

SuccessFactors Administrator Learning Center

Access Guide

What is the SuccessFactors Administrator Learning Center?

The SuccessFactors Administrator Learning Center is your one-stop access point to top-quality SuccessFactors Administrator Training along with SFX Accreditation Exams and a variety of Learning Rooms to facilitate your learning experience.

No registrations. No time zones. No waiting.

Log in from anywhere globally, reference recommended learning paths, select the training path that's right for you, and go!

What can I expect?

- **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 SFX exams.
- **Optimize** your learning investment and focus on the products crucial to your business.

**Only current SuccessFactors customers are able to register and gain access to the SuccessFactors Administrator Learning Center.*

Accessing the SuccessFactors Administrator Learning Center

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

How do I know if I already have an SAP User Account?

If you have ever purchased and/or taken an SFX Exam or any SuccessFactors Virtual Classes via the Training & Certification Shop, or have accessed the SAP Support Portal, SAP Community Network (SCN), or SAP Service Marketplace, then you have an SAP User Account. Those same credentials can be used to access the SuccessFactors Administrator Learning Center.

- If you do not have an SAP User Account, go to Page 3.
- If you have an SAP User Account, go to Page 8.

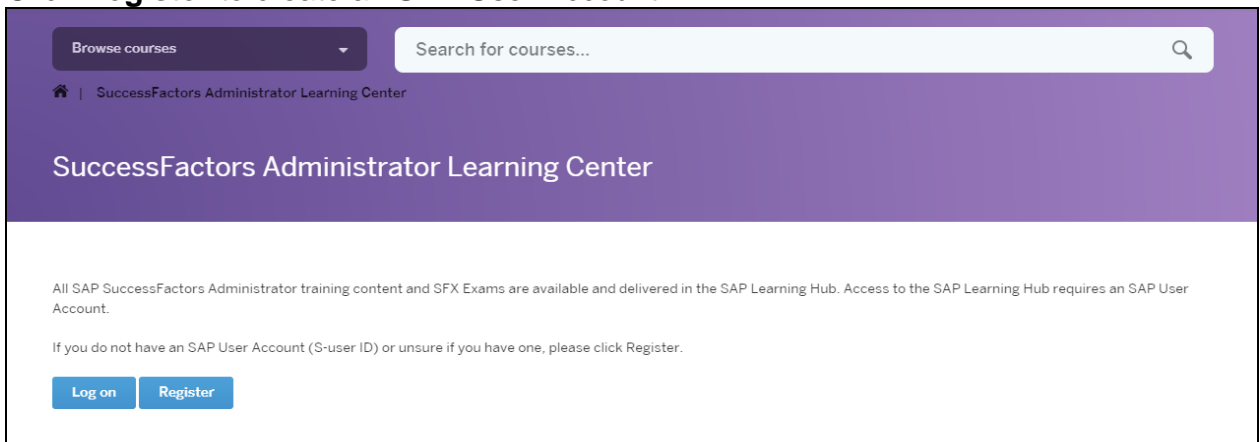
Accessing the SuccessFactors Administrator Learning Center if you do not already have an SAP User Account

1. From the [Community training page](#), click the **Enter Here** button under the SuccessFactors Administrator Learning Center section.



The screenshot shows a banner for the SuccessFactors Administrator Learning Center. The banner includes the SAP SuccessFactors logo, the text "Administrator Learning Center", and a photo of a smiling man. Below the banner, there is a paragraph of text announcing the migration of training content to the SuccessFactors Administrator Learning Center. A yellow button labeled "Enter Here!" with a right-pointing arrow is prominently displayed. At the bottom, there is a green link for questions: "Questions? Please contact SFHCMGlobalTraining@sap.com for assistance."

2. Click **Register** to create an SAP User Account.



The screenshot shows the user interface of the SuccessFactors Administrator Learning Center. At the top, there is a navigation bar with a "Browse courses" dropdown menu and a search bar labeled "Search for courses...". Below the navigation bar, the page title "SuccessFactors Administrator Learning Center" is displayed. The main content area contains a message: "All SAP SuccessFactors Administrator training content and SFX Exams are available and delivered in the SAP Learning Hub. Access to the SAP Learning Hub requires an SAP User Account." Below this message, there is a line of text: "If you do not have an SAP User Account (S-user ID) or unsure if you have one, please click Register." At the bottom, there are two buttons: "Log on" and "Register".

