



Sage 100

Spring into learning with Sage University and save 50%

Sage University

Learn how to create your Sage University profile, find training and how to allocate your promotion code to access the 50% discount.

Sage

**Promotion ends
March 31, 2023**

Table of Contents

Important info about the Sage 100 training promotion:3

New to Sage University? Learn how to create your profile.....4

The summarized way:.....4

The visual way:5

How to purchase training and allocate the promo code. 13

Where to access your training. 18

How to print a certificate of completion.20

Need help with Sage University?.....22



Important info about the Sage 100 training promotion:

The promo code: **Spring2350** is valid from **February 1st to March 31st, 2023.**

The promo code is only valid for the Sage 100 **anytime learning courses.**

Terms & Conditions:

- Offer runs from February 1, 2023, to March 31, 2023, strictly
- Discount is for North American anytime learning and virtual instructor-led public courses offered through SageU.com only
- Discount is only applicable for the Sage products: Sage 50 – US Edition, Sage 100 ERP, Sage 100 Contractor, Sage 300 ERP, Sage 300 CRE, Sage HRMS, Sage CRM, Sage Fixed Assets, Sage Timeslips and Sage Estimating.
- **Must register for courses by March 31, 2023 and** use code **Spring2350** at checkout.
- May be combined with your Sage Business Care discount but cannot be used in conjunction with other coupons or offers.
- Not available on previous purchases, private training, training guides, eBooks, assessments, and certifications
- Program offerings vary by product line.

New to Sage University? Learn how to create your profile.

Choose the way you learn the best to create your profile

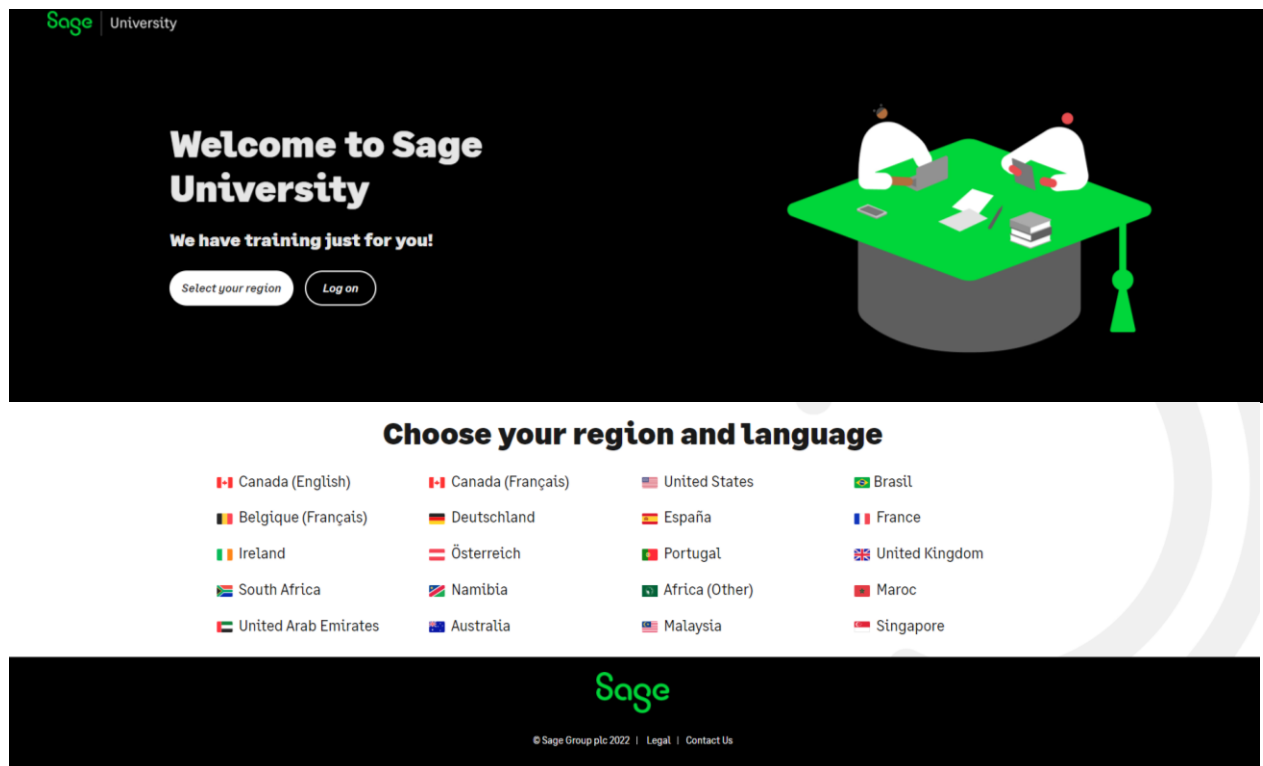
NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

The summarized way:

