

How to book onto Schools SAP training courses

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

When you sign up to the 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.

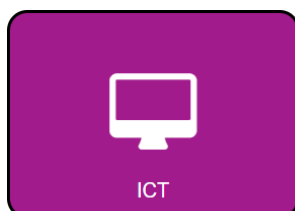
There is no charge if you are unable to attend.

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

- Click [on this link](#) to take you to the log in page of Derbyshire Learning Online.
- 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 and videos
- Click on the **course** you wish to attend


Or the **video** you wish to view

Page: 1 2 3 (Next)

 SAP Fiori – Uploading the Annual Budget Virement video for schools 
 SAP Fiori – Navigation video for schools 
 SAP – SAP Fiori Navigation course for schools 

- 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 – SAP Fiori Navigation course for schools](#)

Date	Time	Venue	Seats available	Status	Options
11 March 2024	10:00 AM - 10:45 AM	Virtual Classroom (Venue details)	49	Booking open	Sign-up
12 March 2024	1:30 PM - 2:15 PM	Virtual Classroom (Venue details)	48	Booking open	Sign-up
15 March 2024	10:00 AM - 10:45 AM	Virtual Classroom (Venue details)	50	Booking open	Sign-up
19 March 2024	10:00 AM - 10:45 AM	Virtual Classroom (Venue details)	50	Booking open	Sign-up

- 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