3. Complete the registration form by entering your personal details and click **Submit Details**.

[Browse courses](#) |

SuccessFactors sign up form

SuccessFactors Administrator Learning Center Sign Up Form

Welcome to the SuccessFactors Administration Learning Center Sign up Form where you will be required to complete a one time request in order to gain access to all SuccessFactors Administrator training content and SFX Exams.

Your Contact Details

Title *
 Mr
 Ms

First name *

Last name *

Corporate email address *

Password *

Password confirmation *

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

NOTE: All fields marked with * are mandatory

Contact Preferences

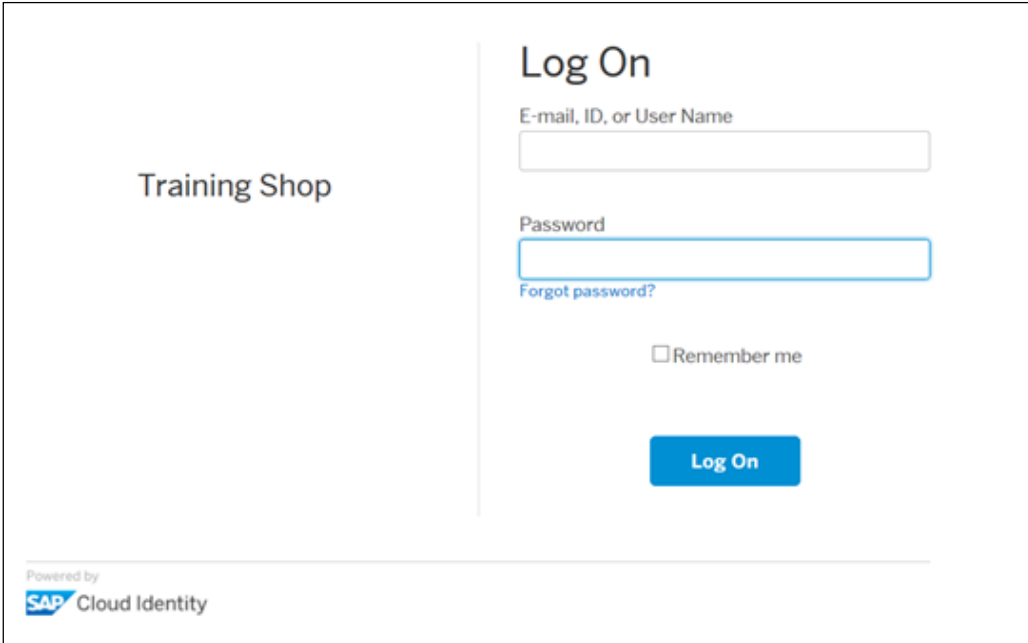
By email address *
 Yes
 No

Your Company Details

Company name *

Country *

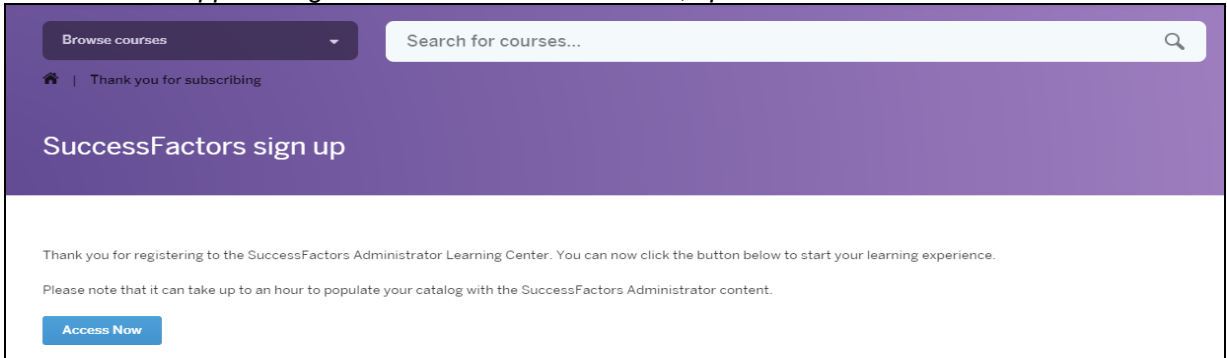
4. Upon clicking Submit Details, you will be directed to the SAP User Account login screen. Enter the E-mail and Password you used to create your SAP User Account, and click **Log On**.



The screenshot shows the SAP Training Shop login interface. On the left, the text "Training Shop" is displayed. On the right, the "Log On" section contains a form with the following elements: a title "Log On", a label "E-mail, ID, or User Name" above a text input field, a label "Password" above another text input field, a link "Forgot password?" below the password field, a checkbox labeled "Remember me", and a blue "Log On" button. At the bottom left, it says "Powered by SAP Cloud Identity" with the SAP logo.

