

Real Life Learning Activity 1 – Set Up SAP Trial Account

Learning Objectives

- Understanding an example of a real-life information system
- Understanding data, information, people, global perspectives of an information system through real life examples in SAP system

Estimated Time

Location of registration page

Please go to <https://www.sap.com/products/erp/s4hana/trial.html> to register a 14-day basic trial account for free.

Fill up registration information

Provide your school email address when the registration pop up screen asks you for your business email address to register.

Then, fill up the registration form (as shown and hinted below) and follow the steps to finish your registration.

The screenshot shows the SAP registration process with four steps: 1. Register, 2. Verify your e-mail, 3. Accept Terms & Conditions, and 4. Access all resources. A red arrow points to step 1, and text below the progress bar says "You are currently at step 1".

We see you're new to SAP

Business e-mail address s.rahman@stjohns.edu	First Name *
Last Name *	Country/Region *
Company St. John's University	Phone +X XXX-XXX-XXXX
Department Inform. Technology	Relationship to SAP Student

SAP will use the data provided hereunder in accordance with the [Privacy Statement](#).
 I have read and understood the Terms and Conditions of [SAP.com](#) *

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[Get support](#)

Annotations: A red circle highlights the "Student" option in the "Relationship to SAP" dropdown. Red text next to it says "Make sure to choose student here".

Verify your e-mail

Check your email and you should receive the email like following that asks you to activate your account. Please do so.



Finalize Your Account



Dear [Name],

Thank you for registering for an SAP Universal ID account on SAP.com.

With this one time registration process you will continue to have access to **Free Trial Software, Documents & Reports, the SAP Community**, and more.

Once logged in for the first time, Single Sign-On (SSO) will be enabled. To activate your new account click the link below.

[Click to activate your account](#)

Then, you will be asked to set up your trial account password as shown below.

Finalize your account

1 Register — 2 Verify your e-mail — 3 Access all resources

Create Password



Confirm Password



I acknowledge that I have read the SAP Universal ID [Terms of Use](#).

SAP will use any of the data provided hereunder in accordance with the [Privacy Statement](#).

Accept terms & conditions

After you set up your password, you will be redirected to the next page to accept SAP Terms & Conditions. Then, you click submit.

1 Register — 2 Verify your e-mail — 3 Accept Terms & Conditions — 4 Access all resources

Terms & Conditions

I have read and I accept the [SAP S/4HANA Cloud Public Edition](#) agreement.

You can find information about how SAP uses your personal data in the [Privacy Statement](#). *

[Submit](#)

Access your trial account

Once you submit your agreement to SAP Terms & Conditions, you will be provided with your User ID and the link to start your trial. Remember, this trial account lasts 14 days.



1 Register - 2 Verify your e-mail - 3 Accept Terms & Conditions - 4 Access all resources

Welcome to your free trial

Dear **Jim C. 1.**,
Thank you for your interest in SAP S/4HANA Cloud Public Edition.

To start your cloud trial, click this [link](#) or the button below. The trial period will end after 14 days.
Your User ID: **P2CJEJ8**77** Record your User ID

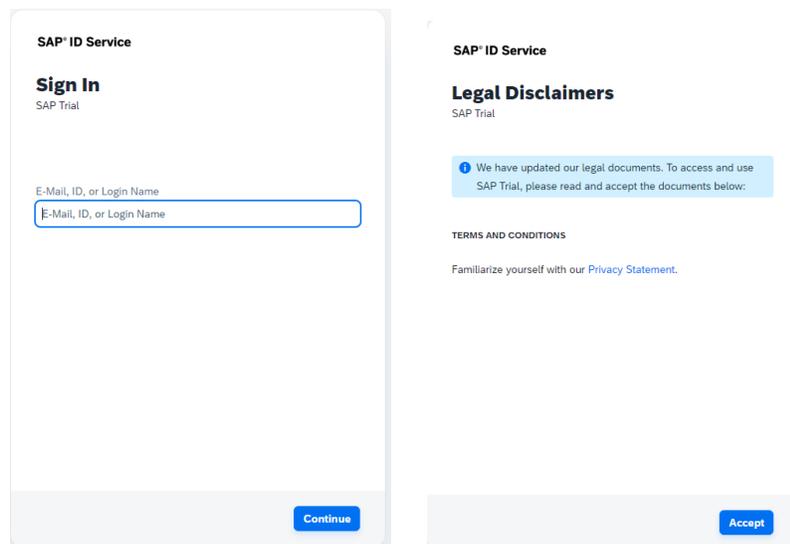
Want to know more? Please visit our [website](#) or just get in touch. We are looking forward to hearing from you.

We hope you enjoy your trial!
The SAP S/4HANA Cloud Team

[Click here to start your trial!](#)

Sign in

Provide your User ID from the previous screen and type in your password that you set up at step 2 when you get to the sign-in page. Then, click the “Continue” button to be directed to the screen of accepting Legal Disclaimers as shown below.