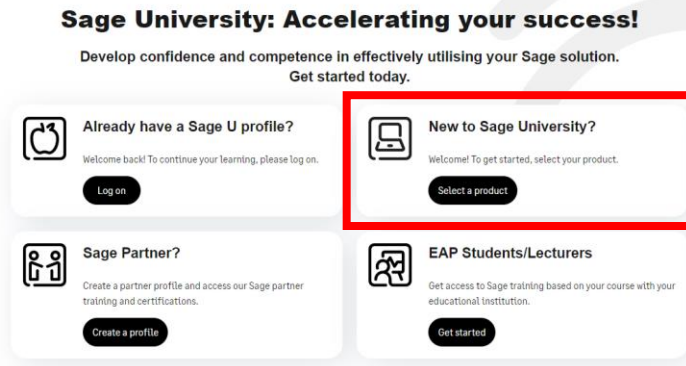
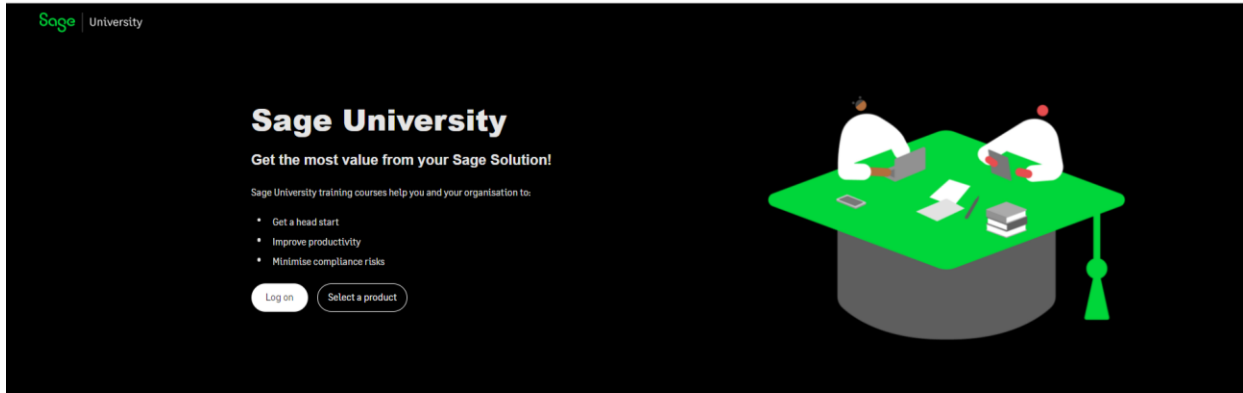
1. Go to **www.sageu.com**.
2. Choose your region and language.
3. Choose Select a product, then choose your product.
4. If you already have a profile, click log on. Or, click Create a profile and follow the steps to create a profile.
5. Once logged in, browse courses or search for a specific course.
6. Click Add to cart.
7. In the shopping cart, enter the coupon code **Spring2350** and select Apply.
8. Click proceed to checkout and complete the payment.
9. Click View transcript to access the course, or simply log in to **www.sageu.com** and use the hamburger menu to access My learning.

The visual way:

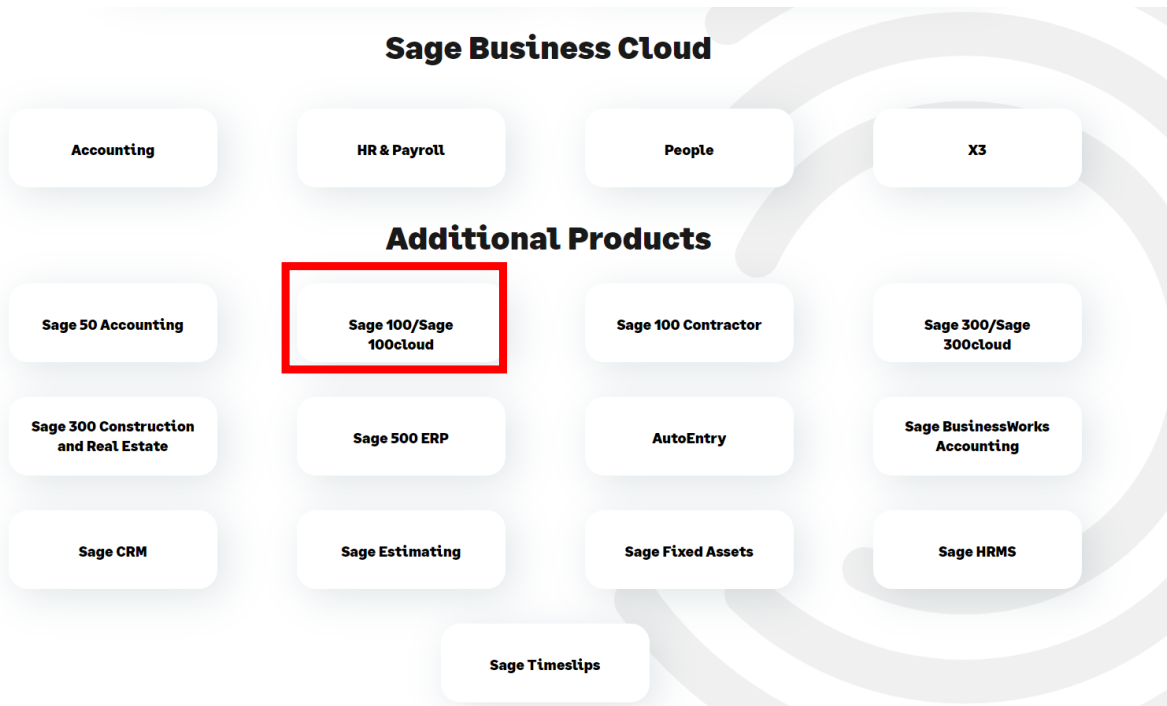
1. Go to www.sageu.com
2. Choose your region and language:



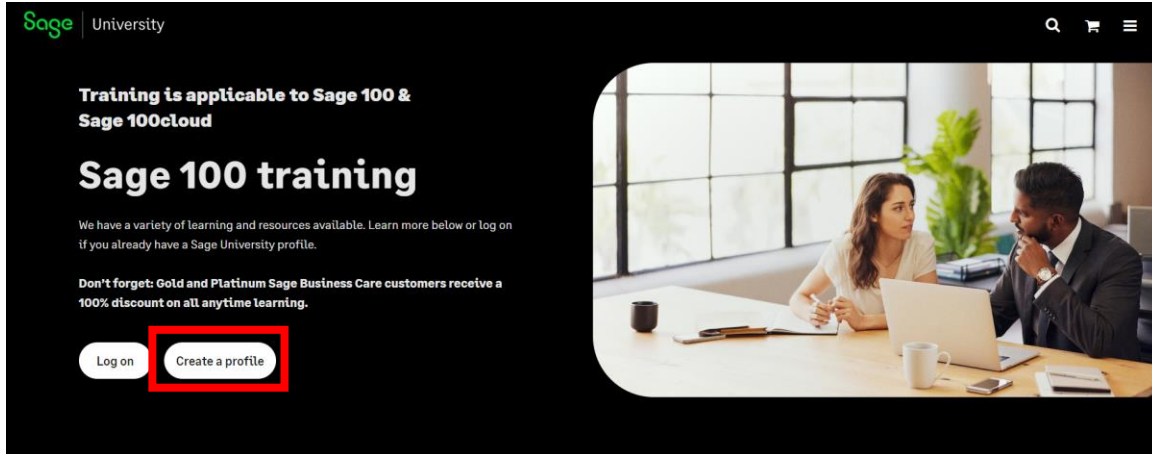
3. Go to **New to Sage University?** select **Select a Product**.



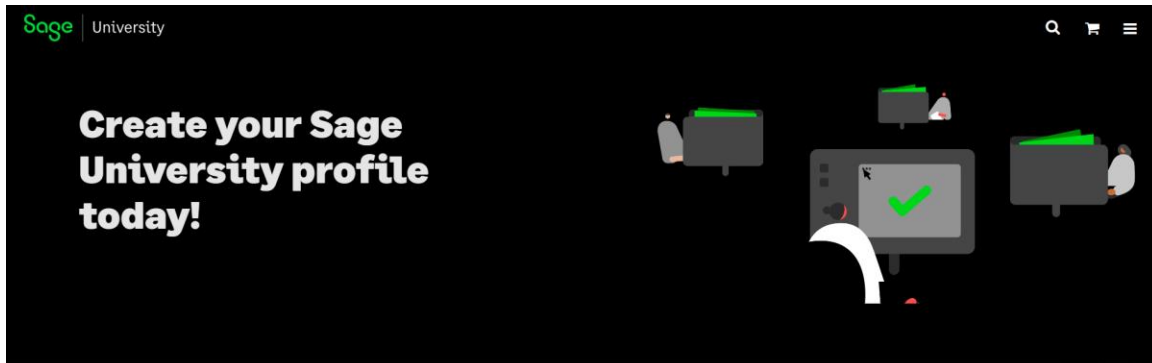
4. Now select your product. For this document we have selected **Sage 100/Sage100cloud**:



5. Select: **Create a Profile.**



6. There are two ways to create a Sage University profile depending if you have a **Sage account** (aka Sage ID) with Sage or not. Select: **profile creation form.**



How to create a Sage University profile

To create a Sage University profile, you will need to log on to your [Sage account](#). If you don't already have a Sage account, you can create one using the "Create account" link found on the bottom of the on the [log in](#) page. You will need access to your email to retrieve a validation code to create your Sage account. [View FAQs](#) about your Sage account login to learn more.

Once you've logged on to your Sage account, complete the Sage University [profile creation form](#) and **get started!**

NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

Two screenshots of the Sage University website. The left screenshot shows the "Log in" form with fields for "Email address" and "Password", a "Log in" button, and links for "Forgot password?" and "New user? Create account". The right screenshot shows the "profile creation form" with fields for "First name", "Last name", "email", "Country", "Company Name", "Account Number", "Phone", "Street 1", "Street 2", "City", "Zip/Postal Code", and "Time Zone". The "profile creation form" title is highlighted with a red box.

7. The following page will open:

sage
Log in

Email address

Password

Log in

[Forgot password?](#)

New user? [Create account](#)

If you have a Sage account:

- Enter your Sage account details first and select login.
- Once you've logged on to your Sage account, complete the Sage University **profile creation form**.

If you don't have a Sage account:

- Select the "**Create account**" link found at the bottom of the **log-in** page.

Sage account versus Sage University profile:

Your Sage account allows you to access different Sage products and services through a single log-on.


Fewer passwords to remember are a win for everyone!

Your Sage University profile is your personal record of training, badges and certification completes on Sage University

8. For this demonstration, we will assume you do not have a Sage account and select: **New user? Create account:**

New user? [Create account](#)

9. Next, create your **Sage account** by completing the below form and then select: **Sign up**:



Create your account

Your Sage account allows you to access all Sage products and services.

