

# Registration and first steps

## User Guide: dormakaba Learning Portal

If you are a dormakaba **employee**, [CLICK HERE](#) for further information and to log in.

If you are a **partner**:

**Please note: Before you can book our training courses, you must request an account on our dormakaba Learning Portal. You will only be able to register for a training course when you have an account. An account must be created **per training participant**. Group registrations are **not** possible!**

### Access to the dormakaba Learning Portal

#### Step 1:

In order to get access to the contents of the platform, you need to request an account. Please choose the right link:

[Click here if you are located in France](#)

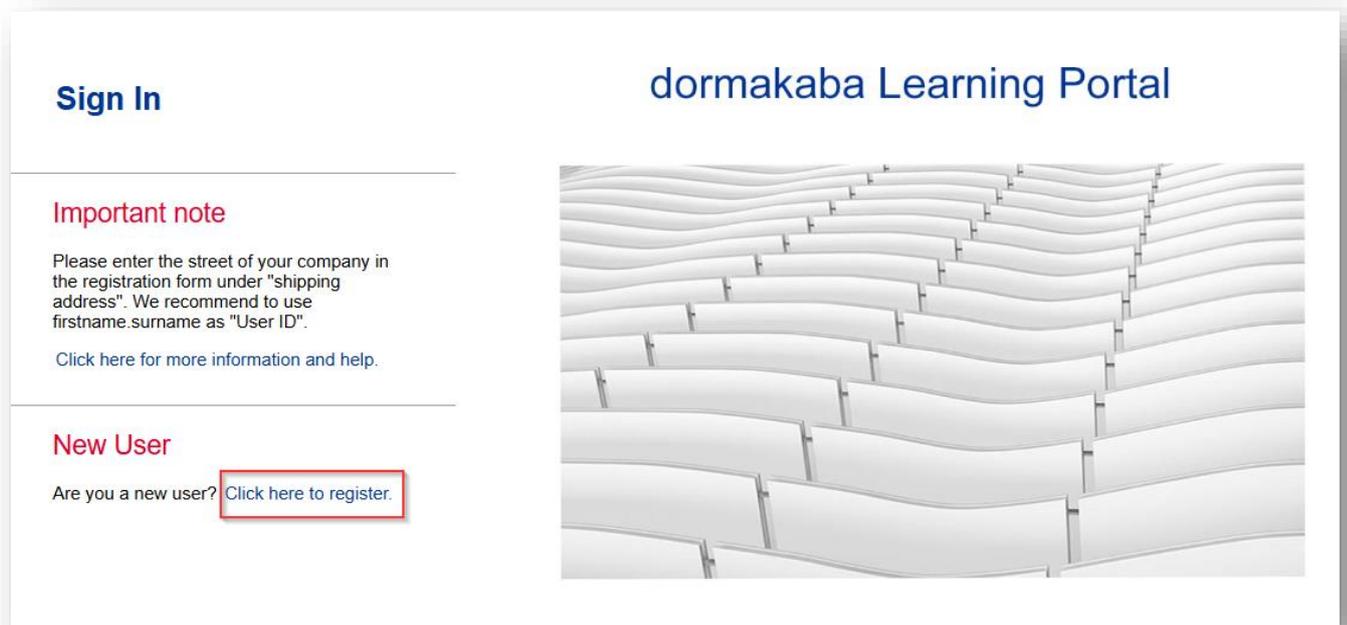
[Click here if you are located in Germany](#)

[Click here if you are located in Switzerland](#)

[Click here if you are located in any other country](#)

#### Step 2:

Choose „Click here to register.“



**Step 3:**

Enter all required information (marked with \*) in the registration form. Please note the following:  
You can define your User-ID. We recommend the following User-ID: **firstname.surname**. **Please note:**  
The User-ID can NOT be changed anymore.  
E-Mail address: **Please note: Each email address can only be used once!**

\* Required Fields.

### Account Information

\* User ID :  avoid comma or & sign

### Contact Information

\* First Name :   
\* Last Name :   
\* Email Address :   
\* Confirm Email Address :

### Employee Information

\* Name of the company :   
Customer Number :

### Shipping Address

**1** \* Shipping Address :   
\* City :   
\* State / Province :   
\* Postal Code :   
\* Country/Region :   
Shipping Phone Number :

### 2 Billing Address

Same as Shipping Address

\* Billing Address :   
\* City :   
\* State / Province :   
\* Postal Code :   
\* Country/Region :   
Billing Phone Number :

- 1) Please enter the street and house number of your company in the **shipping address**.
- 2) If you have a different **billing address**, enter the billing address here.

**3** Preferences

Locale :

Default Currency :

Default Time Zone :

To access and use the system, read and accept the document listed below. Click on the link to open the document.

[Data privacy statements](#)

**4**  I acknowledge that I have read the above document.

- 3) Please don't forget to set your **locale language** and **time zone**. **Please note:** Entering the right time zone is important. Otherwise trainings will be showed in UTC and not your time zone. The preferences cannot be changed by the user after the registration. Only the administrators can change the language settings.
- 4) After filling in all fields, click on "Submit". After submitting the form, this message will show up:

Thank you for registering. You will be notified via email once your account registration is approved.

#### Step 4:

You will receive an E-Mail Notification from [ias@notifications.sap.com](mailto:ias@notifications.sap.com). Please note your user ID. Your request will be checked manually by our team. You will receive an email if your application has been approved or declined. It can take some time to receive an email.

Welcome **[User Name]**

Your dormakaba Learning Portal registration has been approved.

Comments:

You will shortly receive an e-mail from [ias@notifications.sap.com](mailto:ias@notifications.sap.com). Please add the sender to your contacts or check your spam folder. Follow the link in the e-mail to set a password for your account. The platform can only be used after the password has been set.

Remember your user ID **[User ID]** that you need for access. If you forgot your password, you can use the corresponding link on the login page. Your user ID and password are confidential and should be kept safe.

Your training assignments will be updated within 24 hours.

Enjoy learning & stay curious!

**Step 5:**

You will receive a second E-Mail from [ias@notifications.sap.com](mailto:ias@notifications.sap.com). Follow the link in the e-mail to set a password for your account. After this, you can login to the learning platform.

