SAP SuccessFactors

SAP SuccessFactors Administrator Learning Center (SFALC)
Access Guide

October 2018

THE BEST RUN **SAP**

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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

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!
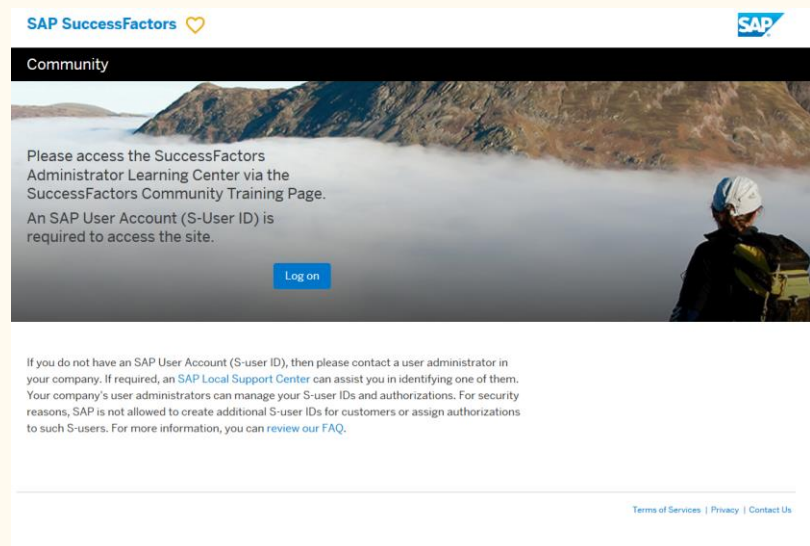
Enter Here!

An SAP User Account (S-User ID) is required.

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:
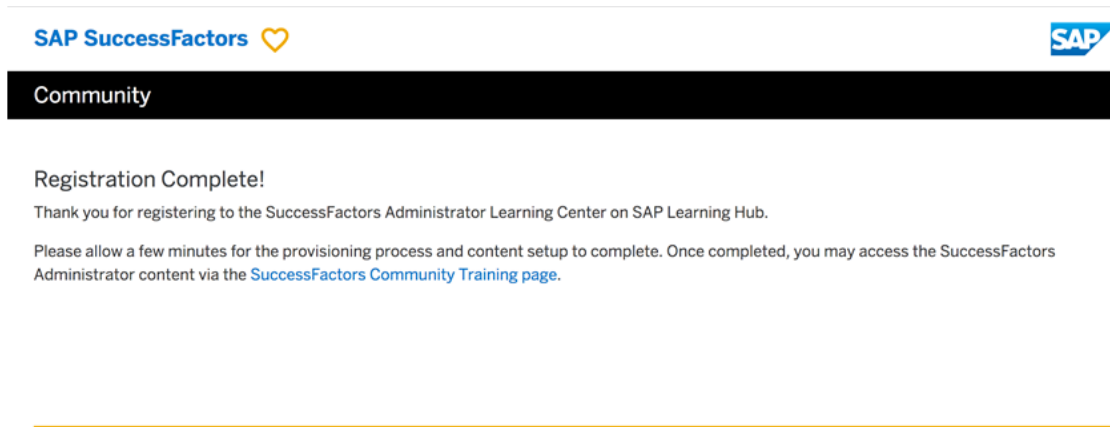
SAP SuccessFactors

Community

Please access the SuccessFactors Administrator Learning Center via the SuccessFactors Community Training Page. An SAP User Account (S-User ID) is required to access the site.

Log on

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 one of them. Your company's user administrators can manage your S-user IDs and authorizations. For security reasons, SAP is not allowed to create additional S-user IDs for customers or assign authorizations to such S-users. For more information, you can review our FAQ.

Terms of Services | Privacy | Contact Us

Click on the **Log on** button.

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.

