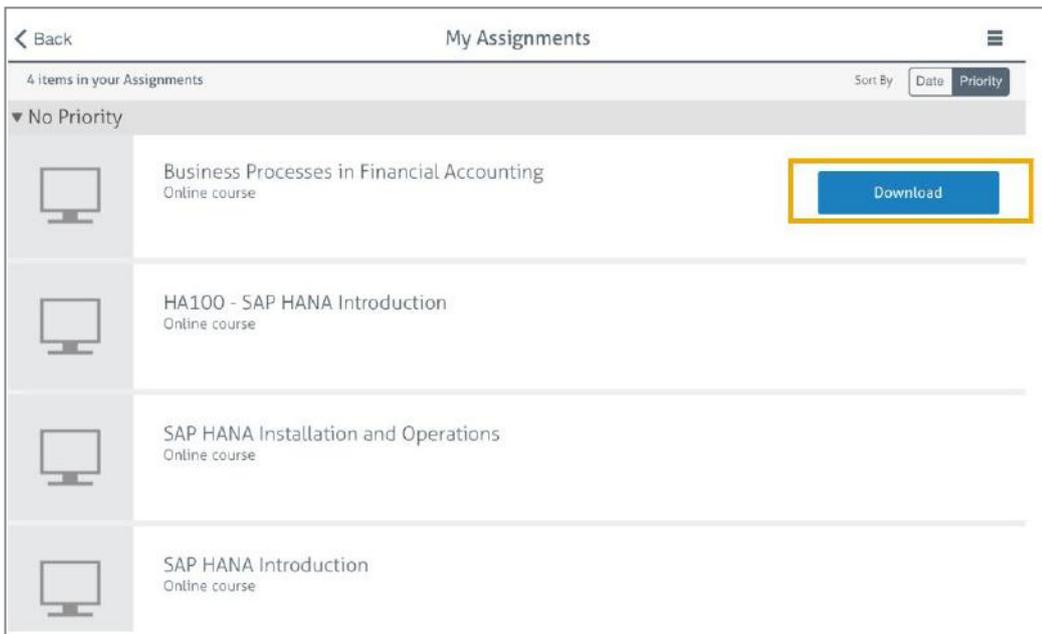
LEARNING WITH SAP LEARNING HUB ON YOUR IPAD

To start learning on your iPad, make sure you have assigned courses to yourself through SAP Learning Hub. If you don't have any courses assigned, log in to your profile for SAP Learning Hub on your computer and go to the *Learning* content area to select your courses.

1. To view your assigned courses, tap the *Learning* icon:



2. Courses available for offline access have the *Download* button. To view a course offline, tap the *Download* button:





SUPPORT

For more information on SAP Learning Hub, refer to the user guides in the [help center](#). For further questions and assistance, contact e-learning@sap.com or your local SAP Education organization team.

Note: The download can take some time. You can monitor the download status by watching the download status bar:



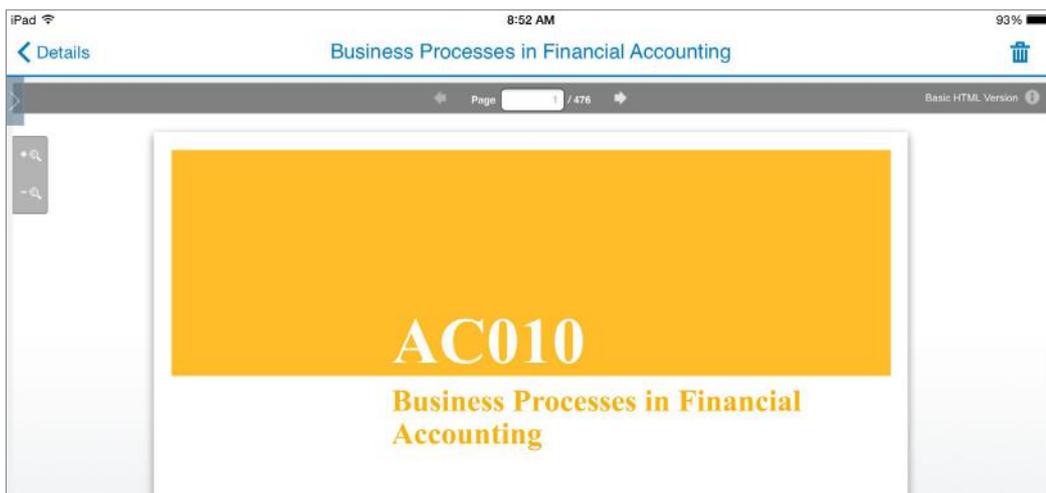
3. Once the download has been completed, the *Start* button appears beside the course. Tap the *Start* button to launch the course:



4. In *Course Content* on the left-hand side of the menu, select the course lesson:



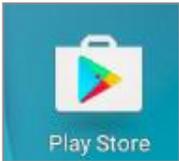
5. The course content is displayed. Enjoy the course:



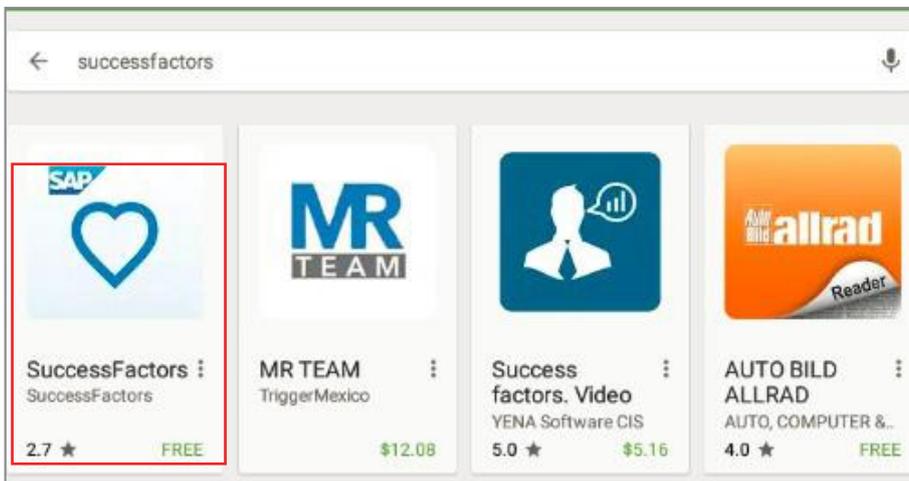
Your Android Tablet Mobile Device

ACTIVATE YOUR TABLET

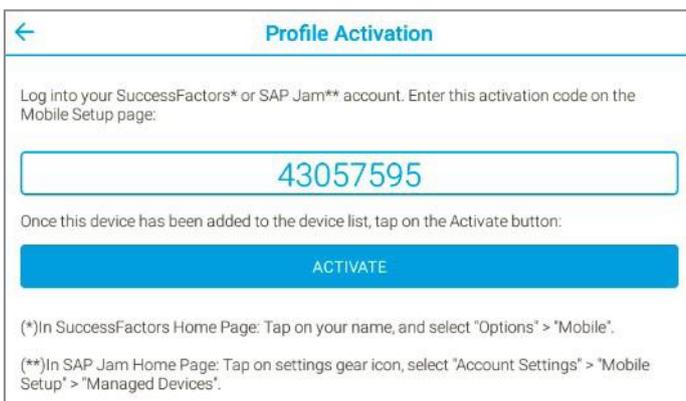
1. On your Android tablet mobile device, tap the *Play Store* icon:



2. Search for **SAP SuccessFactors** in the search field. Select the *SAP SuccessFactors Mobile* app, and download and install the app on your tablet:



3. Once the SAP SuccessFactors solutions mobile app is installed on your tablet, open the app. You should see your activation code:





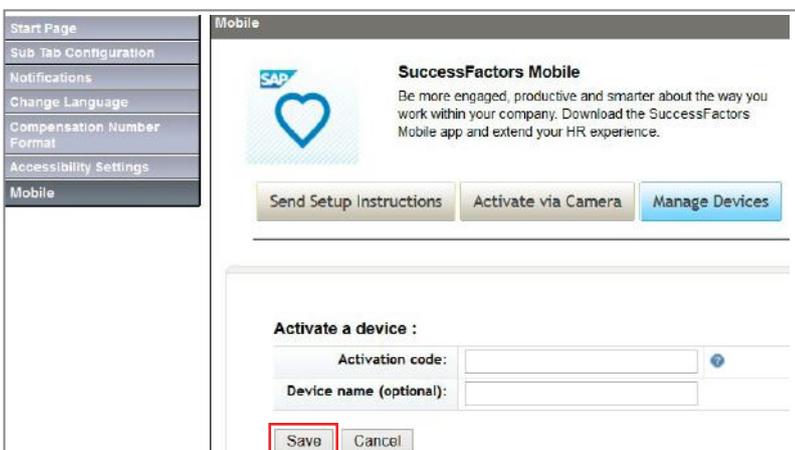
- Log in to your profile for SAP Learning Hub on your computer. On the landing page for SAP Learning Hub, click the drop-down menu beside your name in the upper-right corner of the screen and select *Options*:



- In the *Options* menu, select *Mobile* on the left-hand side of the menu. Click *clicking here* under *Already have an Activation Code?*:



- Enter the activation code from your tablet and enter a device name (optional). Click *Save*:





7. Once you have clicked *Save*, you will receive confirmation that your device has been activated:

Device Name	Identifier	Activated	Actions
Samsung Galaxy Tab	75532ac2-b917-4570-b36f-6e7334e32577	Just now	

8. On your tablet, tap the *Activate* button:

(*)In SuccessFactors Home Page: Tap on your name, and select "Options" > "Mobile".

(**)In SAP Jam Home Page: Tap on settings gear icon, select "Account Settings" > "Mobile Setup" > "Managed Devices".





9. Accept the license agreement:

License Agreement

License for the SuccessFactors Mobile Application for Mobile Devices

By clicking "Accept" below, or downloading, installing or using the SuccessFactors Mobile Application for Mobile Devices and/or any updates to such software provided by SuccessFactors, Inc. (the "Application"), you agree to be bound by the terms and conditions set forth herein (the "License") as of the date you first download, install, or use the Application, whichever is earliest. This is a legally binding agreement between you and SuccessFactors, Inc. ("SuccessFactors"). If you do not agree with the terms of this License, you must select the "I decline" button and may not use the Application.

If you are an individual customer and you have executed a CULA, the CULA shall be your "Applicable Agreement," as that term is used herein. If you are affiliated, employed, or associated with an entity that has executed a Subscription Agreement (or equivalent agreement) with SuccessFactors the Subscription Agreement (or equivalent agreement) shall be the "Applicable Agreement." The terms and conditions of the Applicable Agreement would apply unless specifically overridden by the terms and conditions herein.

The manufacturer of the device on which you intend to install the Application ("Device(s)") or the provider of hosting services for the Device ("Device Service Provider"), may, at any time and without notice, restrict, interrupt or prevent use of the Application, delete the Application from your Device(s), or require SuccessFactors to do any of the foregoing. You agree that SuccessFactors shall not be liable for any of the foregoing occurrences, and you understand that in the event of the foregoing you will not be entitled to any refund, credit or other compensation from SuccessFactors or any third party (including, but not limited to, the manufacturer of the Device, the Device Service Provider or your network connectivity provider).

1. DEFINITIONS

Capitalized terms used but not defined in this License have the meanings given to them in the Applicable Agreement.

2. THE APPLICATION, DISCLAIMERS AND LIMITATION OF LIABILITY

The Application allows SuccessFactors customers to use the Hosted Service (or the Service, as applicable) on the Devices set forth at www.successfactors.com ("Supported Device"). The Application is provided by SuccessFactors as a component of the Hosted Service or the Service, as the case may be.

The Application is provided under the terms and conditions of the Applicable Agreement.

THE DISCLAIMERS AND TERMS AND CONDITIONS REGARDING THE LIMITATION OF LIABILITY IN YOUR APPLICABLE AGREEMENT SHALL APPLY HERIN.

3. INDEMNITY

You agree that SuccessFactors, the manufacturer of the Device, and the Device Service Providers, shall have no liability whatsoever for any use you make of the Application. You shall indemnify and hold SuccessFactors harmless from any third party claims, damages, liabilities, costs and fees (including reasonable attorney fees) arising from your use of the Application as well as from your failure to comply with any term of this License.