Email address

First name

Last name

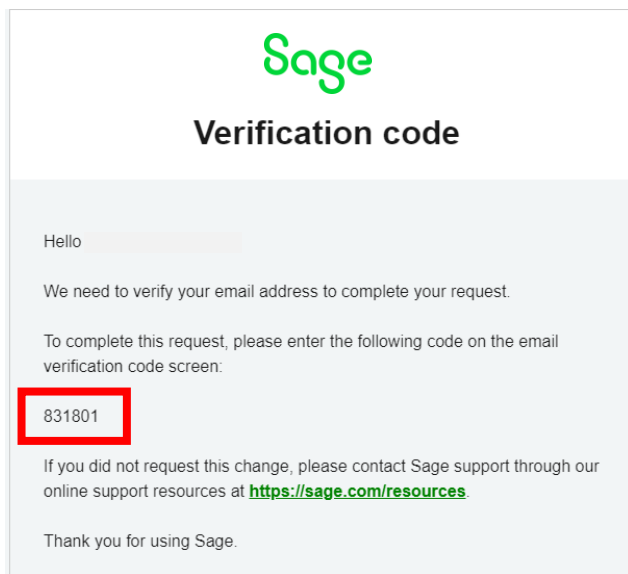
Password

Confirm password

Sign up

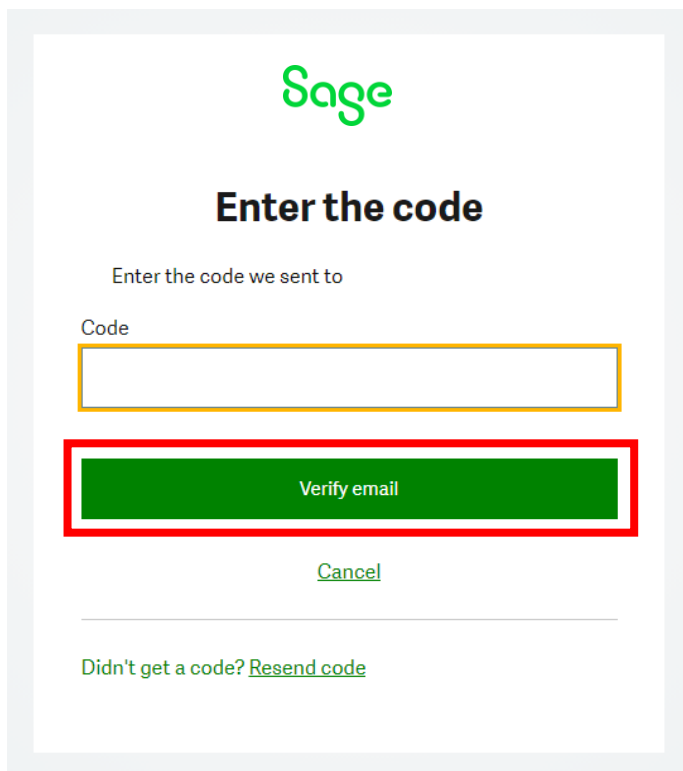
Please ensure you enter the correct email address to receive your verification code. Please also check your junk/spam folder for the email.

10. You will receive an email from: **donotreply@notify.sage.com**. The email will include your verification code, similar to the example below:



Store your log in details in a safe place. Next time you log onto Sage University, there will be no need to create a profile.

11. Enter the verification code from the email and select **Verify email**.



12. Complete your profile. **Important:**

- Enter your **Sage Account ID/Number which usually start with a 4**. If you are not a Sage customer, use NA as your Sage Account ID/Number
- Your Relationship to Sage should be: **I am a customer**
- Accept the terms and conditions and then select **Submit**

Please complete this form to create your Sage University profile.

 Required Field

Change form language

English 

First Name 


Last Name 

email

Country

Canada 

Select your Sage U display language

English 

What is your relationship to Sage? 

I am a customer 

Company Name 

Phone

Street 1 

Street 2

City 

State/Province 

Zip/Postal Code 

Time Zone 

Account Number 

4

Select: I am a customer
Please enter your account ID/Number,
which usually starts with a 4.
If you are not a Sage Customer with us
yet, enter NA as your account ID/Number.

[Data Protection Notice](#)

If you complete your registration, you are accepting our Sage University [Terms of Use](#) and acknowledging our [Privacy Notice](#) and [Cookie Policy](#).

I accept the Sage University Terms of Use and acknowledge the Privacy Notice and Cookie Policy 

SUBMIT

13. It will take a few minutes to set up your profile.

14. You now have access to Sage University and you are ready to start learning.

Sage University

Sage 100 & Sage 100cloud

Hi NA 100E!

What would you like to do today?

Don't forget: Gold and Platinum Sage Business Care customers receive a 100% discount on all anytime learning.

[View my transcript](#)

New to Sage 100? Start here
We have a range of training to help you get up and running.
[Learn more](#)

Already a pro in Sage 100?
Learn about the latest features, test your knowledge or get certified.
[Learn more](#)

Become a Sage 100 pro
We have a wide selection to help you with your journey.
[Learn more](#)

Want to learn more about a specific module?
Our popular individual training topics will help get you up and running in no time.
[Learn more](#)

Need Sage Intelligence Training for Sage 100?
[Learn more](#)

Prefer a training guide?
Choose between an eBook (coming soon) or hardcopy.
[Hardcopy](#)

Integrated applications training
[Sage CRM](#)

Additional Information



Sage 100 Expert Services training

Do you have training needs specific to your organization? We can help.

[Request Expert Services training](#)



Resources

In need of additional training, guidance, or support?

[View Resources](#)



Become a training manager

As your organization's training manager, you can help keep track of your team's training efforts.