SAP SuccessFactors ♡   **SAP**

Community

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:

SAP SAP Training and Certification

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 CommunityTraining 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.
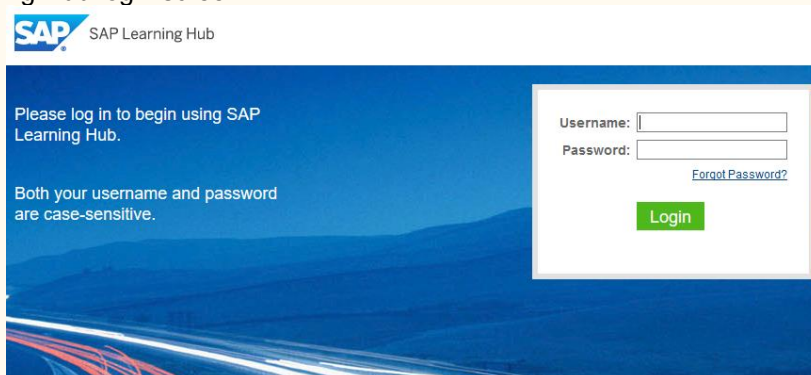
We hope you will enjoy discovering SAP Learning Hub.

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 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

Accept

Powered by
SAP Cloud Platform

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.

Accept   Decline

Step 6: Welcome to the SAP SuccessFactors Administrator Learning Center!
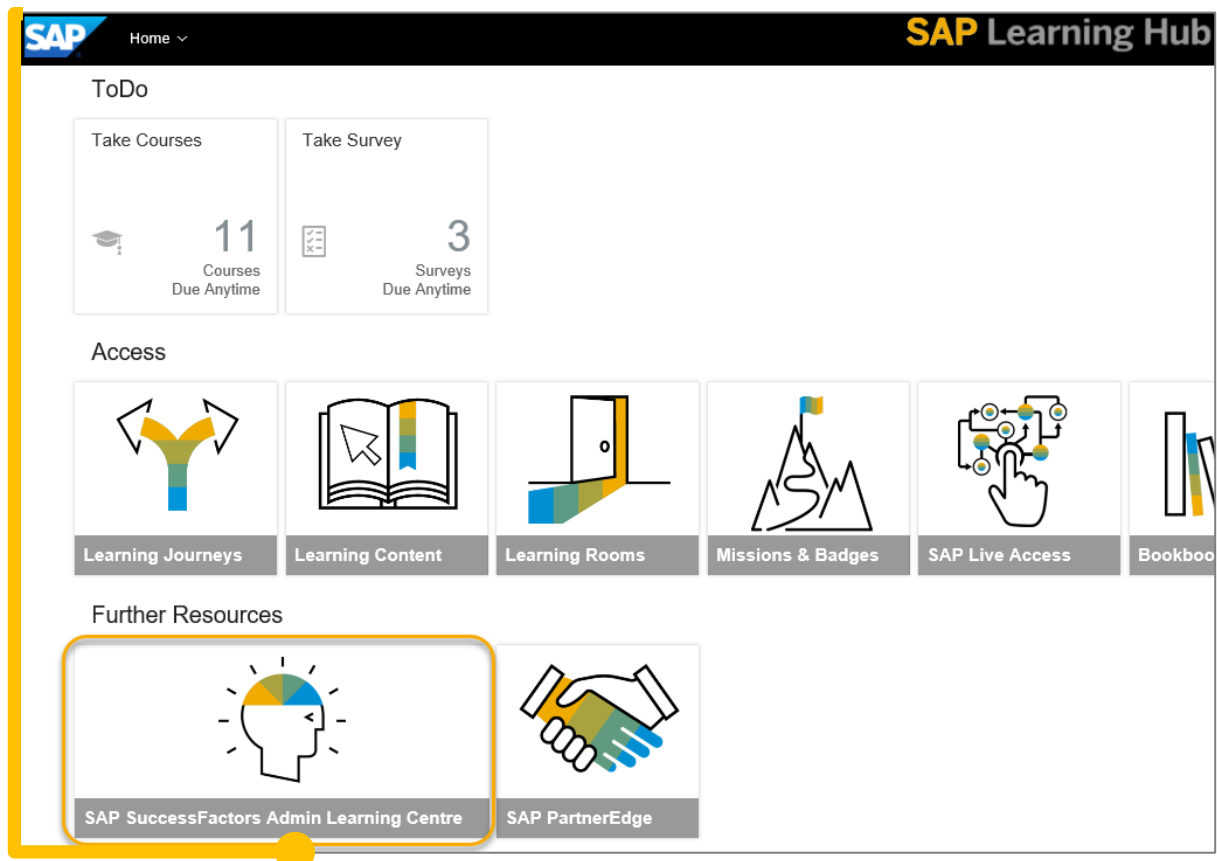
If you do not see the SAP SuccessFactors Administrator Learning Center tile, please try scrolling down to the bottom of your browser page. If the tile is located at the bottom of the screen, you can drag it up to the top and place it anywhere on the home page.

