

Sage 300

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**

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Important info about the Sage 300 training promotion:

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

The promo code is only valid for the Sage 300 **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

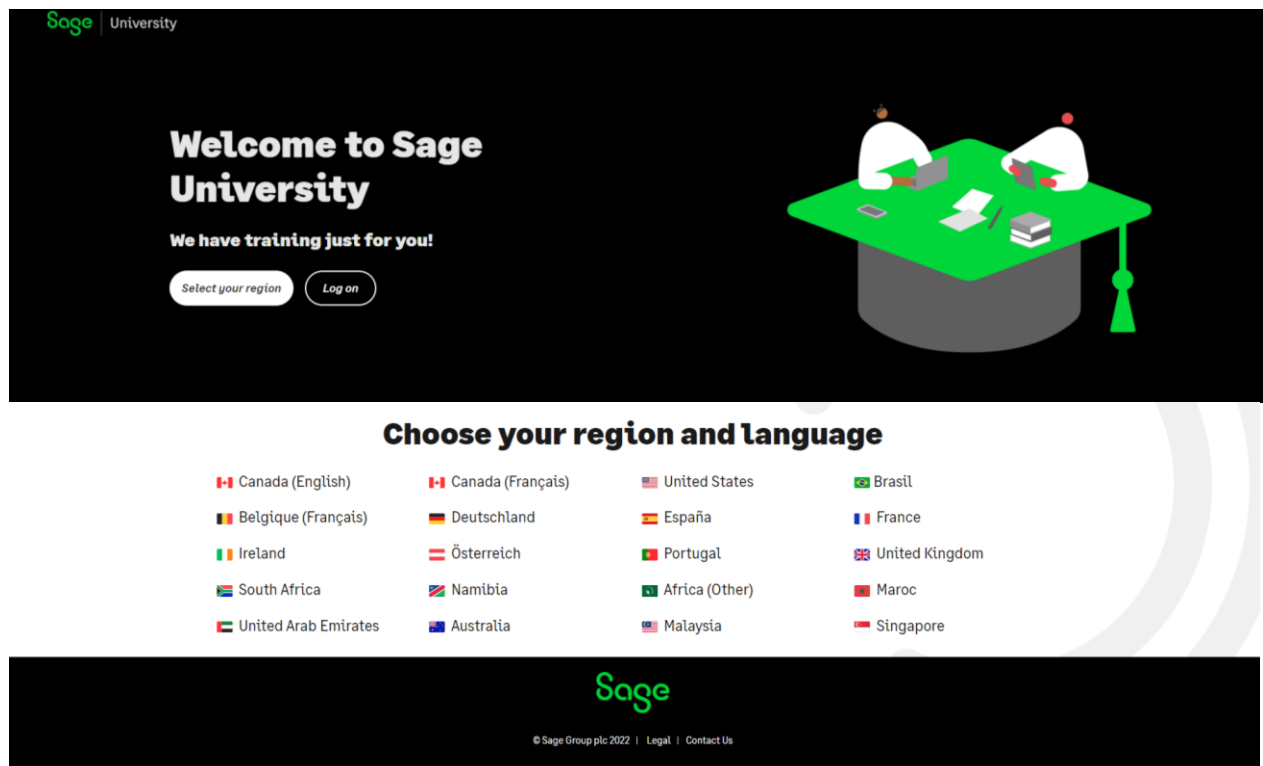
NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

The summarized way:

