

**How to Guide: Online Registration Booking for
Courses via the SAP MENA Training &
Certification Website
(www.training.sap.com)**



The Best-Run Businesses Run SAP®

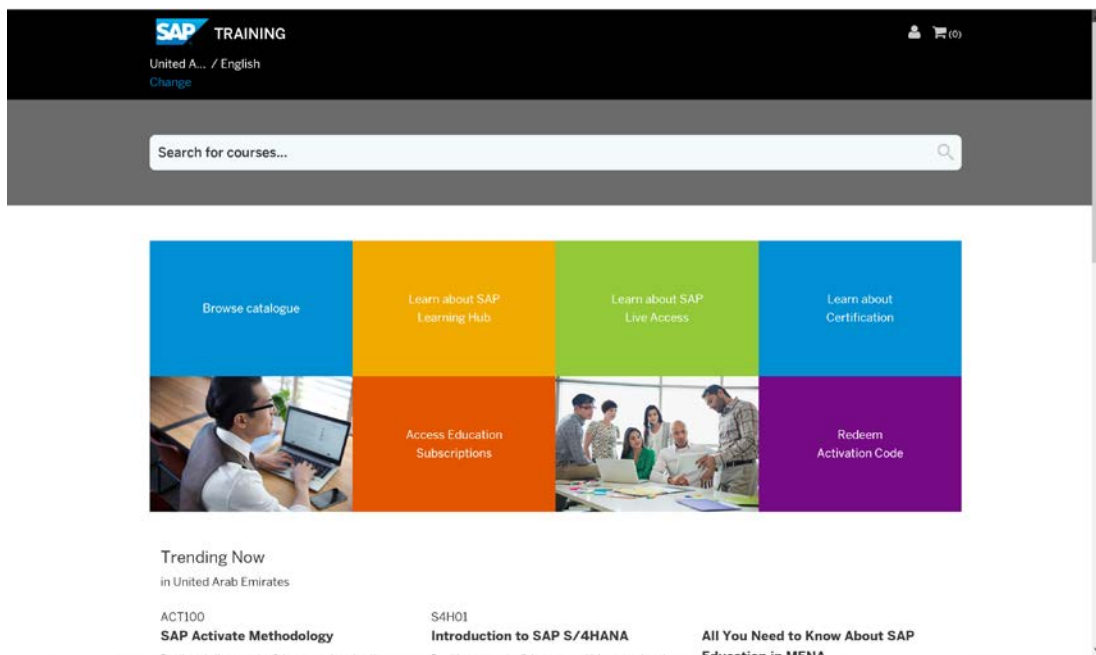
Dear Student

Thank you for your interest in attending training with SAP.
Please follow the guide below for assistance with registration on the SAP training web site.

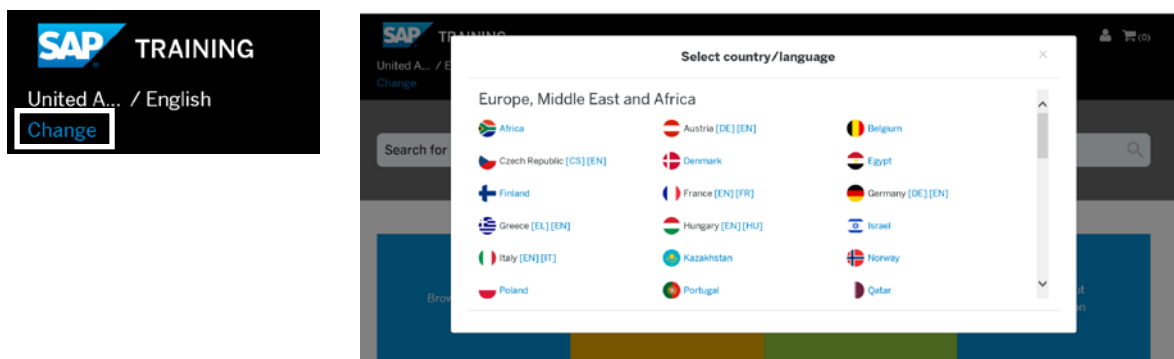
New User Registration

You are a new user if you have no profiles set up on any [sap.com](https://training.sap.com) sites and this is your first registration with SAP Education, please follow below steps:

1. Go to <https://training.sap.com> and click on the Register/Login link at the top right-hand corner of the screen.



2. Make sure you are on the correct country of the training shop, by choosing your country on top.



- Complete the user registration form and confirm that you have read the privacy policy by selecting the check box.