The SFALC Tile
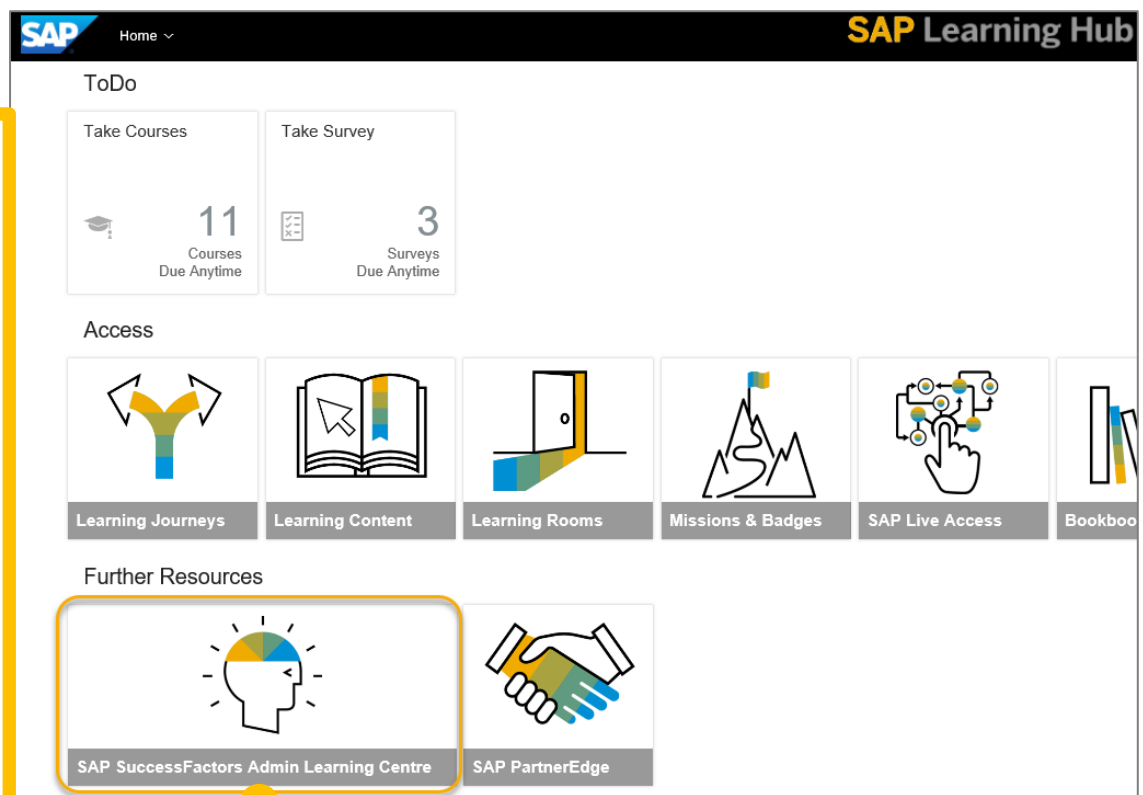
Navigating the SFALC tile in the Learning Hub

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.

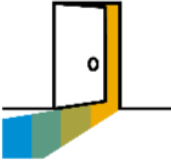Access **all** Learning Journeys from the tile on the landing page (detailed screenshots below).

