SAP SuccessFactors

SAP SuccessFactors Administrator Learning Center (SFALC) Access Guide

October 2018

CUSTOMER
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WHAT IS THE SAP SUCCESSFACTORS ADMINISTRATOR LEARNING CENTER?

The SAP SuccessFactors Administrator Learning Center (SFALC) is your one-stop access point to top-quality SuccessFactors Project Team Orientations, Administrator Training, Job Aids, SFX Exams, and a variety of facilitated Live Sessions delivered via Learning Rooms to enhance your learning experience.

No registrations for courses. No time zones. No waiting.

Log on from anywhere globally, reference recommended learning paths, select the Learning Path or Learning Journey that’s right for you, and go!

- **Access** to 30+ fully on-demand digital courses and a variety of Learning Rooms.
- **Learn** on your time – courses are available globally.
- **Watch** simulations, **practice** using exercises, and **transfer** your learning back on the job with ready-to-print quick reference guides.
- **Master** a sub-process/task within certain modules. No more generalized overviews.
- **Test** your knowledge. Complete accreditations by module by passing any one of the 19 SFX exams.
- **Optimize** your learning investment and focus on the products crucial to your business.

*Only current SAP SuccessFactors customers with an SAP User Account (S-ID) can register and gain access to the SAP SuccessFactors Administrator Learning Center.*

ACCESSING THE SAP SUCCESSFACTORS ADMINISTRATOR LEARNING CENTER (SFALC)

An SAP User Account is required to access the SAP SuccessFactors Administrator Learning Center.

If you do not have an SAP User Account (S-user ID), then please contact a user administrator in your company. If required, an SAP Local Support Center can assist you in identifying company’s user administrators who can manage your S-user IDs and authorizations.

For security reasons, SAP does not create additional S-user IDs for customers or assign authorizations to such S-users. For more information, please review the Customer Community FAQ.

If you do have an SAP User Account, then please proceed with this guide to access the SAP SuccessFactors Administrator Learning Center.
Step 1: Accessing the Training Page

From the Community home page, click on the Training tab (under Resources menu from left navigation):
Step 2: Entering the SFALC

From the Community Training page, please click the Enter Here button under the SAP SuccessFactors Administrator Learning Center section.

➢ If this is the first time you are accessing SFALC, please proceed to Step 3
➢ If you are continuing the initial SFALC login process and the provisioning process has completed (Step 3), please proceed to Step 4
➢ If you are a returning visitor to the SFALC, please proceed to Step 6

If your SAP User session has expired, you may be required to re-login to the Customer Community. If this happens you will see the following screen:

Click on the Log on button.

SuccessFactors Administrator Learning Center (SFALC)

*Update* The SFALC was recently upgraded and we hope you will like the changes! To find training and SuccessFactors Accreditation (SFX) exams, click on the SAP SuccessFactors Admin Learning Centre tile, then scroll down to find the learning path for your product area. Contact customerempowerment@sap.com if you have questions.

The SFALC is your gateway to learning everything you need to take ownership of your SuccessFactors solution! Log in from anywhere globally, reference recommended learning paths or learning journeys, select the training that’s right for you, and go!

Enter Here!

An SAP User Account (S-User ID) is required.
Step 3: Registering to the SFALC

If this is your first time accessing the SAP SuccessFactors Administrator Learning Center, your SAP User Account will be automatically registered to the SFALC and you will see the following screen.

However, your account needs to be provisioned before you can access the SFALC.

Registration Complete!
Thank you for registering to the SuccessFactors Administrator Learning Center on SAP Learning Hub.

Please allow a few minutes for the provisioning process and content setup to complete. Once completed, you may access the SuccessFactors Administrator content via the SuccessFactors Community Training page.
The process of provisioning the SAP SuccessFactors Administrator Learning content to your SAP User Account will begin and you will receive the following email confirming your registration:

Welcome to SAP Learning Hub!

Thank you for registering for SuccessFactors Administrator Learning Center (SFALC) on SAP Learning Hub.

SAP Learning Hub is our most comprehensive learning offering on the market. The unsurpassed range and quality of content is enhanced by a social learning experience, accessible anytime, anywhere. Our discovery edition will give you insight into how valuable a full subscription to SAP Learning Hub can be.

Please allow up to 30 minutes for your SFALC account to be provisioned, then click the link to access the Community Training page.

On the Training page, click the 'Enter Here' button to access the SFALC content. The SFALC Access Guide on the Training page includes screenshots to help you navigate the training content.

We hope you will enjoy discovering SAP Learning Hub.

