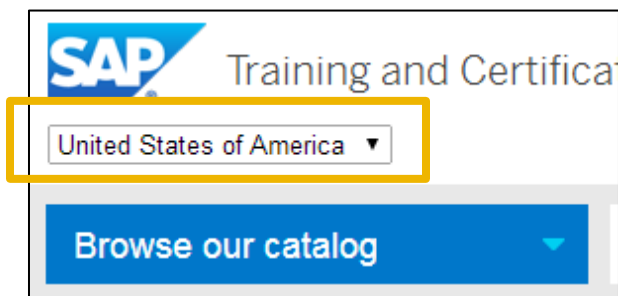# SuccessFactors Training
on SAP WebShop
Customer Registration Guide

SuccessFactors HCM training is now available on the SAP Training WebShop. As of June 2014, users can follow these steps to register for SuccessFactors HCM training.
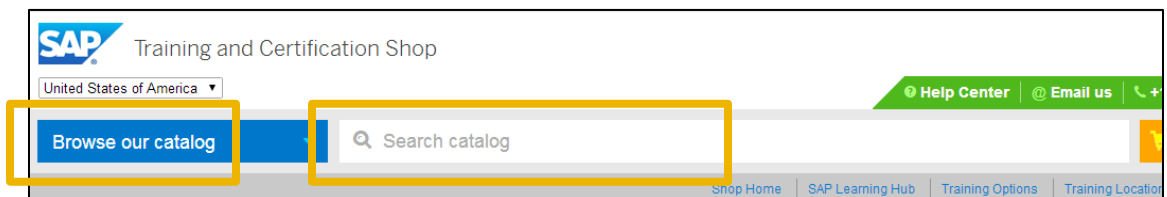
1. Go to the **SAP Training WebShop.**

2. Select the desired **Country** from the dropdown menu.

3. There are 2 ways to locate and register for SuccessFactors training:

   I. Use the **Search catalog** field and the **Training Course Codes List.**

   II. Pick course(s) from the **Browse our catalog** dropdown menu.

Customer Example: To register for Working Smarter: New LMS Admin, type HR869 (found in the Training Course Code List) into the **Search catalog** *field and select from the results.*

Please note that the screenshots below are for demonstration only and may not reflect current course offering or pricing.

4. Click on the desired training course from the search results.

You searched for 'HR869'

Filter options: Clear All   -- sort by -- ▼

▸ By Schedule Availability | HR869 – Working Smarter: New LMS Admin   Virtual Live Classroom ▸

5. Once the desired training course is selected, user will have access to course related information:

🏠 › **Courses & Curricula** › Working Smarter: New LMS Admin

a.

Working Smarter: New LMS Admin

| HR869 | 5 days |
Virtual Live Classroom

Working Smarter: New LMS Admin

Delivery: Virtual Live Classroom

Country: Australia ▼

Display Language: English

Rating: Insufficient data for accurate rating at this time.

c. Book this offering

Planning options:
- ⦿ Schedule later
- ◯ 04 Aug 2014 AU Virtual Classroom, AU SUCCESSFACTORS HCM B1402 REL.
- ◯ 04 Aug 2014 NZ Virtual Classroom, NZ SUCCESSFACTORS HCM B1402 REL.
- ◯ 03 Sep 2014 AU Virtual Classroom, AU SUCCESSFACTORS HCM B1402 REL.

See more dates

FROM
$2,030.00

in Australia

Add to basket ›

b. Course Details   All Schedules (4)   Related Courses & Certifications   Related Curricula

Solution Release: SUCCESSFACTORS HCM B1402 REL.

Course announcements

6. Country dropdown allows you to change the country view without having to go back to the main page.

Working Smarter: New LMS Admin

Working Smarter: New LMS Admin

Delivery: Virtual Live Classroom

Country: Australia ▼

Display Language: English

Rating: Insufficient data for accurate rating at this time.

| HR869 | 5 days |
Virtual Live Classroom

a. Course related tabs provide the following information.

Course Details   All Schedules (11)   Related Courses & Certifications   Related Curricula

- **Course Details**: contains course announcements, goals, audience, prerequisites, content info, course base software release, notes and popular tags.

- **All Schedules**: list of available times/dates/locations of the selected training.

- **Related Courses & Certifications**: list of related courses.

- **Related Curricula**: available curricula based on module.

b. Book this Offering
- Choose the option that best fits your schedule and click **Add to basket**.

NOTE: Pricing is country specific.

For example, Intro to SuccessFactors Academy training costs $3,375 in the United States and 2,195.00€ in France.

Customers with outstanding **Working Smarter (WS)** and **Quickstart (QS)** subscriptions can click **HERE** for more information on how to register via SAP WebShop.

Book this offering

Planning options:

- Schedule later
- 04 Aug 2014 AU Virtual Classroom, AU SUCCESSFACTORS HCM B1402 REL.
- 04 Aug 2014 NZ Virtual Classroom, NZ SUCCESSFACTORS HCM B1402 REL.
- 03 Sep 2014 AU Virtual Classroom, AU SUCCESSFACTORS HCM B1402 REL.