5. To gain access to the SuccessFactors Administrator Learning Center catalog, click **Access Now**.

Note: The first time a user sees this button, it may take a few minutes for the button to appear blue and be clickable. This is because the SuccessFactors catalog is populating in the background. The button will appear a lighter blue until it can be clicked, upon which it will turn the color below.



The screenshot shows a confirmation page for the SuccessFactors Administrator Learning Center. At the top, there is a navigation bar with a "Browse courses" dropdown menu and a search bar labeled "Search for courses...". Below the navigation bar, there is a purple banner with the text "SuccessFactors sign up". Underneath the banner, there is a message: "Thank you for registering to the SuccessFactors Administrator Learning Center. You can now click the button below to start your learning experience. Please note that it can take up to an hour to populate your catalog with the SuccessFactors Administrator content." At the bottom of the page, there is a blue "Access Now" button.

6. Click **Accept** to accept the Legal Disclaimers.

Legal Disclaimers for SAP Learning Hub

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


Terms and Conditions

I acknowledge that I have read [SAP Learning Hubs Privacy Statement](#)*

I have read and understood the Terms and Conditions of [SAP Learning Hub](#).*

*Required

Accept

Powered by


7. Click **Accept** to accept the SAP Data Privacy and Security Statement.

SAP Learning Hub Data Privacy Consent 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 Cloud Data Privacy Site](#) where you find more information on SAP's commitment to protecting your privacy in order to proceed and get access to SAP Learning Hub.

Accept **Decline**

8. Welcome to the SuccessFactors Administrator Learning Center!

The screenshot shows the SAP Learning Hub interface. At the top left is the SAP logo and a 'Home' dropdown menu. At the top right is the 'SAP Learning Hub' title and a notification bell icon. Below the header, there are navigation links for 'Home' and 'Help & Tutorials'. The main content area is titled 'SuccessFactors Administrator Center' and is divided into two columns: 'Learning Paths' and 'Learning Rooms'. The 'Learning Paths' column lists several categories with bullet points: Foundations (Reporting, Workforce Analytics, Workforce Planning), Employee Central, Performance Management (Goal Management, Calibration, 360 Multi Rater, Succession and Development), Recruiting Management (Recruiting Marketing, Onboarding), Learning (SAP Jam), and Compensation (Variable Pay). The 'Learning Rooms' column lists corresponding learning rooms for each path. On the right side, there is a 'Welcome' section with an introduction video and a 'To Do' section with a checklist item 'You are all caught up!'.

SAP Learning Hub

Home Help & Tutorials

SuccessFactors Administrator Center

Learning Paths	Learning Rooms
<ul style="list-style-type: none">Foundations<ul style="list-style-type: none">ReportingWorkforce AnalyticsWorkforce Planning	SAP SuccessFactors Foundational Platform and Reporting & Analytics Administration Learning Room
<ul style="list-style-type: none">Employee Central	SAP SuccessFactors Employee Central Administration Learning Room
<ul style="list-style-type: none">Performance Management<ul style="list-style-type: none">Goal ManagementCalibration360 Multi RaterSuccession and Development	SAP SuccessFactors Performance and Succession & Development Administration Learning Room
<ul style="list-style-type: none">Recruiting Management<ul style="list-style-type: none">Recruiting MarketingOnboarding	SAP SuccessFactors Recruiting and Onboarding Administration Learning Room
<ul style="list-style-type: none">Learning<ul style="list-style-type: none">SAP Jam	SAP SuccessFactors Learning Management and SAP Jam Administration Learning Room
<ul style="list-style-type: none">Compensation<ul style="list-style-type: none">Variable Pay	SAP SuccessFactors Compensation and Variable Pay Administration Learning Room

Welcome

Watch this introduction video to SAP Learning Hub:

[Register here](#) for the Welcome Learning Room as your first step!

To Do

- You are all caught up!

For more information, please visit the [Customer Community training page](#), or contact SFHCMGlobalTraining@sap.com for assistance.

Accessing SuccessFactors Administrator Learning Center if you have an SAP User Account

1. From the [Community training page](#), click the **Enter Here** button under the SuccessFactors Administrator Learning Center section.



SuccessFactors Administrator Learning Center

SAP SuccessFactors 

Administrator Learning Center

On-demand Administrator training at your fingertips.