SAP SuccessFactors Admin Learning Centre ✕

The SuccessFactors Administrator Learning Center (SFALC) is the one stop shop for self-service learning to prepare SuccessFactors customers to become more self-sufficient in administration of their HCM system.

Learning Journeys

Click on the *Learning Journeys tile* on the landing page and then choose a product learning journey to access self-service training for each product area in a variety of methods: eLearning, Handbooks, Job Aids, and Project Team Orientation. Customers can also earn *SuccessFactors Expert (SFX) Accreditation* by passing the Final Exam in a product area (ex. HR821_SFX for SAP SuccessFactors Goal Management Administration Final Exam) which is also found in the Learning Journey, where applicable. Training prior to taking the exam is recommended, but not required.

Learning Rooms

Join a *Learning Room* from the applicable Learning Journey to collaborate and share experiences with peers or to get questions answered by instructors. Learning Rooms also have a plethora of training and other helpful resources. The Learning Rooms tile on the landing page will allow you to access the Learning Rooms you have already joined.

SuccessFactors Expert Accreditation

The SuccessFactors eXpert (SFX) Accreditation Program is a set of exams to accredit trained and empowered customer administrators in SuccessFactors products. SFX Accreditation benefits both individual administrators as well as their company. Find out more about all Training options and accreditation on the Training 1-pager and SFX Overview. SFX Final Exams can be found in the product specific *Learning Journey.*

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.

SAP SuccessFactors Admin Learning Centre   ✕

Learning Paths   **Learning Rooms**

- Foundations
- Reporting
- Workforce Analytics
- Workforce Planning

SAP SuccessFactors Foundational Platform and Reporting & Analytics Administration Learning Room

- Employee Central / Employee Central Payroll

SAP SuccessFactors Employee Central Administration Learning Room

- 360 Multi Rater
- Calibration
- Career Development Planning
- Goal Management
- Performance Management
- Succession Management

SAP SuccessFactors Performance and Succession & Development Administration Learning Room

- Recruiting Management
- Recruiting Marketing
- Onboarding

SAP SuccessFactors Recruiting and Onboarding Administration Learning Room

- Learning
- SAP Jam

SAP SuccessFactors Learning Management and SAP Jam Administration Learning Room

- Compensation
- Variable Pay

SAP SuccessFactors Compensation and Variable Pay Administration Learning Room

- MDF
- SAP Activate

Navigating the SFALC Curriculum

SAP SuccessFactors Performance Management Curriculum ⏱

ID: CURR_SF_PM_EN

PRIORITY N/A

Self Assign Curriculum

This curriculum contains the following SuccessFactors Performance Management courses: Performance and Goal Management PTO and Performance Management Administration.

Assignments

1 — OPTIONAL
SAP SuccessFactors Performance and Goal Management Project Team Orientation
Handbooks HR820DM_EN_Col81

2 — OPTIONAL
SAP SuccessFactors Performance and Goals: Project Team Orientation
E-Learning HR820e_EN_Col81

3 — OPTIONAL
SAP SuccessFactors Performance Management Administration
Handbooks HR827DM_EN_Col82

4 — OPTIONAL
SAP SuccessFactors Performance Management Administration
E-Learning HR827e_EN_Col82

5 — OPTIONAL
SAP SuccessFactors Performance Management Job Aids
E-Learning HR827J_EN_Col82

6 — REQUIRED
SAP SuccessFactors Performance Management Administration Final Exam
EXAM HR827_SFX

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.