4. INTELLECTUAL PROPERTY RIGHTS

The Application is licensed, not sold, to you by SuccessFactors only under the terms of the Applicable Agreement and this License. SuccessFactors reserves all rights not expressly granted to you or the Customer. All suggestions or feedback provided by you to SuccessFactors with respect to the Application or documentation shall be deemed SuccessFactors' property and you hereby agree to assign all right, title, and interest in and to such feedback to SuccessFactors.

Please indicate that you accept the terms of this license.

Please indicate that you agree to the data privacy terms.

I Accept **I Decline**

10. After you have successfully activated your tablet, you will see your profile page:

 SAP SuccessFactors 

PROFILE

 Access your profile >

LEARNING

Access your learning plan >





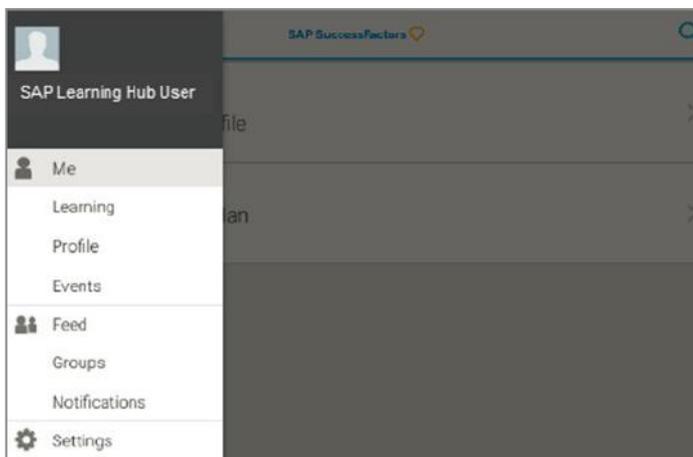
LEARNING WITH SAP LEARNING HUB ON YOUR ANDROID TABLET

To start learning on your Android tablet, make sure you have assigned courses to yourself through SAP Learning Hub. If you don't have any courses assigned, log in to your profile for SAP Learning Hub on your computer and go to the *Learning* content area to select your courses.

1. To view your assigned courses, tap the *Access your Learning Plan* icon:

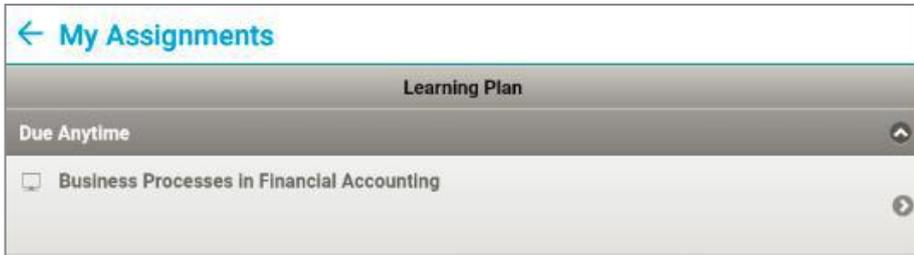


Note: You can also access the *Profile* and *Learning* sections by tapping the icon below:





2. You will see the courses available for access here:



3. Tap the *Start Course* button to launch the course:



4. In *Course Content*, select the course lesson:





SUPPORT

For more information on SAP Learning Hub, refer to the user guides in the [help center](#). For further questions and assistance, contact e-learning@sap.com or your local SAP Education organization team.

5. The course content is displayed. Enjoy the course:

A screenshot of a digital flipbook interface. At the top left, there is a blue arrow pointing left and the word "Content". Below this, the page is titled "Page 1 - Flipbook_template". Underneath the title, there are two links: "Basic HTML Version" and "Table of Contents | View Full Version". The main content area is white and features the course title "AC010" in large black font, followed by "Business Processes in Financial Accounting" in yellow. On the left side of the page, there is a grey vertical bar with a left-pointing arrow icon and the text "Table of Contents". On the right side, there is a grey vertical bar with a right-pointing arrow icon and the text "Page 2". At the bottom of the page, there is a section titled "PARTICIPANT HANDBOOK INSTRUCTOR-LED TRAINING" with the following details: "Course Version: 18", "Course Duration: 5 Day(s)", and "Material Number: 00106620".



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