SAP ID Service

Sign In

SAP Trial

E-Mail, ID, or Login Name

[Continue](#)

SAP ID Service

Legal Disclaimers

SAP Trial

i We have updated our legal documents. To access and use SAP Trial, please read and accept the documents below:

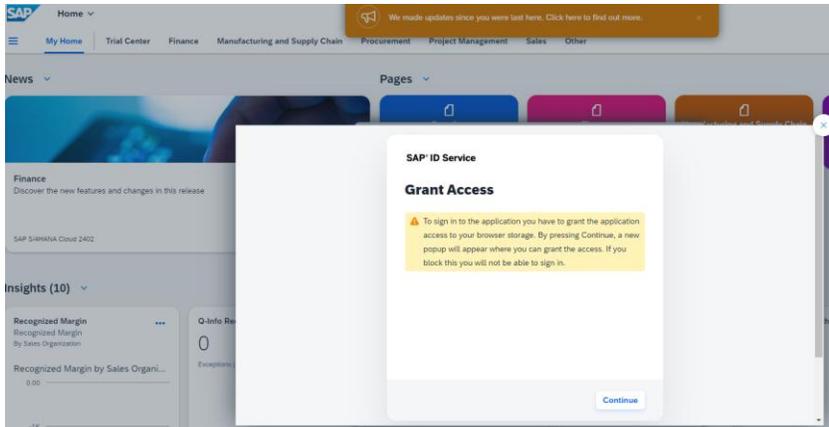
TERMS AND CONDITIONS

Familiarize yourself with our [Privacy Statement](#).

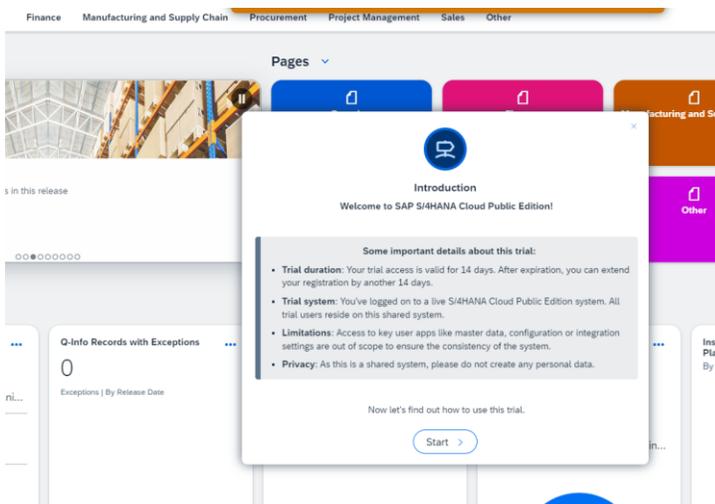
[Accept](#)

Overview the SAP S/4 HANA

Once you accept the legal disclaimers, you will be given access to the SAP S/4 HANA trial account and you will be directed to the home page of your account. Click on the “Continue” button when you see the pop up like the following.

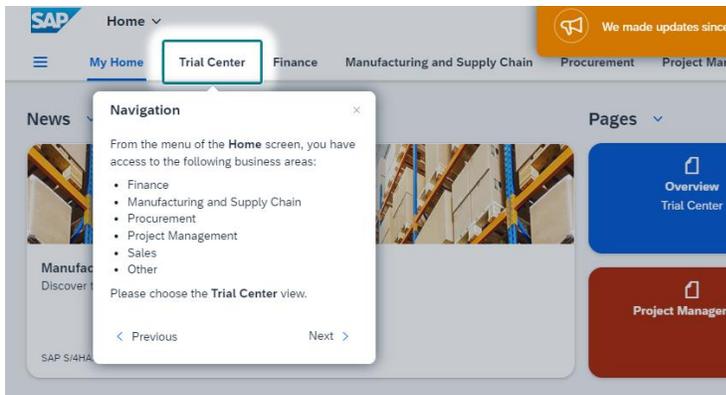


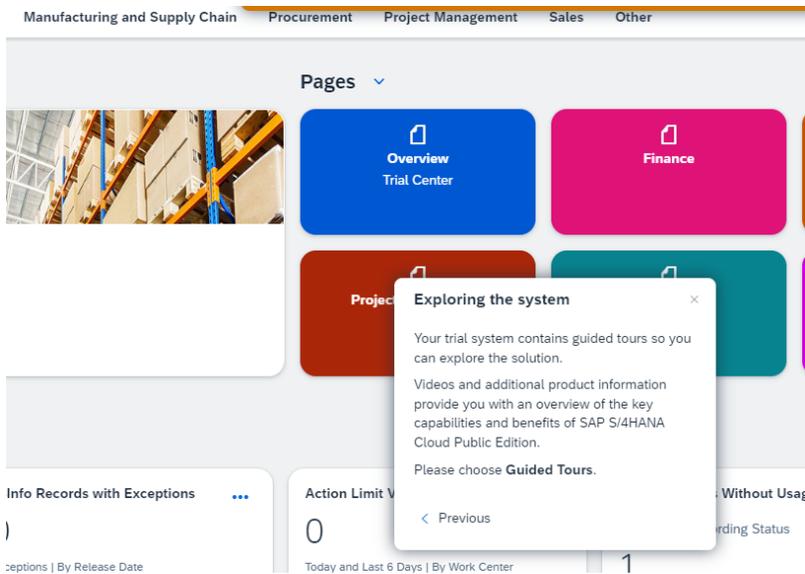
Then, you may see a welcome pop-up screen. Click “Start” button to start navigating the SAP S/4 HANA system