[Learn more](#)

[Request designation](#)

**Need training? Have questions? Want guidance?
We're here to help.**

How to purchase training and allocate the promo code.

1. Select the **Become a Sage 100 pro** option.

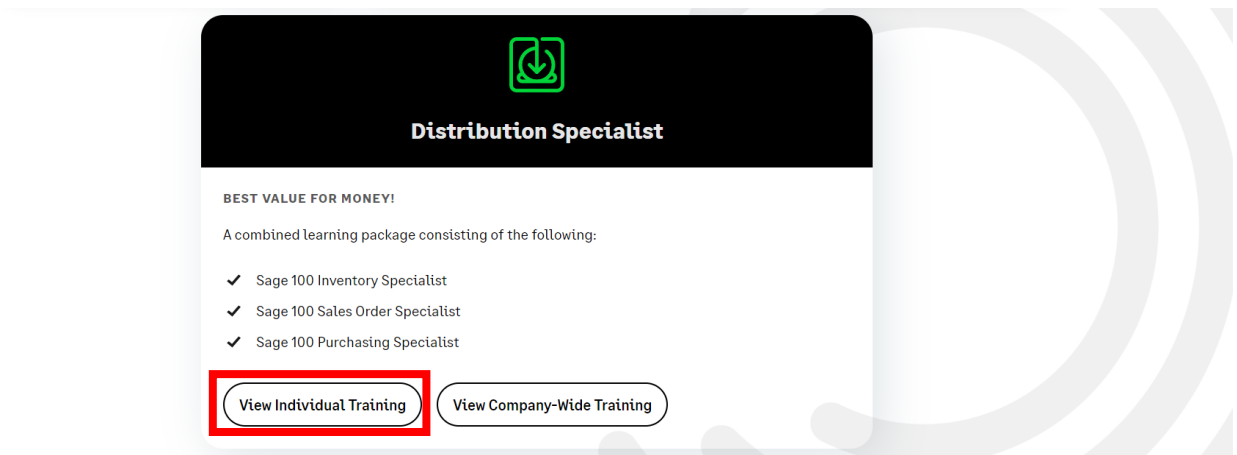
The screenshot shows the Sage University website interface. At the top, there is a navigation bar with the Sage University logo, a search icon, a shopping cart icon, and a menu icon. Below the navigation bar, there is a main banner area with the text "Sage 100 & Sage 100cloud", "Hi NA 100E!", and "What would you like to do today?". A sub-banner below this says "Don't forget: Gold and Platinum Sage Business Care customers receive a 100% discount on all anytime learning." and includes a "View my transcript" button. To the right of the text is a photograph of two people in a meeting. Below the banner is a grid of seven training options, each with an icon, a title, a brief description, and a "Learn more" button. The "Become a Sage 100 pro" option is highlighted with a red border. The options are: "New to Sage 100? Start here", "Already a pro in Sage 100?", "Become a Sage 100 pro", "Want to learn more about a specific module?", "Need Sage Intelligence Training for Sage 100?", "Prefer a training guide?", and "Integrated applications training".

Become a Sage 100 pro

We have a wide selection to help you with your journey.

[Learn more](#)

2. Browse courses or search for a specific course. For this demonstration, we are going to select the **Distribution Specialist** course, click on **View Individual Training**.



3. You are now ready to take the training. Select: **Add to Cart**.

Sage | University

LEARNING PACKAGE
100E - Sage 100 - Distribution Complete Learning Package
Last Updated 11/10/2020 | Duration 7 hours, 45 minutes

Details

This Anytime Learning Package is designed for customers looking for comprehensive training in Sage 100 distribution software. This package will give you the knowledge and skills necessary to set up and process transactions in Inventory Management, Purchase Order, and Sales Order.

After you have learned the skills in these videos, stand out from your colleagues and get certified!

This learning package provides the information you need to take the following assessments and become certified in all three subjects:

- Sage 100 Inventory Specialist Assessment
- Sage 100 Purchasing Specialist Assessment
- Sage 100 Sales Order Specialist Assessment

Duration: This Anytime Learning Package consists of 81 videos that take approximately 7 hours and 45 minutes to complete.

Expiration: This package is good for 365 days from the date of registration.

LEARNING PACKAGE
100E - Sage 100 - Distribution Complete Learning Package
\$429.00 (C\$429.00) | 429.00 Training Units
Add to Cart

4. Enter the coupon code: **Spring2350** and then select Apply.

Shopping Cart


Options ▾

Please Note: If you are not logged on, you will be prompted to do so when you **Proceed to Checkout**. If you do not have a profile, you can create one at that time.

Unless otherwise stated in the course description, when you purchase web-based training at Sage University, you are purchasing one viewing license.


Courses deemed **"Not Eligible"** during checkout are provided at no charge. Click on the title for access.

Add the promo code:
Spring2350
to receive a 50%
discount on the
course.