We are pleased to announce that SuccessFactors has migrated all Administrator Training and Platform Project Team Orientation courses over to the **SuccessFactors Administrator Learning Center**.

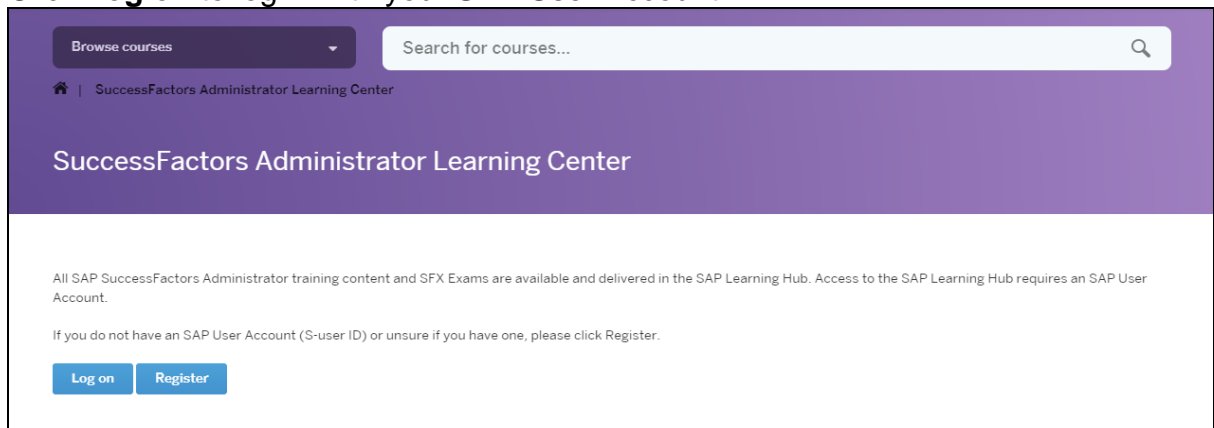
You can expect the same top-quality training and education as you have experienced previously through the Cloud Learning Center as all SAP SuccessFactors Administrator training content and SFX Exams will now be available and delivered in the SAP Learning Hub.



Please note that access requires an SAP User Account.

[Enter Here!](#) 

Questions? Please contact SFHCMGlobalTraining@sap.com for assistance.

2. Click **Log on** to log in with your SAP User Account.



Browse courses  Search for courses... 

SuccessFactors Administrator Learning Center

All SAP SuccessFactors Administrator training content and SFX Exams are available and delivered in the SAP Learning Hub. Access to the SAP Learning Hub requires an SAP User Account.

If you do not have an SAP User Account (S-user ID) or unsure if you have one, please click Register.

[Log on](#) [Register](#)

3. Enter your SAP User Account credentials and click **Log On**.

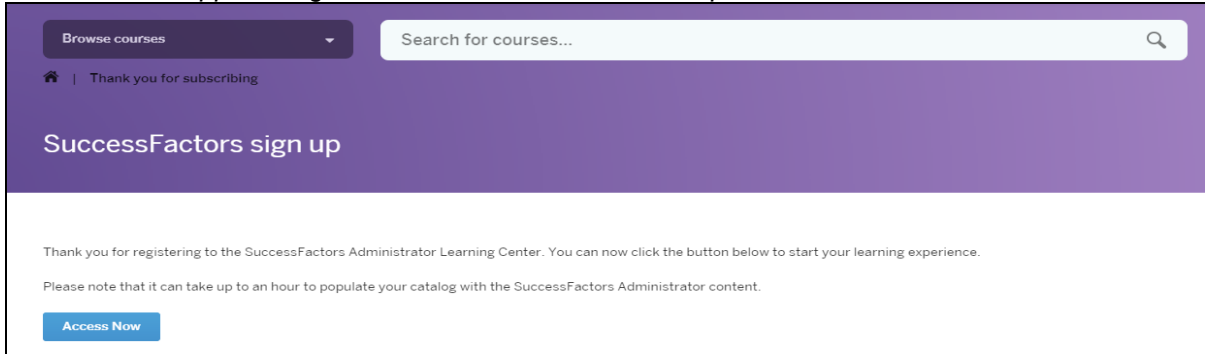
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4. Complete the one-time registration form to gain access to the SuccessFactors Administrator Learning Center catalog and click **Submit Details**.

