

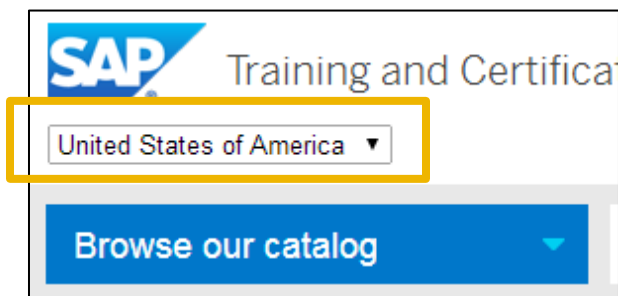


# Academy Training on SAP WebShop

## Partner Registration Guide

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

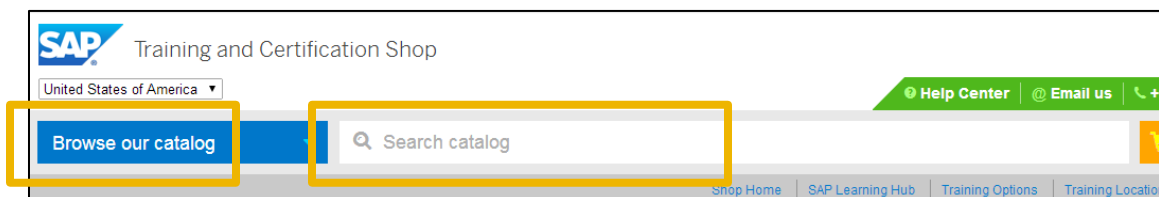
1. Go to the [SAP Training WebShop](#).
2. Select the desired **Country** from the dropdown menu.



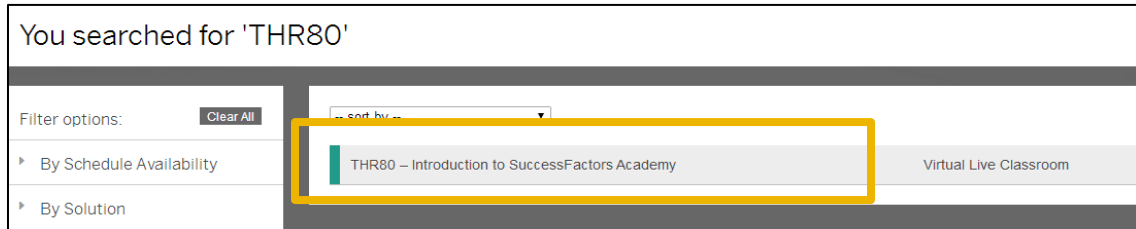
3. There are 2 ways to locate and register for Academy training:
  - I. Use the **Search catalog** field and the [Academy Course Codes List](#).
  - II. Pick course(s) from the **Browse our catalog** dropdown menu.

*Example: To register for Intro to SuccessFactors HCM Academy, type THR80 (found in the Academy Course Code List) into the **Search catalog** field and select from the results.*

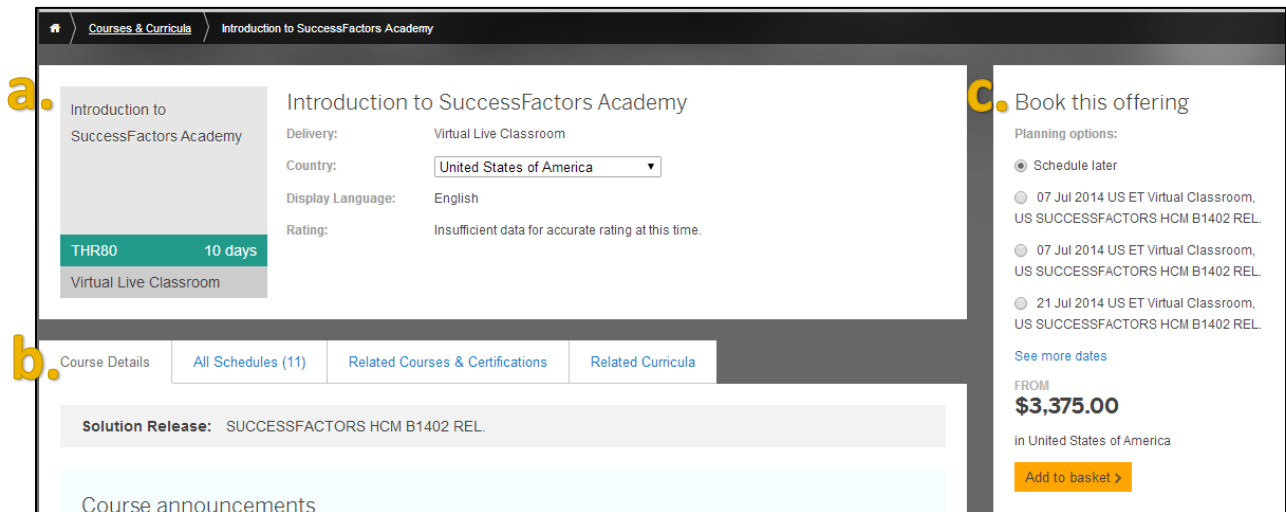
**Please note that the screenshots below are for demonstration only and may not reflect current course offering or pricing.**