		Currency	Training Units	
Title	Learning Method	Recipient	Quantity & Price	Subtotal
 100E - Sage 100 - Distribution Co...	eLearning/Anytime Learning	Customer, NA 100E	1 x \$429.00	\$429.00 ✕
Subtotal:				\$429.00
Spring2350			Apply	Total: \$429.00

Proceed To Checkout

5. Double check that the code has been applied, and then simply Proceed to Checkout.

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 100E - Sage 100 - Distribution Co...	eLearning/Anytime Learning	Customer, NA 100E	1 x \$429.00 Discount:	\$429.00 ✕ -\$214.50
Subtotal:				\$214.50
You saved \$214.50			Apply	Total: \$214.50
Enter coupon code			Apply	
Coupon Code: Spring2350 has been applied ✕				

Proceed To Checkout

6. Select your payment method and complete the details. Then accept the terms of use. And finally select: **Next**

Step 1 - Payment Options ▾

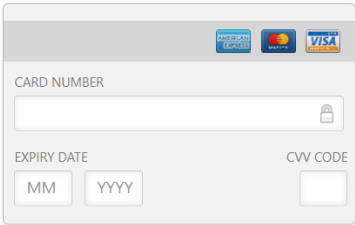
NOTICE ?
In order to continue, you must accept the Sage University Terms of Use, Privacy Notice, and Cookie Policy.

Payment Review Confirmation

Payment Method
Coupon codes should be entered under Purchase Summary on the right.

Credit Card ▾

Credit Card Information



Billing Address
Your billing information should appear as it does on your credit card statement.

* Required Field

Email *

First Name * Last Name *

Address Line 1 * Address Line 2

City * Country *

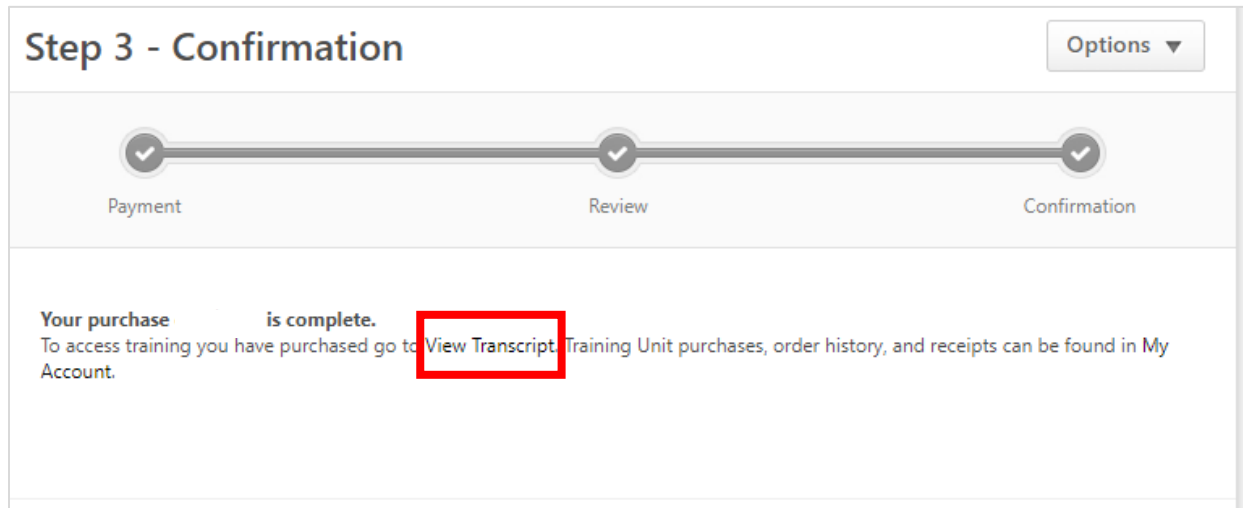
State/Province Zip Code *

Additional Information

I acknowledge that I have read the Sage U Privacy Notice and Cookie Policy *

I accept the Sage U Terms of Use *

7. It might take a few minutes to process, before you receive your confirmation. Select: **View Transcript** to launch your course.



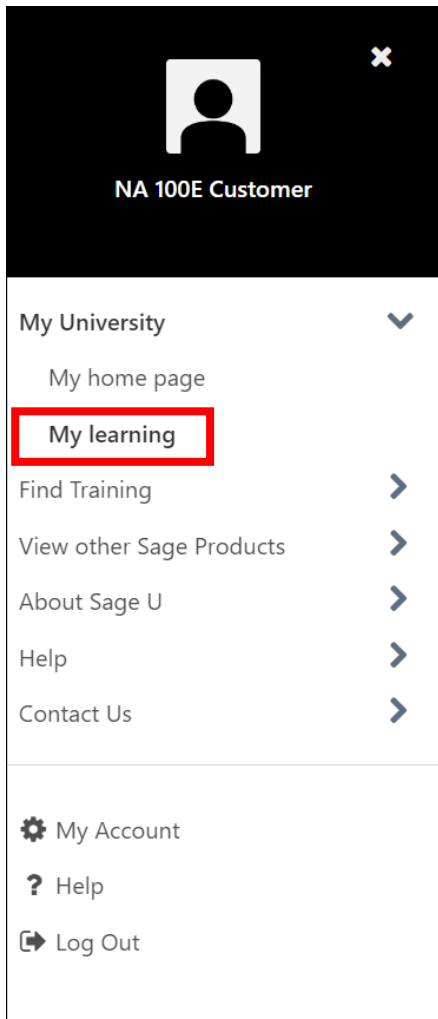
8. You will also receive a Sage University confirmation email. Make sure you check your junk/spam folder.

Where to access your training.

1. After you have logged into Sage University. On the top right-hand corner, select the “hamburger”:



2. Select: **My learning**



3. Your transcript will open. To continue the training, select the **Open Curriculum**:



Navigating your transcript

Please note: All dates are displayed as MM/DD/YYYY.