SFX Exam

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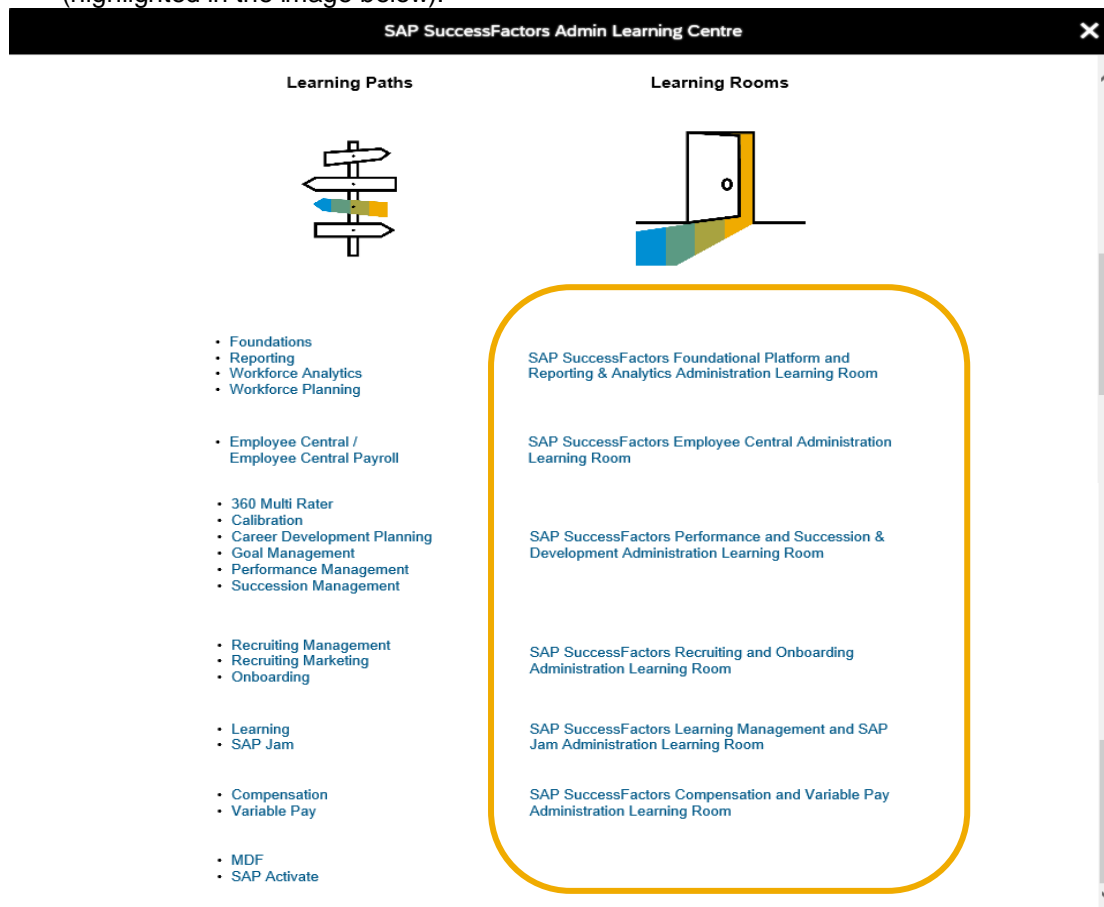
Accessing the Learning Rooms

