Quick Guide to Leverage SAP Learning Rooms
Next Generation SAP Enterprise Support Value Maps

SAP Enterprise Support Value Maps Team, SAP
Quick start guide SAP Enterprise Support Value Maps

How to update your profile picture and nickname?

Updating your profile picture and nickname can be done by clicking on the icon in the top right side of the page. Click on the camera icon to upload or change image, then press Save changes.

![Edit Profile](image)
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How to search in a Learning Room?

There are two different ways to search in SAP Learning Hub. The Search option is available at the top right side of the navigation bar. By pressing on the drop down menu you can select whether you would like to search in all Learning Rooms to which you have subscribed or to a specific one. Type a key word and the platform will immediately display several results. Press enter or click on the magnifying glass to trigger the search if you would like to see the entire content available related to the key word.

A Search Bar will be available at several pages such as the Overview or Ask Questions from subgroups. Type a key word and the platform will immediately display several results. Press enter or click on the magnifying glass to trigger the search if you would like to see the entire content available related to the key word.
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How to navigate to a sub-group?

View all sub-groups related to SAP Enterprise Support Value Map Learning Room by clicking on the drop down menu.

Option 1: use this option to get familiar with our offering. Discover what’s included in each one of our Value Maps and access directly the one that is more relevant for you.

Option 2: recommended, for quicker access, when you are already familiar with our Value Map topics.
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How to modify group settings and email notifications?

Click on More and select if you would like to find additional information about the group, stop following this group or leave the group. In addition, a user can decide how often to receive email notification from this group.

Please, note that you need to be a member of a sub-group in order to get email notification from that sub-group. Mail notifications will include relevant activity of the specific value map sub-group.

To become a member of a sub-group Click on the “Join Group” button from the top right corner and then set up the email notifications at your best convenience.
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How to ask a question?

For a faster response, begin by navigating to the most relevant sub-group to address your topic specific questions. Click on the blue tile which is available in the overview and other subsequent tabs.

Start by entering the title of your questions. Then describe your question in detail by writing the content area. Select a forum relevant to the scope of the question and press publish.
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How to join a learning program?

Our Learning Programs will guide you through a set of diligent SAP Enterprise Support offerings, assets and tools in a sequential and interactive format to empower you in achieving the defined outcome.

All the learning programs are available in the main group clustered by topic in the empowerment page. Select the one you are interested in and navigate through the content.

Another way to get access to the learning programs is by topic. Every subgroup contains their learning programs based on specific topics/areas within the Learning Programs page.
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How to keep yourself posted on any upcoming live sessions?

The best way to keep you posted on any new or important event, session or webinar, is checking events tab.

Upcoming events are listed in this area. Click on the one you are interested in and check the event information.

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**Upcoming Live Sessions**

Wed Mar 20 2019

Virtual SAP Enterprise Support Day

Go To Events
How to join an event?

Joining an event is as easy as follows: open the event description, registration details are included in the event description. Please notice that registration process might be completed in a different platform.

Remember that dial-in information is included in the event details.

Choose "export" to download and export outlook calendar details.

If you could not attend to a session, in the featured recorded sessions area you will find the recorded session for your self-consumption.
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How to join live sessions related to a specific topic?

Find and access Program and general SAP Enterprise Support related events in the **main group** at the **Events page**. Use links at the bottom of the page to jump directly into topic-specific events sections.

For joining an event related to specific topics, you should navigate through the **subgroup** and then check the **Events page**. This tab contains the events information, how to join them and how to export the event to your calendar.

The events are listed in the “Upcoming Live Sessions” and the recordings available for self consumption are in the “Featured Recorded Sessions” area.
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How to give your feedback to the program team?

Your feedback matters. Share your thoughts and your concerns with us. We will analyse them and take them into consideration.

There are two ways to provide your feedback:

➢ From the “overview” tab. Click on the green button and summit your suggestions/doubts.

➢ From the “Scope” tab. On the right side of the tab there is a section called “provide your feedback”. Click on “here” and submit your question.

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How to post a question related to the program?

You might have questions that are related to the program. Submit them going through the “Scope” page in the main group and clicking on “Ask Questions” button.

You can also send us any feedback using “Give Feedback” button.

You can also check previous questions navigating our forums, they are filtered by recent activity for your reference.
How to get information about the program principles?

Get to know the SAP ES Value Maps program principles by clicking on the “Scope” tab. There is information about the program, related to the pillars, purpose and value proposition.
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How to get technical support?

For getting help in case of technical issues the best option is to open a ticket to contact the SAP Learning Hub support.

Go to the “Scope” tab and scroll down until the “Technical Support” part. There is the link to open a ticket.
Thank you.

Contact information:
For further details, please contact your SAP Enterprise Support Advisor or send an e-mail to:
Sapesvaluemaps@sap.com