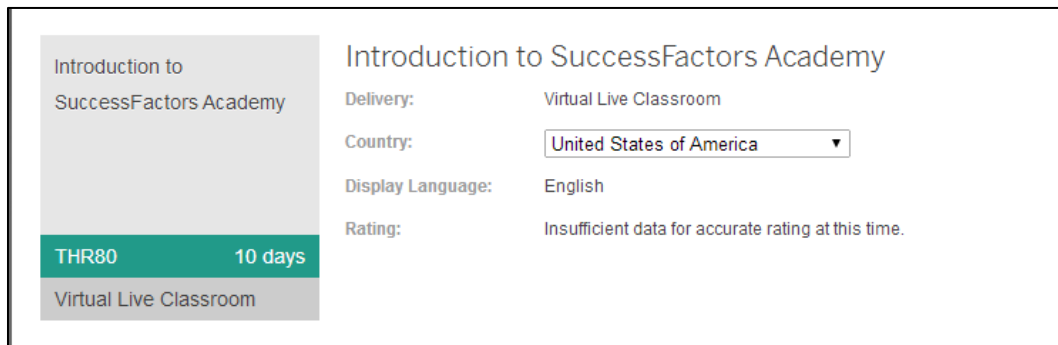
4. Click on the desired training course from the search results.



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



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



- b. Course related tabs provide the following information.



- **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.

c. 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.*

Partners with outstanding legacy **SA Pre-Paid Packs** can click **HERE** for more information on how to register via SAP WebShop.

### Book this offering

Planning options:

- ☒ Schedule later
- ☐ 07 Jul 2014 US ET Virtual Classroom, US SUCCESSFACTORS HCM B1402 REL.
- ☐ 07 Jul 2014 US ET Virtual Classroom, US SUCCESSFACTORS HCM B1402 REL.
- ☐ 21 Jul 2014 US ET Virtual Classroom, US SUCCESSFACTORS HCM B1402 REL.

[See more dates](#)

FROM  
**\$3,375.00**

in United States of America

**Add to basket >**

6. 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

Introduction to SuccessFactors Academy

**THR80** 10 days

Virtual Live Classroom

Introduction to SuccessFactors Academy

Delivery Method Virtual Live Classroom

Duration 10 days

Solution Release SUCCESSFACTORS HCM B1402 REL.

**\$3,375.00**

Remove

Continue browsing

**Proceed to basket >**

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: **\$3,375.00 (USD)**

Remove all

Proceed to checkout >

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

<input type="radio"/> Title	<input type="radio"/> State – US & Canada only
<input type="radio"/> First name	<input type="radio"/> Country
<input type="radio"/> Last name	<input type="radio"/> Industry
<input type="radio"/> Email address	<input type="radio"/> Job Function
<input type="radio"/> Phone number	<input type="radio"/> Department
<input type="radio"/> Street	<input type="radio"/> Non-company or Company Booking
<input type="radio"/> City	<input type="radio"/> Company name
<input type="radio"/> Postal code	

Title *	<input type="radio"/> Mr <input type="radio"/> Ms	Your industry *	<input type="text" value="Select industry"/>
First name *	<input type="text"/>	Job function *	<input type="text" value="Select job function"/>
Last name *	<input type="text"/>	Department *	<input type="text" value="Select department"/>
Email address *	<input type="text"/>	<input type="radio"/> Non-Company Booking	
Phone number *	<input type="text"/>	<input checked="" type="radio"/> Company Booking	
Street *	<input type="text"/>	Company name *	<input type="text"/>
City *	<input type="text"/>	VAT number (EU)	<input type="text"/>
Post Code *	<input type="text"/>	Customer number	<input type="text"/>
State	<input type="text" value="Select State"/> US & Canada only	If you have been assigned an S-User number by SAP, please enter below.	
Country *	<input type="text" value="Select Country"/>	S-User	<input type="text"/>
		Password	<input type="text"/>

**8.** 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.

**successfactors™**  
 An SAP Company  
**SUCCESS ACADEMY**

© 2014 All rights reserved. Execution is the Difference™

### Create an SAP user account (Optional)

Enter a password to create a user account, this will mean you can access 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.

### 9. 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

### 10. 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](mailto:education.germany@sap.com)

**Billing address:**  
Adolf Würth GmbH & Co. KG  
12-17 Reinhold-Würth-Straße  
74653 Künzelsau, Germany

**Payment type:**  
Invoice

**Reference and Comments:**  
Customer Reference:  
  
Comments:

**ABAP Objects**

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

**3,050.00 EUR**

**Total:**  
Prices not including local taxes; [terms and conditions](#).

**3,050.00 EUR**

☐ 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: **ZBGRVK8C**

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

**Order summary**

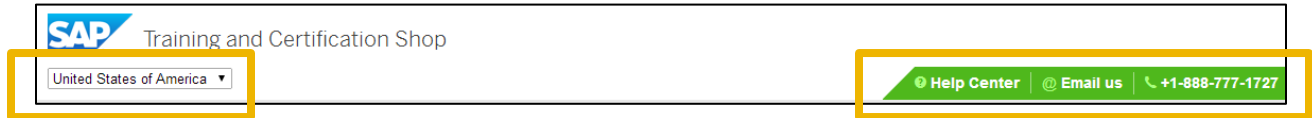
Order Number	Country	Number of bookings	Price	Order details
0000100618	SAP Germany	1 bookings	3,050.00 EUR	<a href="#">Order details</a>

Print this page

[Continue Shopping](#)

## 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

- Reference the [Academy Training Course Catalog](#) for more information on Academy training.
- For a more extensive dive into the **SAP Training and Certification Shop**, please check out the [SAP Training User Guide](#).
- Click the [FAQ](#) for responses to frequently asked training questions.