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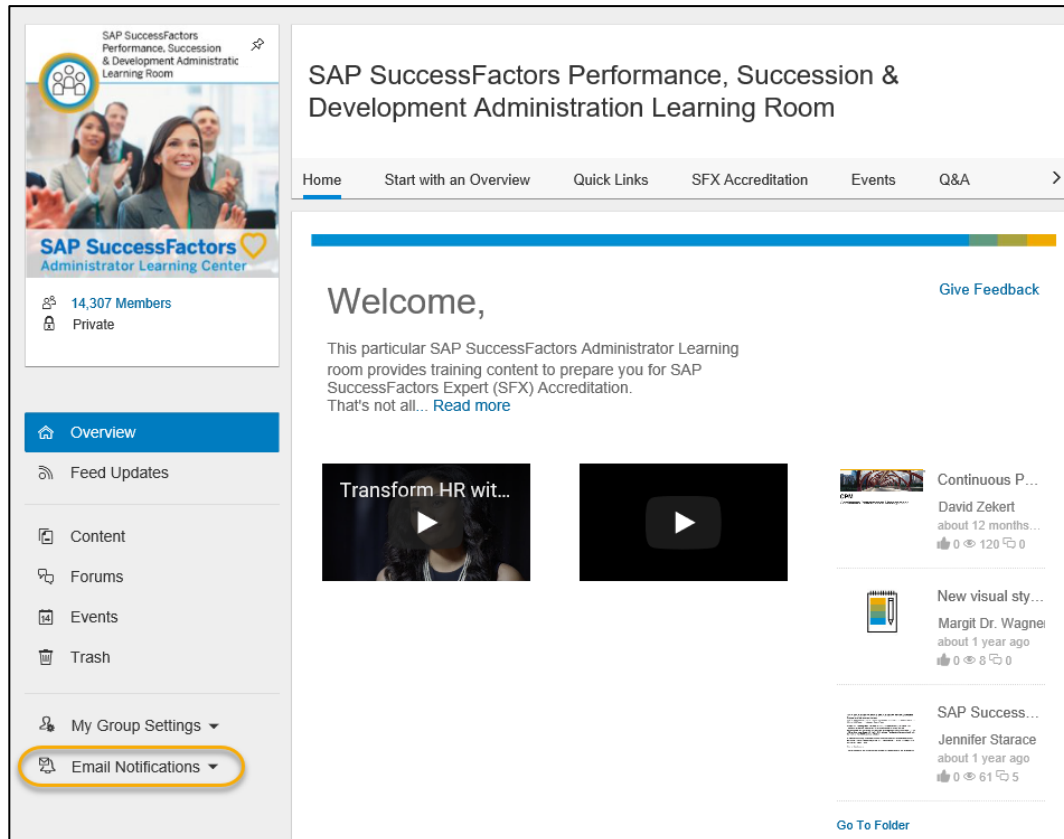
3. Select the desired notification frequency.
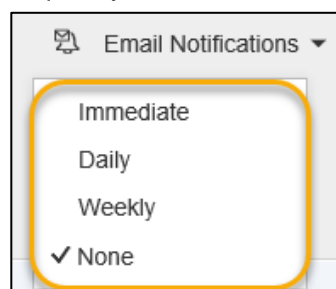
Accessing the Learning Journeys

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.

Join the SAP Learning Room
SAP Learning Rooms allow you to collaborate with peers and SAP Experts, in a community environment, to achieve common learning objectives.

Perf. Succ. and Develop. Admin.

SAP SuccessFactors Performance, Succession & Development Admin. Learning Room

Perf. Succ. and Develop. Admin.

SAP SuccessFactors Performance, Succession & Development Admin. Learning Room

SAP Learning Room

SAP SuccessFactors Performance, Succession & Development Administration Learning Room

Email Notifications: ○ Immediate ○ Daily ○ Weekly ⦿ None

This is a private group within Learning Rooms.
Private groups contain information deemed confidential by the group owner. The information shared is only visible to the group members. Group members are people who are following the group.

Group Terms Of Use

Welcome to the Learning Room for SAP SuccessFactors Performance and Succession & Development Administration Learning Room.

Before entering this public learning room, you need to acknowledge and agree with the Terms of Use outlined at the link below:
https://hcp.sap.com/content/sapjam/website/sap-jam-external-user-terms-of-use.html

☐ I understand the Terms of Use
Accept   Decline   Leave Group

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

Start with an overview
Are you new to a topic or solution? Here you will find content that helps you gain a general understanding of the topic.

