SAP SuccessFactors Customer Training and Expert Accreditation (SFX)

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PUBLIC
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How SAP SuccessFactors Customer Training is Delivered
How SAP SuccessFactors Customer Training is Delivered

Option 1

SAP SuccessFactors Administrator Learning Center (SFALC)

- The SFALC is your on-demand, one-stop access point to top-quality SAP SuccessFactors Training materials, SFX Accreditation exams, and Learning Rooms to enhance your learning experience.

- No additional cost – it is included with your SAP SuccessFactors subscription

- SFALC is an exclusive, SuccessFactors customers-only version of the Learning Hub

- See slide 12 for a list of SAP SuccessFactors Administration Training courses that correspond to each product area

How to access

- ‘Enter Here!’ Button on Community Training page

OR

- ‘Access product training’ from Community left navigation

Quick Links

- Access product training (Admin Learning Center)
- Engage product support (Support Portal)
- Review product guides (Help Portal)
- Give product feedback (Influence Tool)
- Partner Delivery Community (for partners only)
- Preferred Success Community (for Preferred Success Customers only)
How SAP SuccessFactors Customer Training is Delivered

Option 2

Interactive and instructor-led (group) training

- Public instructor-led virtual courses are available for select products and mimic traditional classroom-style training.
- Additional cost

How to access

1. View [Global Training schedule](#) to review courses/course codes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>SAP SuccessFactors Overview</td>
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<td>HR61</td>
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<td>HR62</td>
<td>SAP SuccessFactors Administration and Standard Reporting Virtual Class</td>
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</table>

2. In the [SAP Training Shop for Live Class](#), enter the course code in Search box at the top

3. Click the course link to learn more and register
Interactive and instructor-led (private / custom) training

- Private instructor-led training allows for the ability to customize an agenda that meets your company's training objectives and can be delivered virtually or onsite at your company or an SAP Training Center.

- Use your company's configured SAP SuccessFactors system to complete hands-on exercises and practice in the context of your business needs, or utilize a training system provided by SAP.

- Additional cost

How SAP SuccessFactors Customer Training is Delivered

Option 3

How to access

- How to find out more: Private/Custom Training
Become Empowered with SFX Accreditation
What is SFX?
The SAP SuccessFactors eXpert (SFX) Accreditation Program is a set of exams to accredit trained and knowledgeable customer administrators in SAP SuccessFactors products.

Why earn an SFX Accreditation?
SFX Accreditation benefits both individual administrators as well as their company.

Benefits

To administrator
- Confirm your reputation as an accredited SAP SuccessFactors (SF) Administrator by taking greater ownership of your software
- Make confident decisions during implementations and post go-live on current and future software releases
- Take on a greater contributing role during the decision-making process
- Be recognized in the Customer Community as an SAP SuccessFactors Expert

To company
- Accredited Administrators can help to better align HR strategies with ongoing software innovations
- Realize the full value of the Cloud by increasing organizational independence through accredited Administrators
- SFX Accredited Administrators can optimize their SF solution to better support HR processes
- Reduce the costs associated with external vendors
Increased Admin efficiency means increased Return On Investment!
Become Empowered with SFX Accreditation

How to become accredited?
To earn SFX accreditation for a product area, you must pass a product-specific exam in the SAP SuccessFactors Administrator Learning Center (SFALC).

1. **Review Administration Training**
   - Training is **recommended**, but not required, to earn an accreditation.

   **Training Option 1**
   Take on-demand, self-service training in the SFALC
   [see slide 4](#)

   **Training Option 2**
   Attend interactive, instructor-led virtual training
   [see slide 5](#)

   **Training Option 3**
   Plan interactive, instructor-led custom training
   [see slide 6](#)

2. **Pass SFX Exam**
   - To earn SFX accreditation for a product area, you must pass (at >=80%) a product-specific exam in the SAP SuccessFactors Administrator Learning Center (SFALC).
   - SFX exams are included in each product curriculum
   - Access SFX exam to take the assessment from one of two options:

   **Learning Path**
   Click on ‘SAP SuccessFactors Admin Learning Center’ tile on SFALC landing page and link to product area

   **Learning Journey**
   Click on ‘Learning Journeys’ tile on SFALC landing page to search for product area

Getting reaccredited

Each SFX accreditation expires after one year, it is necessary to retake the exam to stay accredited.

- **Check your expiration date anytime** on your Customer Community profile (expiration date in parentheses in SFX Accredited Products field).
- **You will receive a reaccreditation notification** from Customer Empowerment approximately 60 days prior to the expiration date.
Training / SFX Resources and Links
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## Training / SFX Resources and Links

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<th>Link to Document or Information</th>
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<tr>
<td>Project Team Orientation and Administration Training Course Details</td>
<td>SFALC Course Catalog</td>
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<td>Steps to access SFALC for the first time, details and screenshots to access learning paths, learning journeys, training materials and SFX exams</td>
<td>SFALC Access Guide</td>
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<td>Interactive &amp; Instructor-Led Training (Virtual Classroom)</td>
<td>Global Training Schedule</td>
<td>□ Find course codes on Global Training Schedule to enter into SAP Training Shop to view/register</td>
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<tr>
<td></td>
<td>SAP Training Shop</td>
<td>□ Note that you may need to change the default country in the menu option to find classes provided on the global schedule</td>
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<tr>
<td>Interactive &amp; Instructor-Led Training (Virtual or Onsite Custom/Private)</td>
<td>Custom Training</td>
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<tr>
<td>SFX program questions</td>
<td>Contact Customer Empowerment</td>
<td>□ If you have a CEE or CSM, he/she can assist with questions as well</td>
</tr>
<tr>
<td>Technical questions about SFALC</td>
<td>Contact Training Team</td>
<td></td>
</tr>
</tbody>
</table>
Thank you.

For more information on SFX Accreditation, please contact: CustomerEmpowerment@sap.com