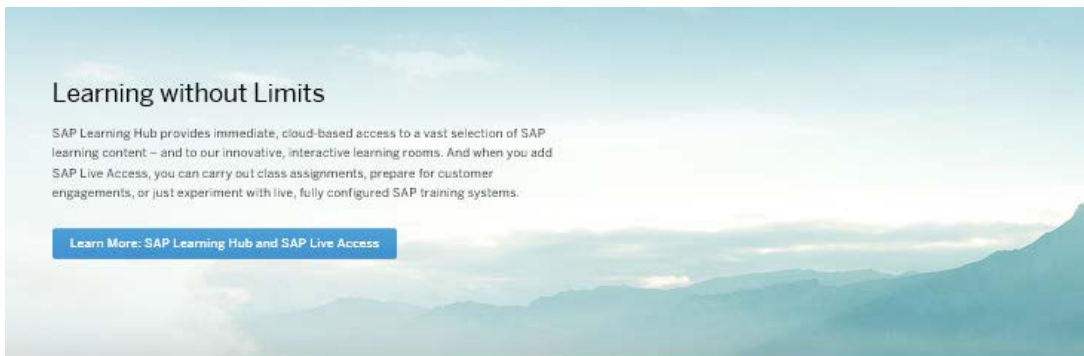
NOTE: It is essential to use the **same e-mail address that you have used to register for any training**. Then click on Submit

A screenshot of the SAP Training website's registration page. The page has a purple header with the 'SAP TRAINING' logo and a search bar. Below the header, there's a navigation bar with 'Basket' and 'SAP User Registration'. The main content area is white and contains the registration form. The form includes a 'Title' dropdown menu with 'Mr' and 'Ms' options, and input fields for 'First name', 'Last name', 'Email address', 'Password', and 'Password confirmation'. A note specifies that the password must be at least 8 characters long, be of mixed case, and contain a digit or symbol. The 'Contact preferences' section asks if the user wants to receive news and event notifications, with options for 'By email address' and 'By phone number', both with 'Yes' and 'No' radio buttons. A checkbox at the bottom asks the user to confirm they have read and agree to the SAP Privacy Policy. A blue 'Submit Details' button is located at the bottom right of the form.

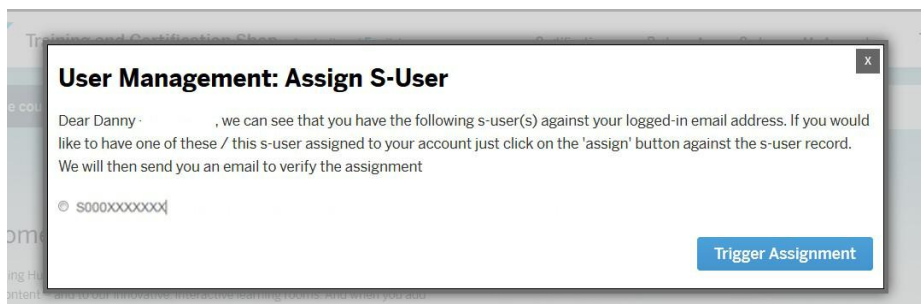
4. You will receive a registration confirmation message. Click on Log In to confirm your registration.