SF1

Introduction to SAP SuccessFactors Solutions

⏷ Hide Content

SF1

Introduction to SAP SuccessFactors Solutions

This openSAP course provides an overview of this topic and the opportunity to earn a Record of Achievement upon successful completion. If you would like to build on this knowledge and prepare for an SAP Certification, you are advised to follow the recommended SAP Education training.
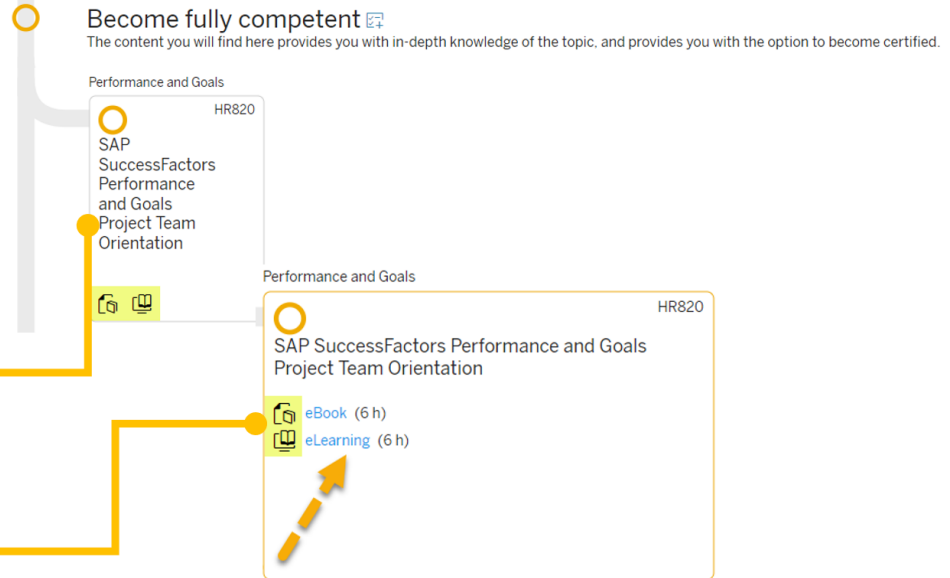
▶ openSAP (~20 h)

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.

Become fully competent

The content you will find here provides you with in-depth knowledge of the topic, and provides you with the option to become certified.

Performance and Goals

HR820
SAP SuccessFactors Performance and Goals Project Team Orientation

Performance and Goals

HR820
SAP SuccessFactors Performance and Goals Project Team Orientation

eBook (6 h)
eLearning (6 h)

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.

Goal Management

HR821
SAP SuccessFactors Goal Management Administration

HR821_SFX
SAP SuccessFactors Goal Management Administration Final Exam

Goal Management

HR821
SAP SuccessFactors Goal Management Administration
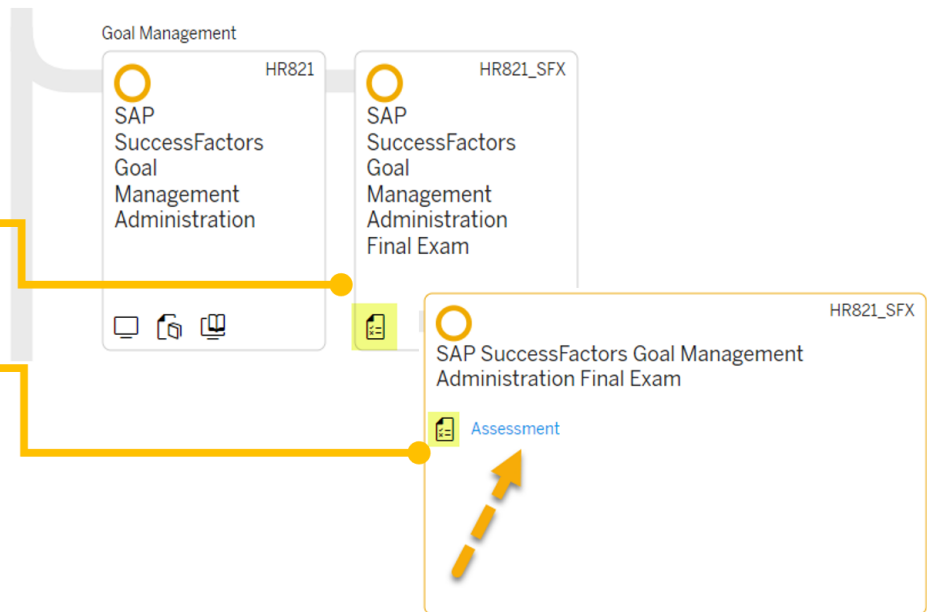
SAP Live Access
eBook
eLearning (5 h)
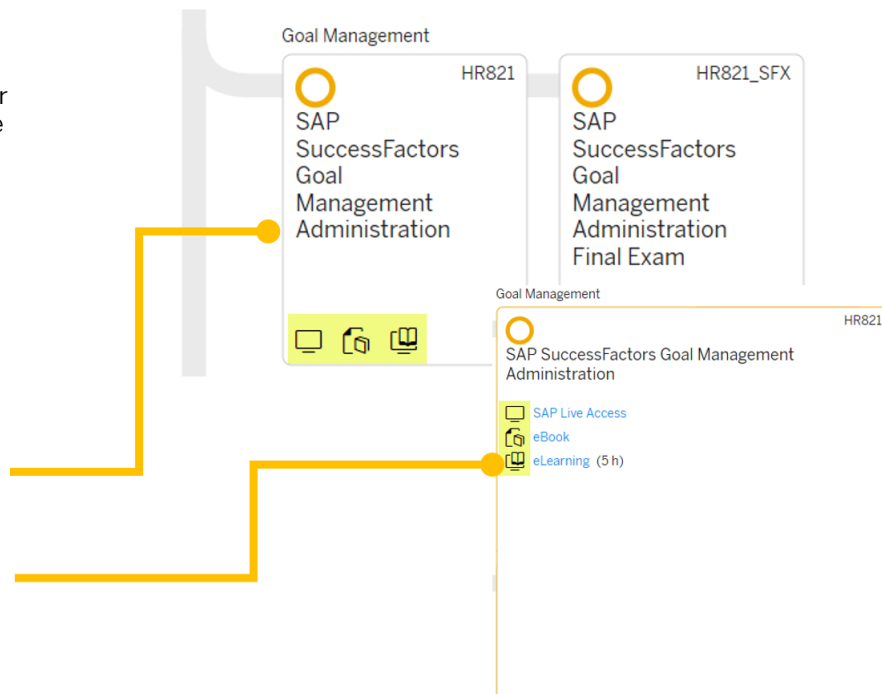
SFX Exam (Final Exam)

