As a professional certified by SAP, you are in a unique position among your peers. Now you need to proactively manage your certification and make it easy for others to learn about and verify your certification. Through the Credential Manager™ portal – a complimentary service from SAP – you can do just that.

**What is Credential Manager?**

Credential Manager is a solution hosted by Pearson Credential Management that allows companies and individuals to manage their certification process in a more automated fashion.

**Why is SAP offering access to Credential Manager?**

Based on survey feedback from the SAP community, certified individuals would welcome additional benefits for participating in the SAP global certification program. In addition, a 2013 customer survey showed that 70% of customers find it important to verify the certification of job applicants or consultants they engage with, and 80% would like to be able to search for consultants via a public registry.

By deploying Credential Manager as a service, SAP can offer benefits to certified consultants as a reward for “going the extra mile.” These benefits include helping you manage your certification through a self-service portal, enabling you to handle tasks such as publishing certification status to prospective customers and employers, downloading certification logos, and reordering certificates.

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What are the main features of Credential Manager?

Two of the key features of the Credential Manager portal are the following:

- **Credential Verification** – Allows employers and customers to verify a candidate’s certification status quickly and easily
- **Certified Community Portal** – Provides certified individuals with access to discounted products and free knowledge-sharing sessions in a restricted area

What are the benefits of signing up to use Credential Manager?

By signing up, you realize numerous benefits, such as access to discounted products and free knowledge-sharing sessions, and the ability to easily manage your certification needs. Furthermore, Credential Manager allows verification of your certification status in several ways. You can publish credentials to a prospective employer or customer, or elect to appear in a registry of certified resources, where customers can search for certified resources in their area. A customer can also check your certification status through a simple global application process.

What are the benefits of Credential Manager for a customer or partner?

The tool allows customers and partners to quickly verify that candidates have the qualifications listed on their curriculum vitae or resume. And customers can search for a certified consultant for a specific SAP® solution by geographical area.

Is Credential Manager available in all countries?

In the second half of 2013, Credential Manager will be available in North America, the United Kingdom, Australia, and New Zealand and will be rolled out to other countries through late 2013 and into 2014.

How do I sign up for Credential Manager?

If you already have an existing, up-to-date certification, you will receive an e-mail from the SAP Education organization offering you the opportunity to sign up for Credential Manager. By clicking on the link within the e-mail, you can access the Credential Manager portal, where you can check and edit your data if necessary, download your logo, publish your credentials, and access benefits. Going forward, all individuals who achieve certification will receive an e-mail with a link to access Credential Manager. If you have not received an e-mail but would like to sign up for Credential Manager, go to the SAP training shop at [https://training.sap.com/g/en](https://training.sap.com/g/en) and request access.
What if I do not wish to sign up for Credential Manager?

If you do not want your data to be uploaded to the Credential Manager portal, you can simply opt out by following the instructions in the e-mail you received. However, please note that you need to sign up and add your details to Credential Manager if you are awaiting the certificate for your latest exam. Your certificate will only be sent once you have updated your address details.

Who can see my details online, and what details will be shared?

Your personal data security is of utmost importance to SAP Education and will not be shared by anybody without your permission. To more closely control who can view your credentials, you can choose to make them accessible only to viewers of your choosing. If you want your credentials – including your location – to be more widely viewed by prospective customers and employers, you can appear in a public registry as a certified resource.

Do I have access to Credential Manager for an unlimited period of time?

As long as your certification is up-to-date, you will have access to Credential Manager. SAP’s certification validity policy usually considers certification in the last two solution versions as current. However, some solution areas may make exceptions to this certification validity rule. You can find all current exams and more details on which exams are considered valid in the training shop. Should your certification be nearing the end of its validity, you will receive notification via Credential Manager advising you of ways to update your certification and maintain access.

Find out more

To learn more about Credential Manager, contact your SAP representative or visit the training shop at https://training.sap.com/g/en.