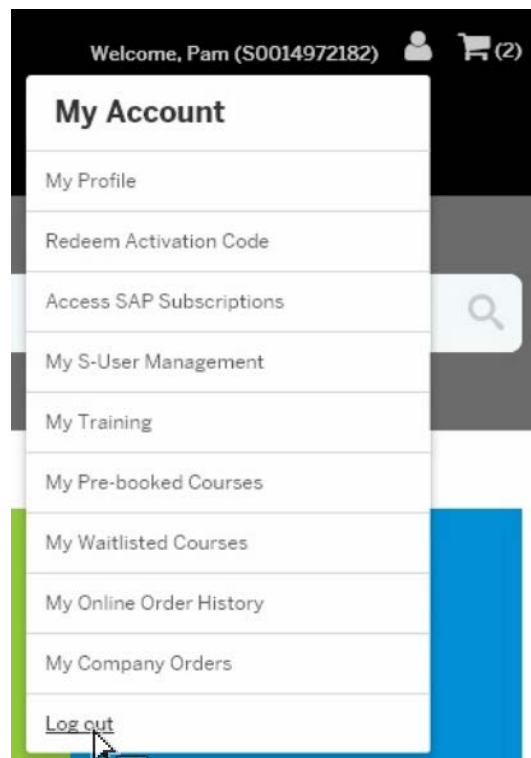
5. After you have verified your registration, go to <https://training.sap.com>, click on Register/Login, and log in to your account.



6. If you haven't associated your S-User ID to your profile, after login, a popup with your SID for assignment will appear. Select the S-User ID and click the "Trigger Assignment" button.

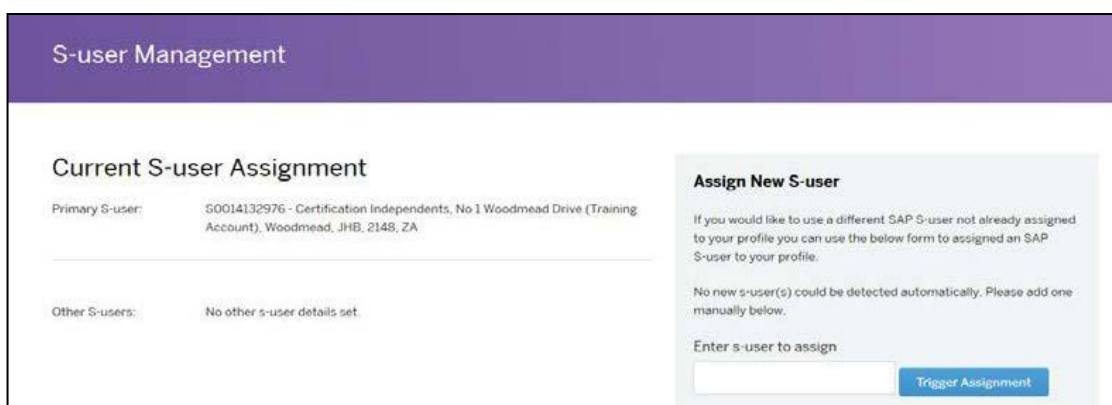


7. If this trigger does not appear, go to My Account, then My S-User Assignment.



8. In the New S-user Management section, two scenarios are possible.

- If an s-number is available under the Assign New S-user field, select and trigger it.
- If you have received an s-number via e-mail, you can enter and trigger it here to assign it to your account.



9. Check your e-mail for a message from SAP Education to verify your S-user ID assignment. Click on the Verify Assignment link within the e-mail.

