Get access to Learning Hub, academic edition

HOW TO GUIDE
Dear SAP University Alliances members,
Please follow the instructions on the next pages to register for the Learning Hub, academic edition!
Get Access to the Learning Hub, academic edition

Registration process Learning Hub, academic edition

1. Learning Hub Registration
2. Single Sign On Access to Learning Hub, ae
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**LEARNING HUB REGISTRATION**

Registration process **Learning Hub, academic edition**

1. **Learning Hub Registration**

2. **Single Sign On Access to Learning Hub, ae**
Do you already have an SAP user (e.g. from registration at SCN, sap.com or the Service Market Place)?

**Yes**
Follow the steps starting on slide 6!

**No**
Skip ahead to slide 11!
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**LEARNING HUB REGISTRATION**

Registration process **Learning Hub, academic edition**

1. **Learning Hub Registration**

2. **Single Sign On Access to Learning Hub, ae**

**LEARNING HUB REGISTRATION – WITH EXISTING SAP-USER**
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**LEARNING HUB REGISTRATION – WITH EXISTING SAP-USER**


2. On the registration page click the login button on the upper right corner of the side.
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**LEARNING HUB REGISTRATION – WITH EXISTING SAP-USER**

1. Enter your SAP-user ID or your email and your password and click **Log On**.

   If you do not know your SAP-User, please reach out to ua-support@sap.com and the user will be provided to you.

2. If you do not know your password, click **Forgot password**. On the next screen enter your SAP-user ID or your email and you will be enabled to set a new password for your SAP user.
3. After you are logged in several fields will be prepopulated with your data and you only need to provide the missing information. Required fields are marked with "*".

4. Please indicate if you would like to receive additional information.

5. Please acknowledge the SAP Privacy Statement and submit your registration.
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**LEARNING HUB REGISTRATION – WITH EXISTING SAP-USER**

1. After you are successfully registered this message will be displayed.
2. In addition, a confirmation email will be send to you.
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LEARNING HUB REGISTRATION

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LEARNING HUB REGISTRATION – WITHOUT EXISTING SAP-USER
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**LEARNING HUB REGISTRATION – WITHOUT EXISTING SAP-USER**


2. After you have accessed the registration page fill out the required fields to get access to the Learning Hub, academic edition. Required fields are marked with “*”.

3. Please indicate if you would like to receive additional information.

4. Please acknowledge the SAP Privacy Statement and **Submit** your registration.
Get Access to the Learning Hub, academic edition

LEARNING HUB REGISTRATION – WITHOUT EXISTING SAP-USER

1. After you are successfully registered this message will be displayed.
2. In addition, a confirmation email will be send to you.
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LEARNING HUB ACCESS

Registration process Learning Hub, academic edition

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LEARNING HUB ACCESS

ACCESS THE LEARNING HUB, ACADEMIC EDITION

1. **48 TO 72 HOURS** after your registration you will receive an access granted email. Within this email click the SAP University Alliances webpage link.

2. On the SAP UA webpage click the **Access SAP Learning Hub, academic edition** link to access the Learning Hub, academic edition via **Single Sign On.** **THERE IS NO NEED TO ENTER A USER OR PASSWORD!** Please assure that you are logged in before you click the single sign on link.

3. After you have successfully accessed the Learning Hub, academic edition, please go to your **Learning Room** by clicking on navigation drop down on upper left corner of the page. Check “Notifications” for a note indicating you’ve been added to the SAP University Alliances Learning Room. Follow prompts. The SAP University Alliances Learning Room will now display on left column of the page.

4. In addition, you find a short presentation that demonstrates the usage of the Learning Hub, academic edition and further information and support.
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If you need any support regarding the usage of the Learning Hub, academic edition reach out to ua-support@sap.com.