

How to book onto Schools SAP and OrderPoint training courses

Our Schools SAP and OrderPoint training courses are now published on the **Derbyshire Learning Online website (DLO)**.

When you sign up to our courses, you will receive calendar (Teams meeting) invites.

The booking process is very straightforward; places can be booked any time up to 3pm of the day before the course start time.

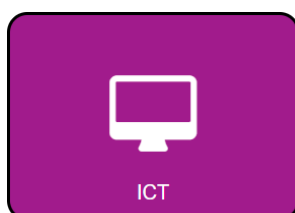
There is no charge if you are unable to attend.

Please follow the steps below to sign up to any of our courses:

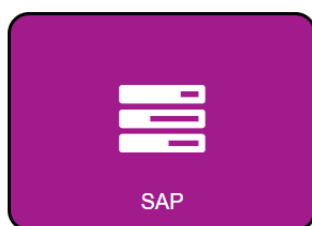
- Click on the [Derbyshire Learning Online login page](#).
- Enter your payroll number or email address; the Reset password option should be used when logging in for the first time. If you encounter any issues when logging in, please email derbyshire.learningonline@derbyshire.gov.uk for assistance
- Once logged in, click on the **Learning for all Employees** tile



- Then click on the **ICT** tile



- Then on the **SAP** tile



- You will then see the full list of our training courses
- Click on the **course** you wish to attend

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SAP – Reports on your budgets course for schools (RPT07)
SAP – Approving Inventory course for schools (AP05)
SAP – Reports on OrderPoint items in SAP course for schools (RPT06)
SAP – Uploading your Statistical Internal Order (SIO) Budget Virement course for schools (RPT11)

- This will display the date and time of the next training course. Click on the words **Sign up** and complete the short registration form.

Forthcoming Events

SAP - HR & Payroll Reporting course for schools

Date	Time	Venue	Capacity	Status	Options
10 February 2022	11:00 AM - 11:30 AM	Virtual Classroom (Venue details)	1 / 20	Booking open	

[View all events](#)

- You will then receive a calendar invite by email containing the Microsoft Teams meeting link. **This could take up to a couple of hours to be generated.**

If you have any queries regarding the courses, please email us at CST.budgetsupport@derbyshire.gov.uk