Filter by Training Status Sort by Filter by Training Type


Active Date Added All Types

Search by Keyword

Search

Search Results (114)

Hide Certified Certifications

 **100E - Sage 100 - Distribution Complete Learning Package**
Due : No Due Date Status : In Progress Training Type : Learning Package

Open Curriculum

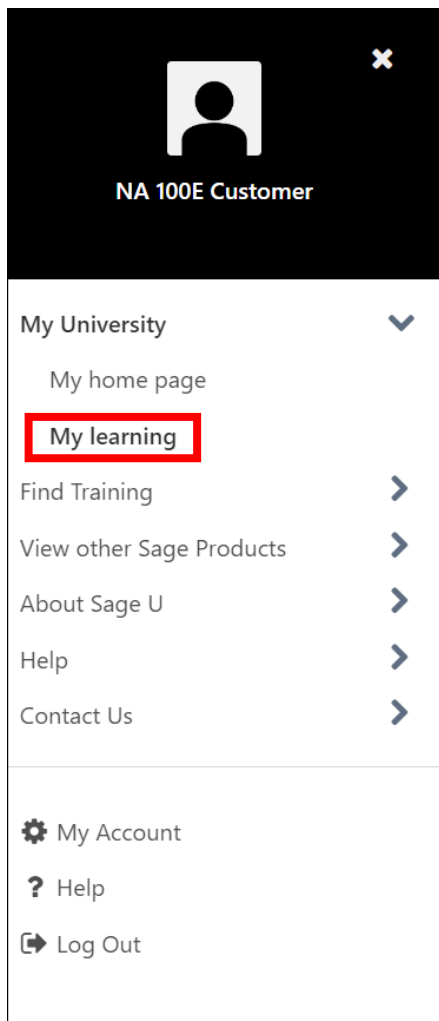
Drop down and select the **Completed** option to show your completed training.

How to print a certificate of completion.

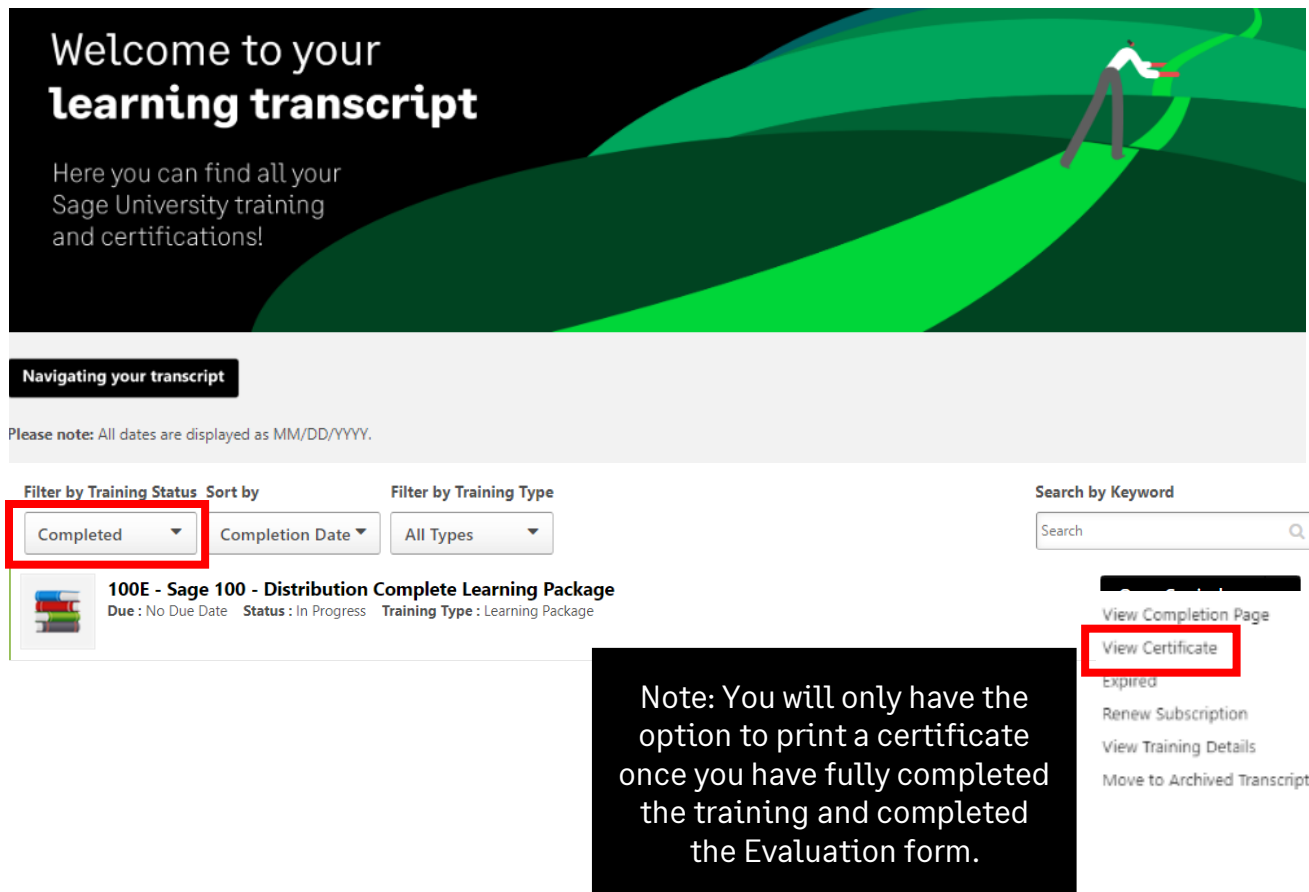
1. After you have logged into Sage University. On the top right-hand corner, select the “hamburger”:



2. Select: **My learning**



3. Your transcript will open. Change your **Filter by Training Status** to **Completed**. Then select the drop-down box on the right side and choose **View Certificate**.