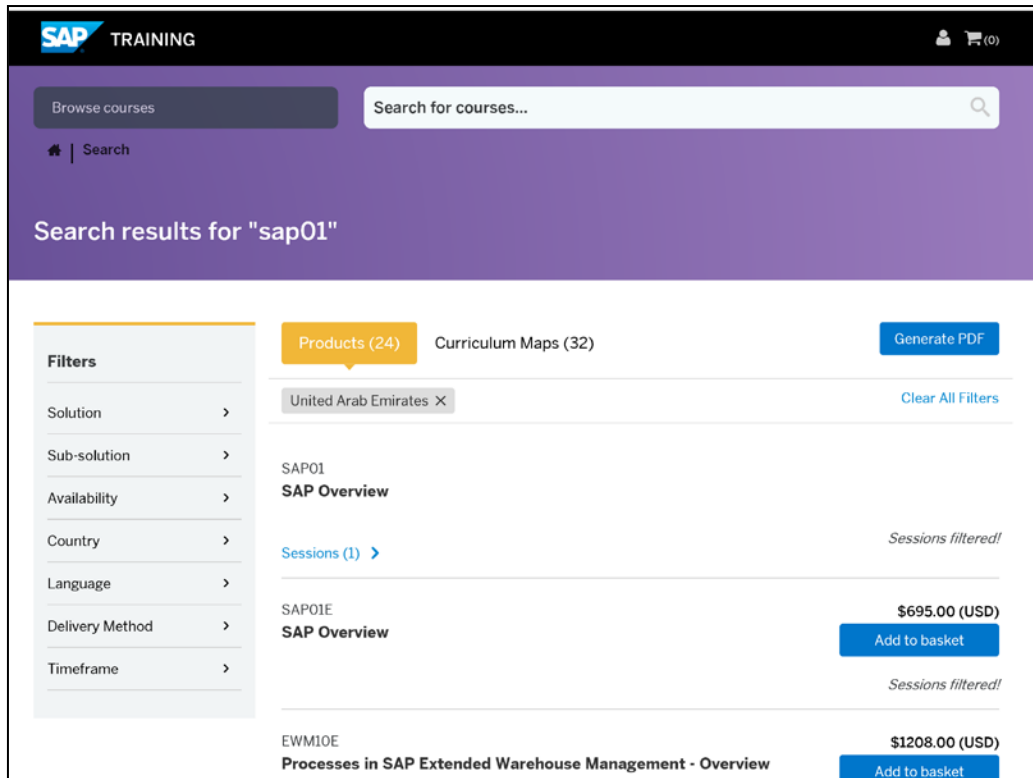
Please note: You must be logged into the Training and Certification Shop when you click the Verify Assignment link. Open the link in the same browser. Alternatively, you can copy and paste the link into a new tab.

This link will not work on a mobile device.

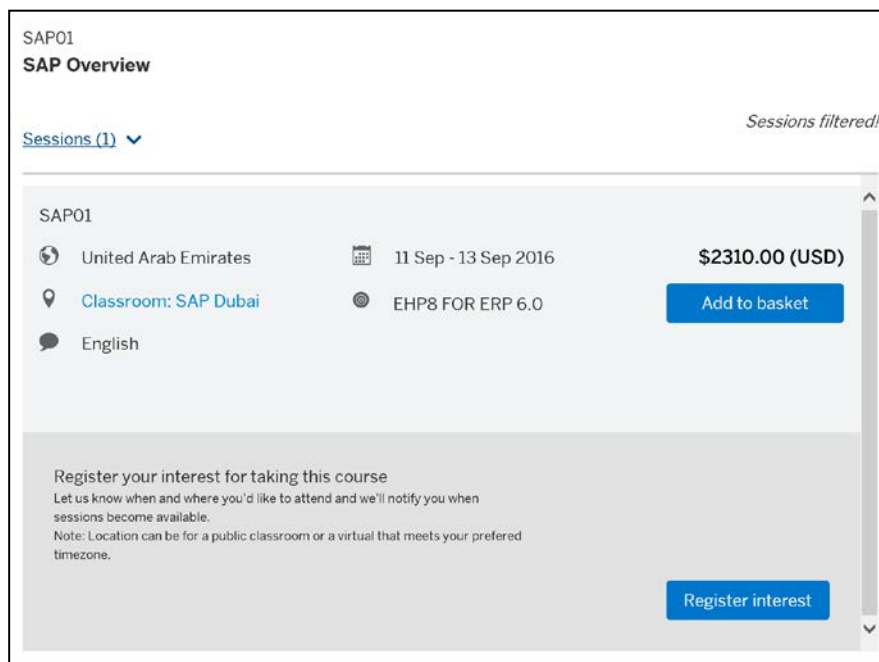
Registering on a course

The following steps can be followed to book a new course.

1. In the Search bar, look for the course you are interested in.



2. After finding the course, you have three options.
 - If no sessions is available, use the register interest feature to make sure you are notified when a training date becomes available.



- Use the Show Session option to see available training dates and use the “add to basket” feature.

SAP01
SAP Overview

Sessions (1) ▾ Sessions filtered!