See more dates

FROM
$2,030.00

in Australia

Add to basket >

7. Once the course has been successfully added, users will be prompted to **Proceed to basket** and check out their purchase(s) or to **Continue browsing** the SAP WebShop.

Added to basket   ✕

Working Smarter: New LMS Admin	Working Smarter: New LMS Admin	$2,030.00
	Delivery Method Virtual Live Classroom	Remove
	Duration 5 days	
	Solution Release SUCCESSFACTORS HCM B1402 REL.	
HR869 5 days	Continue browsing Proceed to basket >	
Virtual Live Classroom		

Your Basket

You have 1 item(s) ready for checkout.

Please ensure that you meet the required prerequisites.
Please note that all prices exclude local taxes.
*If you are purchasing training for users other than yourself, please ensure you have logged in as a **Training Manager** and are using your Team Basket or bookings will go against your ID. Feel free to call for help booking as a Team Manager. +1-888-777-1727 Opt. 2*

Total: **$2,030.00 (AUD)**

Remove all

Proceed to checkout >

8. To complete checkout, users are required to submit the following information:

- o Title
- o First name
- o Last name
- o Email address
- o Phone number
- o Street
- o City
- o Postal code

- o State – US & Canada only
- o Country
- o Industry
- o Job Function
- o Department
- o Non-company or Company Booking
- o Company name

9. Do you have a **SAP user account**? If not, you will have the option to create one at this time. We recommend all users create an account in order to track their learning purchases. However, creating a SAP user account is optional.

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Create an SAP user account (Optional)

Enter a password to create a user account, this will mean you can acces your bookings information on-line and access on-line training.

Your password must be at least 8 characters long, be of mixed case and also contain a digit or symbol.

Password

Confirm password

Your SAP account will also give you access to all sap.com sites.

10. Make sure to check the **SAP Privacy Policy** prior to clicking **Submit Details.**

☐ Please tick this box to confirm you have read and agree to the SAP Privacy Policy

Submit Details

11. Once all registration information has been provided, please continue to the Payment Details.

    a. Payment Details: The SAP WebShop accepts the following payment methods:

        i. Invoice

        ii. Preferred Card

        iii. Credit Card

*Payment options are country specific and some options may not be available in your country.

Select payment method

○ Pay by Invoice

not selected / not required ▾

○ Preferred Card

Number

○ Credit card

Name on card

Card number

please do not include spaces or dashes

Valid until

-- ▾ -- ▾

CVV

Your reference (optional)

Comments / requirements (optional)

Current length: 0/255

b. Order Summary: Do a final check of your order to make sure everything is correct.

BOOKINGS WITH SAP GERMANY
SAP Germany | Tel: + 49 6227 7 41300 | Email: education.germany@sap.com

Billing address:	Payment type:	Reference and Comments:
Adolf Würth GmbH & Co. KG	Invoice	Customer Reference:
12-17 Reinhold-Würth-Straße		
74653 Künzelsau, Germany		Comments:

ABAP Objects

ABAP Objects   3,050.00 EUR

Attendee:	Herr Steven Alexander (S0003796896)
Delivery:	classroom
Duration:	5 Tage
Location:	Ratingen, Germany
Language:	German
Start date:	2012-12-03

BC401   5 Tage
classroom

Total: 3,050.00 EUR
Prices not including local taxes; terms and conditions.

☐ I accept the terms and conditions (per sales organisation).

Back   Your payment will be processed. **Submit order**

c. Confirmation: After selecting your payment option you will be taken to '*Order Summary*' page, accept the '*Terms & Conditions*' and click '*Submit Order*'.

BOOKING CONFIRMATION

Your transaction reference: **ZBGHVK8C**

If you do not receive a confirmation email within two business days, please contact your local SAP Education office.
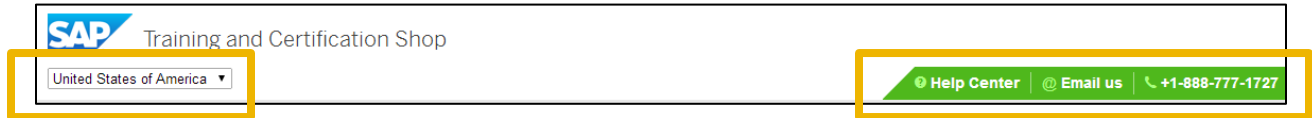
Order summary

Order Number	Country	Number of bookings	Price	Order details
0000100618	SAP Germany	1 bookings	3,050.00 EUR	Order details

Print this page   **Continue Shopping**

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Need Help?

For help from your country specific Help Center, please go to the **SAP Training WebShop,** select your desired Country (top left of page) and reference the **GREEN** Help Center menu (top right of page).

Additional Resources

- o   For a more extensive dive into the **SAP Training and Certification Shop**, please check out the **SAP Training User Guide.**

- o   Click the **FAQ** for responses to frequently asked training questions.