Navigate SAP system

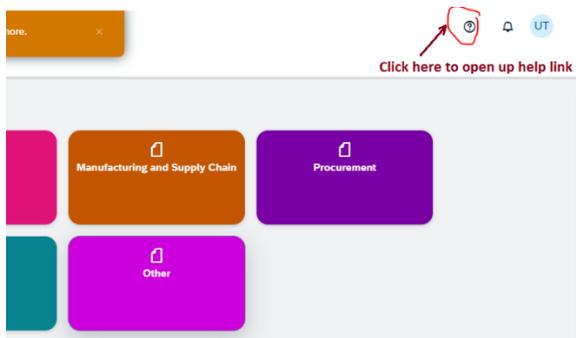
You may see the navigation tips that help you familiarize yourself with SAP home screen and controls.



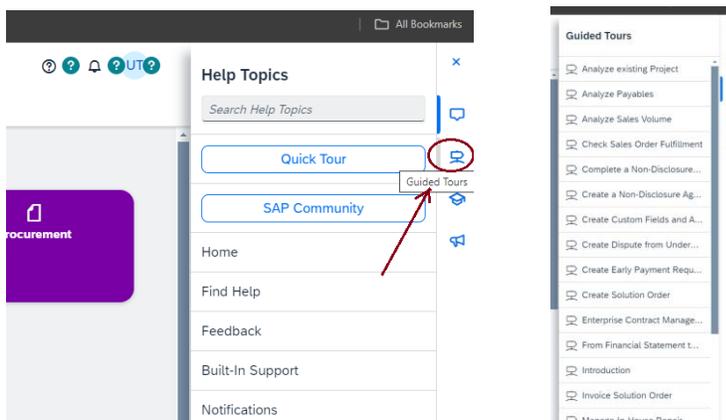


Guided tour

Click the help button as circled below to open up “Help Topics” panel on the right

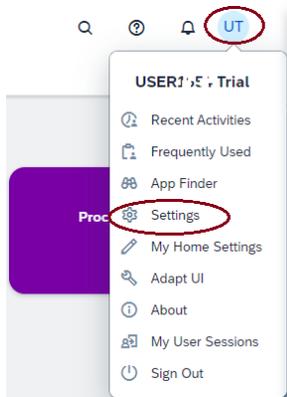


Then, you may click “Guided Tour” button (NOT “Quick Tour”) as shown below that was circled to open up Guided Tour list (as shown below on the right)

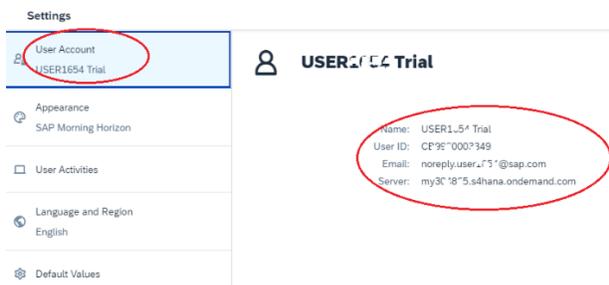


Submit Proof of Work

Please go to your account control on the top right corner and click on it to open up a list of access menu under your account



1. Then, click on “Settings” to bring up the pop-up of setting detail. Then, click on “User Account” to view the details of your trial account as shown below.



1. Then, take a screenshot of the details of your account and paste it here down below.

Ans.

2. Click on “Language and Region ...” to view the detail of your account set up. Take a screenshot of the detail and paste it here down below.

Ans.

3. What are the settings of Language and Time Zone of your account? Why does SAP provide those options?

Ans.

4. Click on “Default Values” to view the detail and answer the questions as follows.

- What is your display currency?

Ans.

- Does SAP support multiple currencies? If so, why does SAP support multiple currencies? What happens if you choose a currency that is different from the country where you are currently located at?

Ans.

- Navigate to “Financial Account” section. Locate the company code. What is your company code?

Ans.

- Is the company code listed here an example data or information?

Ans.

- Click on the look up button as shown here  to see the detail and answer the questions below.

- What is the company name?

Ans.

- What is the city?

○ **Ans.**

○

- Is the company name here an example of data or information?

○ **Ans.**

○

- Which of the following is an example of information? There could be multiple answers for this question

- Company Code
- Company Name
- City
- Currency

Ans.

5. What is SAP? You may use the web page at <https://www.sap.com/about/what-is-sap.html> to summarize your answer into one paragraph with three or four sentences.