This is an automatically generated email. Please do not respond to this message.

Upon completion of provisioning, you should always access the SAP SuccessFactors Administrator Learning Center from the Community Training page (see Step 1).
If you are attempting to login to the SFALC prior to the provisioning process completing, you may see the following native Learning Hub login screen:

Do not enter your user credentials into the login prompts. Simply close your browser, allow at least 30 minutes for the provisioning process to complete, and then return to Step 1.
Step 4: Accepting the Legal Terms & Conditions

Check the box and click the Accept button to accept the Legal Terms and Conditions:

Legal Disclaimers for SAP Learning Hub

To access and use SAP Learning Hub, read and accept the legal documents below.

Terms and Conditions

☐ I have read and understood the Terms and Conditions of SAP Learning Hub. *

*Required

Step 5: Accepting the Data Privacy Consent Statement

Click the Accept button to accept the SAP Learning Hub Privacy Statement:

Data Privacy Consent Statement

SAP Learning Hub Privacy Statement

This privacy statement applies to SAP Learning Hub sites, related services and products that collect data and display these terms.

Please read and accept the information on the SAP Learning Hub Privacy Statement Site where you find more information on SAP’s firm commitment to protecting your privacy in order to proceed and get access to SAP Learning Hub.
Step 6: Welcome to the SAP SuccessFactors Administrator Learning Center!

If you do not see the SAP SuccessFactors Administrator Learning Center tile, please try scrolling down to the bottom of your browser page. If the tile is located at the bottom of the screen, you can drag it up to the top and place it anywhere on the home page.
GETTING FAMILIAR WITH THE SAP SUCCESSFACTORS ADMINISTRATOR LEARNING CENTER

The SFALC Tile

Navigating the SFALC tile in the Learning Hub

**SuccessFactors Admin Learning Centre (SFALC)**

*How to Access:* Click on the SAP SuccessFactors Admin Learning Centre tile from the Landing page.

The SFALC tile provides a summary of Learning Journeys, Learning Rooms and SFX Exams. **Scroll down to the 2nd page** to find direct links to all the Learning Paths and Learning Rooms.

Note: Access PTO, Admin Guides, Job Aids and SFX Final Accreditation Exams from Learning Journeys or Learning Paths.
Navigating the SFALC tile in the Learning Hub

Learning Journeys
Access to Learning Rooms, Product Overviews, Project Team Orientation (PTO), Admin Training, Job Aids and SFX exams are conveniently grouped into individual curriculums by product.

Access all Learning Journeys from the tile on the landing page (detailed screenshots below).
Learning Paths
Access to Learning Rooms, Product Overviews, Project Team Orientation (PTO), Admin Training, Job Aids and SFX exams are conveniently grouped into individual curriculums by product.

Learning Rooms
Learning Rooms provide product-specific supplemental content, recorded tutorial videos and tutorial videos and direct access to subject matter experts and instructors who will answer your questions and hold live meeting sessions.
The SFALC Curriculum

Navigating the SFALC Curriculum

SAP SuccessFactors Performance Management Curriculum

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Optional</td>
<td>SAP SuccessFactors Performance and Goal Management Project Team Orientation</td>
</tr>
<tr>
<td>2</td>
<td>Optional</td>
<td>SAP SuccessFactors Performance and Goals: Project Team Orientation</td>
</tr>
<tr>
<td>3</td>
<td>Optional</td>
<td>SAP SuccessFactors Performance Management Administration</td>
</tr>
<tr>
<td>4</td>
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<td>SAP SuccessFactors Performance Management Administration</td>
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<tr>
<td>5</td>
<td>Optional</td>
<td>SAP SuccessFactors Performance Management Job Aids</td>
</tr>
<tr>
<td>6</td>
<td>Required</td>
<td>SAP SuccessFactors Performance Management Administration Final Exam</td>
</tr>
</tbody>
</table>

SFX Exam

Test your knowledge and confirm your reputation as a competent SAP SuccessFactors administrator by taking the SFX Accreditation Exam.

Project Team Orientation Training

As a major stakeholder responsible for implementing and maintaining SAP SuccessFactors solutions, the Project Team Orientation (PTO) training focuses on core out-of-the-box functionality and prepares you to make the best decisions for a successful implementation.

PTO training is available as a downloadable handbook or as an interactive e-Learning course.

Admin Training

The Admin Training courses are designed for the administrators responsible for your software systems. These courses cover key concepts, features, terminology, and practice of necessary skills before you go live.

Admin training is available as a downloadable handbook or as an interactive e-Learning course.