SAP01

United Arab Emirates	11 Sep - 13 Sep 2016	\$2310.00 (USD)
Classroom: SAP Dubai	EHP8 FOR ERP 6.0	Add to basket
English		

- Go to the course page to view further information regarding the content of the course and then register directly.

Solution Release: EHP8 FOR ERP 6.0 ▾

Course announcements

- This course provides an overview on SAP applications and components.

Goals

- This course will prepare you to:
 - Identify the SAP Applications and Components
 - Explain basic functionality of SAP Solutions
 - Describe the various aspects of SAP User Experience

Audience

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Change Manager
- Data Consultant / Manager
- Developer Consultant
- Executive
- Industry Specialist
- Program / Project Manager
- System Architect

Book this product

[Refine events \(1\)](#)

United Arab Emirates X

United Arab Emirates

Classroom: SAP Dubai

11 Sep 2016 - 13 Sep 2016

Class times >

English

EHP8 FOR ERP 6.0

\$2310.00 (USD)

[Add to basket](#)

Register your interest for taking this course

Let us know when and where you'd like to attend and

- After using add to basket feature to register, a popup message will appear where you can choose to complete the registration by Proceeding to the basket, or you can choose to continue browsing for other courses.

Added to basket ✕

SAP01
SAP Overview **\$2,310.00 (USD)**

Delivery Method:	Classroom
Duration:	3 days
Location:	SAP MENA Dubai
Start Date:	11 Sep 2016
Solution Release:	EHP8 FOR ERP 6.0

[< Continue browsing](#)
[Proceed to basket >](#)

- When you choose the Proceed to Basket option, you will be taken to your shopping basket where you can review and make changes. From here, you are also able to use the [attendee management](#) option if you need to enroll a delegate other than yourself.

Shopping Basket
You have 2 items ready for checkout.

If you are logged in and have an S-User assigned, you may be able to choose other attendees to enroll onto a course by using the "Attendee Management" option. Please ensure that you or your selected attendees meet the required prerequisites.

HUB001
SAP Learning Hub, discovery edition 0.00 (---)
[Remove](#)

Delivery Method: Learning Hub
Location: online
Solution Release: SEE COURSE DETAIL

SAP01
SAP Overview \$2,310.00 (USD)
[Remove](#)

Delivery Method: Classroom
Duration: 3 days
Location: SAP MENA Dubai, AE
Start Date: 11 Sep 2016
Solution Release: EHP8 FOR ERP 6.0

Campaign Code: [Apply](#)

Total:
\$2,310.00 (USD)
[Remove all](#)

[Proceed to checkout](#)

Please note that all prices exclude local taxes so the actual invoiced/charged amount may be higher.

- When you are finished, select Proceed to checkout to review you your order.
- When reviewing your order, pay attention to the Review your details section, to ensure all details are correct. The Edit functionality feature, can be used to change details if needed. You may also be required to insert new billing details if it has not yet been maintained.
- The last step is to choose your payment method and complete the order.

Booking request
Please complete the form below to submit your order

Review your order [Back to basket](#)

HUB001 - SAP Learning Hub, discovery edition Price: 0.00 (---)

[More details](#)

SAP01 - SAP Overview Price: \$2,310.00 (USD)

[More details](#)

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	Company details
Title Mr	First name Test	Non-Company booking
First name Test	Last name Test	
Last name Test	Email address gillfires@gmail.com	
Email address gillfires@gmail.com	Phone numb... 1234567890	
Phone numb... 1234567890	Street numb... 1	
	Street name Test street	
	City Test City	
	Post code 0000	
	Country	

Review your payment method

[Purchase Order](#) [Credit/Debit card](#) [Preferred card](#) [Activation Code](#)

Fields marked with * are mandatory

Select invoice recipient:

Your purchase order number *

If you do not have a PO number and cannot proceed, you can enter "N/A".
You may be required to upload your purchasing document below to proceed.

Upload purchase order document *
[Choose File](#) No file chosen
[Upload](#)

Review your payment method, complete the needed information and follow last steps to finalize you registration.