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

Goal Management

HR821
SAP SuccessFactors Goal Management Administration

HR821_SFX
SAP SuccessFactors Goal Management Administration Final Exam

HR821_SFX
SAP SuccessFactors Goal Management Administration Final Exam

Assessment

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

Expand your skills

For certain topics, there are options available that go beyond the core focus. This content helps you broaden your skills in particular areas.

⊻ Show Content

ACT1CL
SAP Activate Methodology: Introduction

ACT1CL
SAP Activate Methodology: Introduction

🗐 eBook
📖 eLearning (4 h)

⌃ Hide Content

📄 Download this Learning Journey

SAP SuccessFactors ♡
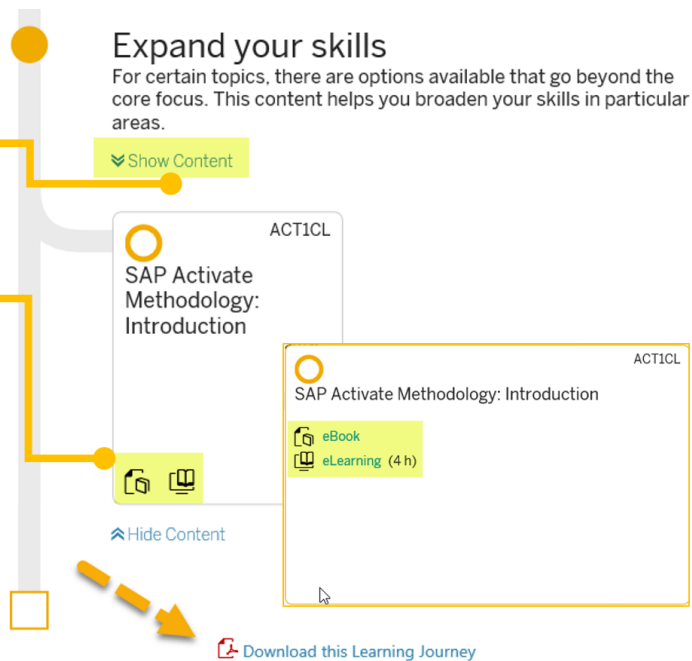
If you have any questions, please contact

SFHCMGlobalTraining@sap.com

www.sap.com/contactsap

THE BEST RUN SAP