Job Aids

Downloadable Job Aids provide an overview of the basic tasks performed by Admins and functions available to End User in the SAP SuccessFactors solution.
Accessing the Learning Rooms

Your access to the SAP SuccessFactors Administrator Learning Center brings you more than standard training content. While it provides access to the library of Project Team Orientation and Admin Guides in the form of e-learnings and handbooks, Admin and End User Job Aids, it also gives you the opportunity to participate in informal learning through six product-specific Learning Rooms.

Learning Rooms provide you with the interaction that is important for product mastery and adoption. Learning Rooms are virtual spaces on SAP’s proprietary social media platform where you can collaborate with other learners. In the Learning Rooms you can ask questions, access supplemental content, chat with other learners, prepare for SFX exams, and review delta training content to stay current with the quarterly software updates. The Learning Rooms are facilitated by experienced SAP SuccessFactors instructors. The instructors are product specialists who monitor each room and provide support, including hosting scheduled “Live Virtual Training Sessions”.

Follow these steps to access the Learning Rooms and enable notifications:

1. Within the SAP SuccessFactors Administrator Learning Center Portlet, select the desired Learning Room (highlighted in the image below).
2. Select the Email Notifications menu option (highlighted in the image below).

3. Select the desired notification frequency.
Accessing the Learning Journeys

Learning Journeys are accessible from the landing page when you enter the SFALC from the Community Training page. Learning Journeys are structured visual guides, designed to help you understand and navigate the path to become fully competent with a high-priority SAP solution. Pages 18-20 below are all screenshots from one Learning Journey, SAP SuccessFactors Performance & Goal Management, following the steps to complete training and an exam to earn SFX accreditation in Goal Management. Note: the full Learning Journey for SAP SuccessFactors Performance & Goal Management includes Foundation, Goal Management, Performance Management, 360 Multi-Rater and Calibration materials.

Learning Journeys
Access to Learning Rooms, Product Overviews, Project Team Orientation (PTO), Admin Training. Job Aids and SFX exams are conveniently grouped into individual curriculums by product.

How to Access: Click on the Learning Journeys tile from the Landing page, and then click on a product Learning Journey to view the content.
Navigating a Learning Journey

Learning Rooms
Learning Rooms provide product-specific supplemental content, recorded tutorial videos and tutorial videos and direct access to subject matter experts and instructors who will answer your questions and hold live meeting sessions.

How to Access: Hover your mouse over the Learning Room tile, it will expand and you will see an SAP Learning Room hyperlink, click the link.

Note: if it is your first time accessing, you will be asked to confirm your email notification preference and terms of use.

Overview
An Overview, or Introduction to SAP SuccessFactors Solutions openSAP course, is available to access from each SuccessFactors Learning Journey.

How to Access: Hover your mouse over the Introduction to SAP SuccessFactors Solutions tile, it will expand and you will see an openSAP hyperlink, click the link.

Note: the icon(s) on the bottom left of the tile indicate the type of content
Project Team Orientation Training (PTO)
As a major stakeholder responsible for implementing and maintaining SuccessFactors solutions, the Project Team Orientation (PTO) training focuses on core out-of-the-box functionality and prepares you to make the best decisions for a successful implementation.

PTO Training is available as a downloadable eBook or as an interactive eLearning course.

How to Access: Hover your mouse over the Project Team Orientation tile, it will expand and you will see hyperlinks for all available content types, click the links.

Admin Training
The Admin Training courses are designed for the administrators responsible for your software systems. These courses cover key concepts, features, terminology, and practice of necessary skills before you go live.

Admins Training is available as a downloadable eBook or as an interactive eLearning course.

How to Access: Hover your mouse over the Administration tile, it will expand and you will see hyperlinks for all available content types, click the links.
SFX Exam (Final Exam)
Test your knowledge and confirm your reputation as a competent administrator by taking the SFX Accreditation Exam.

How to Access: Hover your mouse over the Final Exam tile, it will expand and you will see hyperlinks for the Assessment, click the link.

Note: the icon(s) on the bottom left of the tile indicate the type of content.

Expand your skills
For some topics, there are options available to broaden your skills in particular areas.

How to Access: Click ‘Show Content’ link, it will expand and you will see the SAP Activate Methodology: Introduction tile.

Hover your mouse over the SAP Activate Methodology: Introduction tile, it will expand and you will see hyperlinks for all available content types, click the links.

Note: the icon(s) on the bottom left of the tile indicate the type of content.

Click the link to ‘Download this Learning Journey’ to view and save a pdf.
If you have any questions, please contact
SFHCMGlobalTraining@sap.com