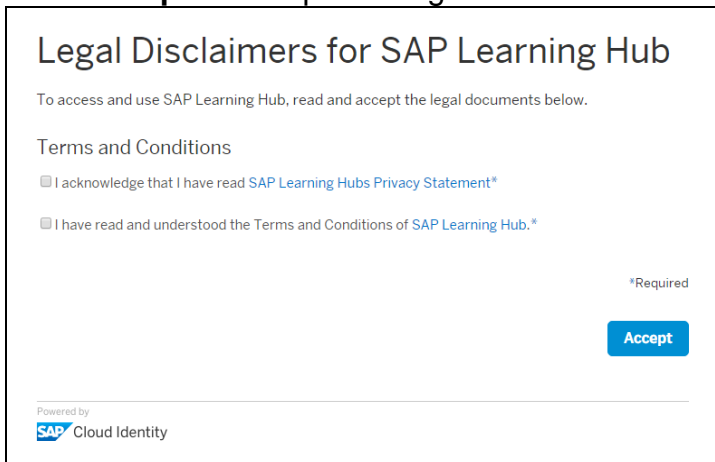
The screenshot displays the "SuccessFactors Administrator Learning Center Sign Up Form". At the top, there is a navigation bar with a "Browse courses" dropdown and a search bar labeled "Search for courses...". Below this, a breadcrumb trail shows "SuccessFactors sign up form". The main heading is "SuccessFactors Administrator Learning Center Sign Up Form". A welcome message states: "Welcome to the SuccessFactors Administration Learning Center Sign up Form where you will be required to complete a one time request in order to gain access to all SuccessFactors Administrator training content and SFX Exams." The form is divided into two columns: "Your Contact Details" and "Your Company Details". Under "Your Contact Details", there are input fields for "First name *", "Last name *", and "Corporate email address *". Under "Your Company Details", there are input fields for "Company name *" and a dropdown menu for "Country *" with "Please select" as the current selection. A checkbox is present with the text "Please tick this box to confirm you have read and agree to the SAP Privacy Policy". A blue "Submit Details" button is located at the bottom left of the form. A note at the bottom states: "NOTE: All fields marked with * are mandatory".

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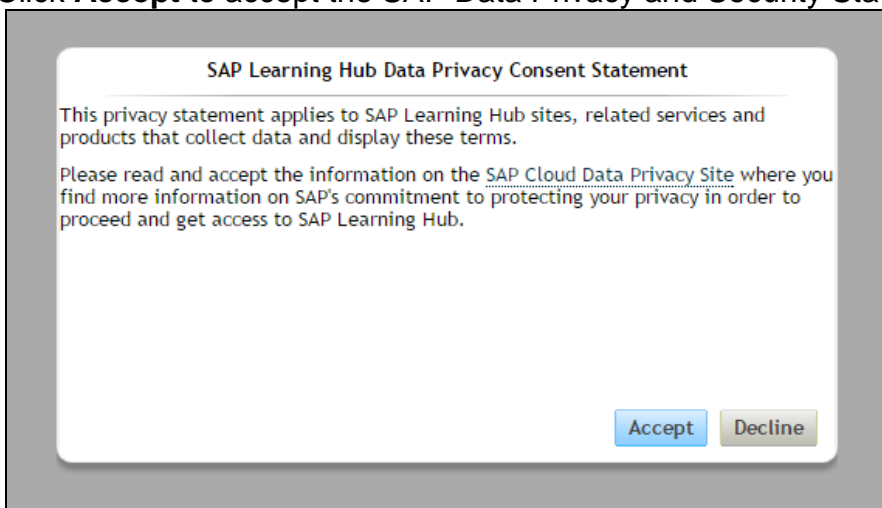
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6. Click **Accept** to accept the Legal Disclaimers.



7. Click **Accept** to accept the SAP Data Privacy and Security Statement.



8. Welcome to the SuccessFactors Administrator Learning Center!

 Home ▾ **SAP Learning Hub** 


Home Help & Tutorials

SuccessFactors Administrator Center

Learning Paths	Learning Rooms
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<ul style="list-style-type: none">• Performance Management• Goal Management• Calibration• 360 Multi Rater• Succession and Development	SAP SuccessFactors Performance and Succession & Development Administration Learning Room
<ul style="list-style-type: none">• Recruiting Management• Recruiting Marketing• Onboarding	SAP SuccessFactors Recruiting and Onboarding Administration Learning Room
<ul style="list-style-type: none">• Learning• SAP Jam	SAP SuccessFactors Learning Management and SAP Jam Administration Learning Room
<ul style="list-style-type: none">• Compensation• Variable Pay	SAP SuccessFactors Compensation and Variable Pay Administration Learning Room

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To Do ▾

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