How to change your language
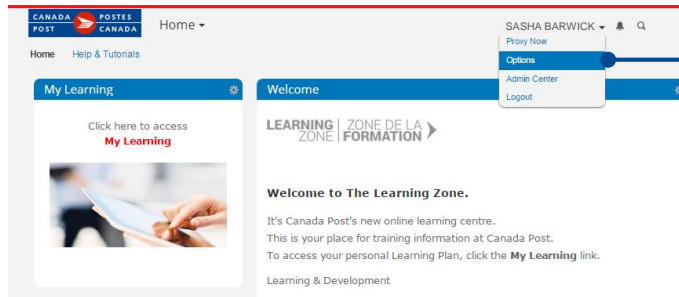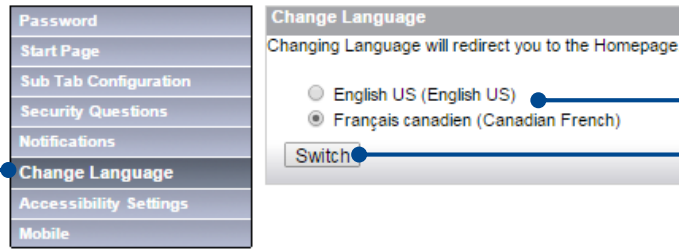

Click on the down arrow next to your name in the top menu and select **Options**

1

Select **Change Language**

2

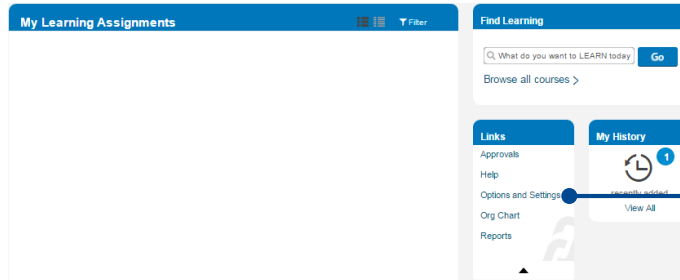

Select your preferred language

3

Click on Switch

4
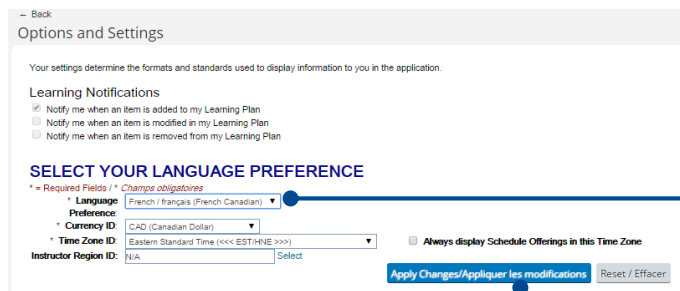

Click on **Ma Formation** *(My Learning in English)*
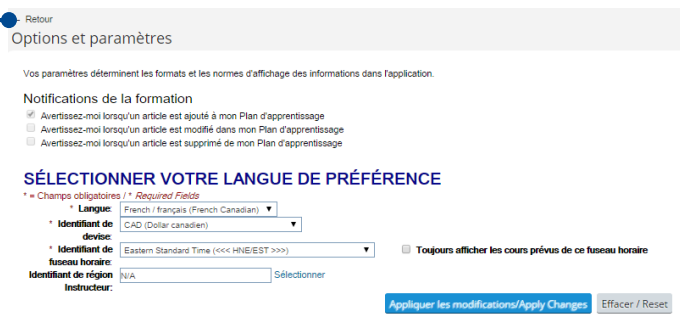
5

How to change your language

From the **Links** menu in the **My Learning** Page, click **Options and Settings**

6

Select your preferred **Language** from the drop down menu

7

Click on **Apply Changes**

8

Click on **Retour** to go back to the **Ma Formation** Page

9

*To make this change permanent, you must modify your Personal Data in SAP ESS. Login to SAP, go to Employee Self Serve and select Personal Data. Select your preferred language and save. **WARNING!** This will modify all future corporate communications and HR documentation sent to you. The change takes up to 1 week to take effect and will not affect your bilingual bonus (if applicable).*