Welcome to your
learning transcript

Here you can find all your Sage University training and certifications!

Navigating your transcript

Please note: All dates are displayed as MM/DD/YYYY.

Filter by Training Status **Completed** Sort by Completion Date Filter by Training Type All Types Search by Keyword Search

100E - Sage 100 - Distribution Complete Learning Package
Due : No Due Date Status : In Progress Training Type : Learning Package

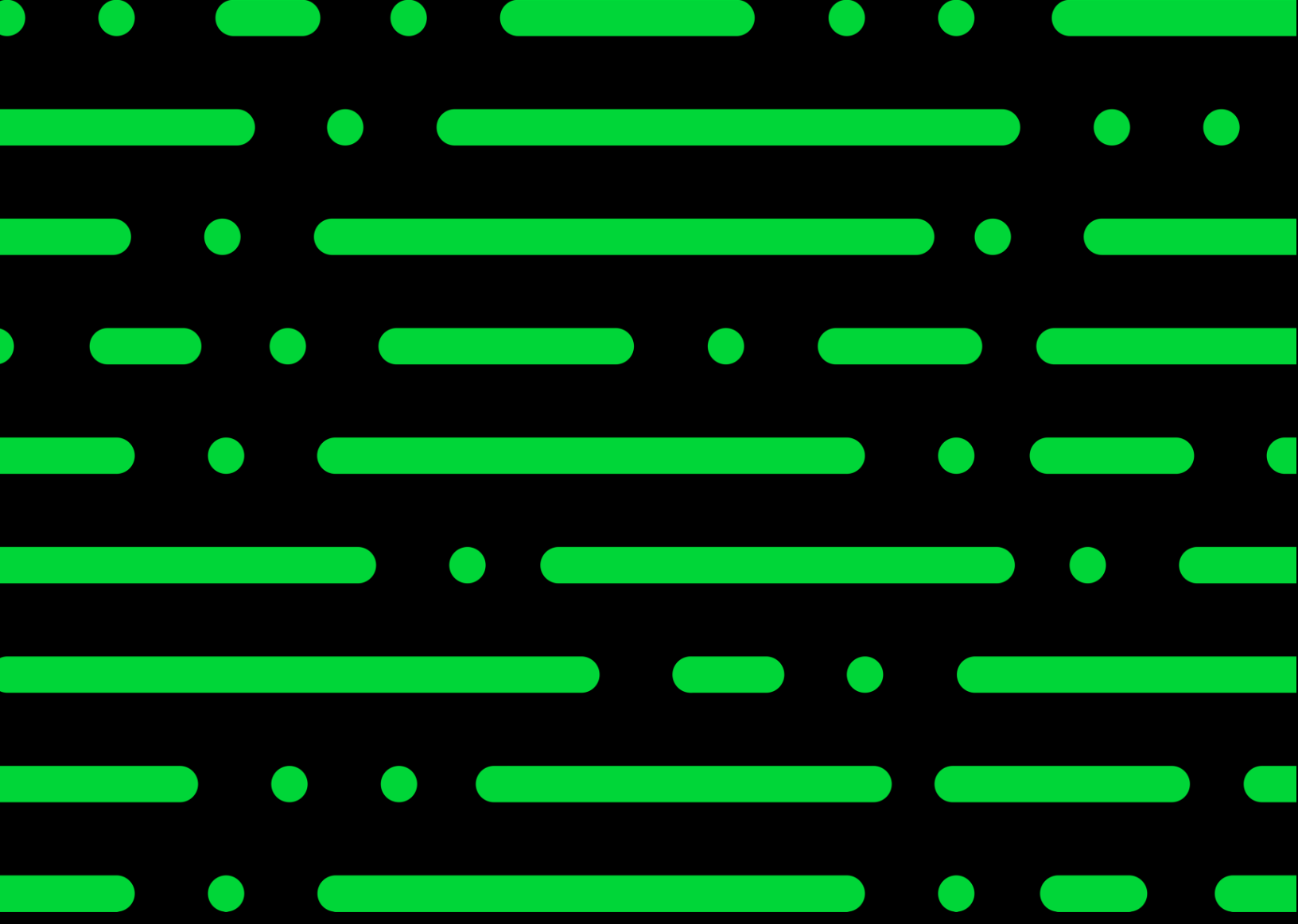
View Completion Page
View Certificate
expired
Renew Subscription
View Training Details
Move to Archived Transcript

Note: You will only have the option to print a certificate once you have fully completed the training and completed the Evaluation form.

4. A pop-up screen will open, displaying your certificate. You can then choose to print or save it as a PDF.

Need help with Sage University?

1. Need help with your **Sage account** login? [Click here](#) to **view FAQs**.
2. For help navigating Sage University, call **855-724-3864** or email **SageUniversity@Sage.com**.



Sageu.com
SageUniversity@Sage.com

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