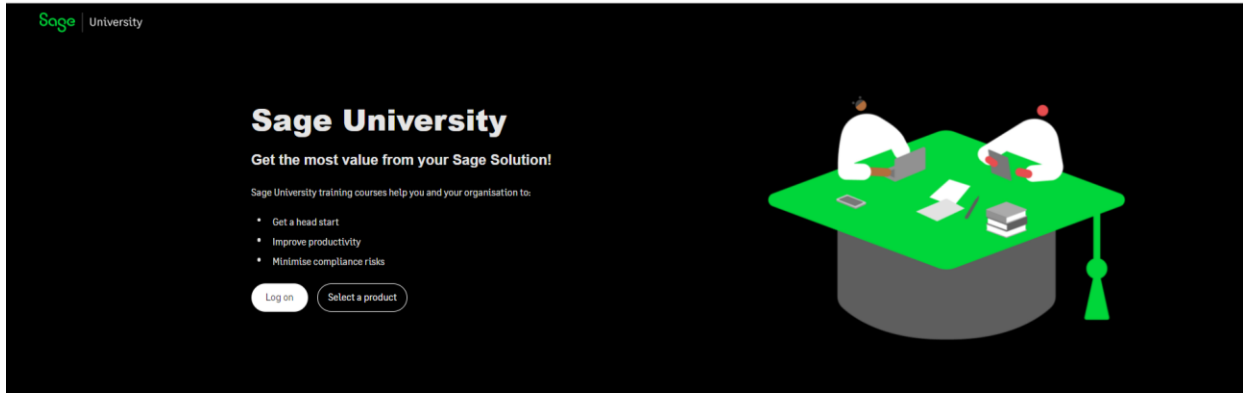
1. Go to **www.sageu.com**.
2. Choose your region and language.
3. Choose Select a product, then choose your product.
4. If you already have a profile, click log on. Or, click Create a profile and follow the steps to create a profile.
5. Once logged in, browse courses or search for a specific course.
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**.



Sage University: Accelerating your success!

Develop confidence and competence in effectively utilising your Sage solution.
Get started today.

 Already have a Sage U profile? Welcome back! To continue your learning, please log on. Log on	 New to Sage University? Welcome! To get started, select your product. Select a product
 Sage Partner? Create a partner profile and access our Sage partner training and certifications. Create a profile	 EAP Students/Lecturers Get access to Sage training based on your course with your educational institution. Get started

4. Now select your product. For this document we have selected **Sage 300/Sage300cloud**:

Sage Business Cloud

Sage Accounting	HR & Payroll	Sage Intacct	Sage People
Sage X3			

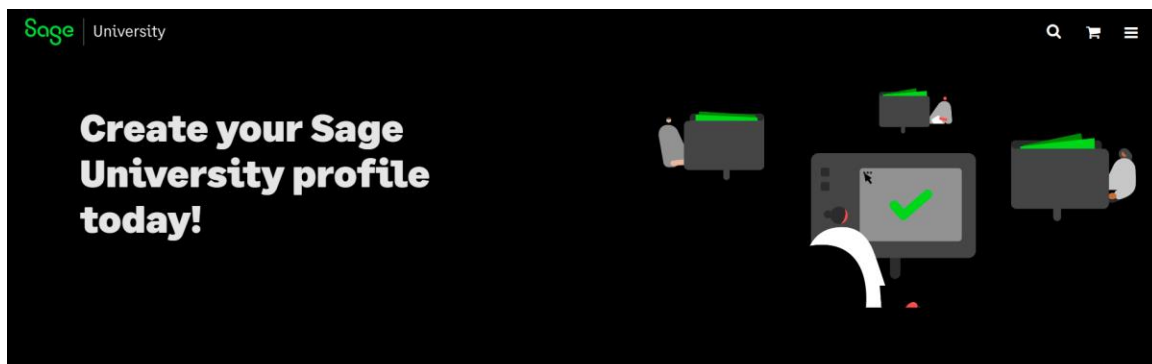
Additional Products

Sage 50 Accounting	Sage 100/Sage 100cloud	Sage 100 Contractor	Sage 300/Sage 300cloud
Sage 300 Construction and Real Estate	Sage 500 ERP	AutoEntry	Sage BusinessWorks Accounting
Sage CRM	Sage Estimating	Sage Fixed Assets	Sage HRMS
Sage Timeslips			

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.**

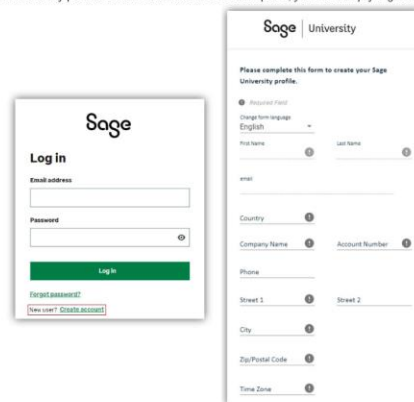


How to create a Sage University profile

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.



7. The following page will open:

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:**

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

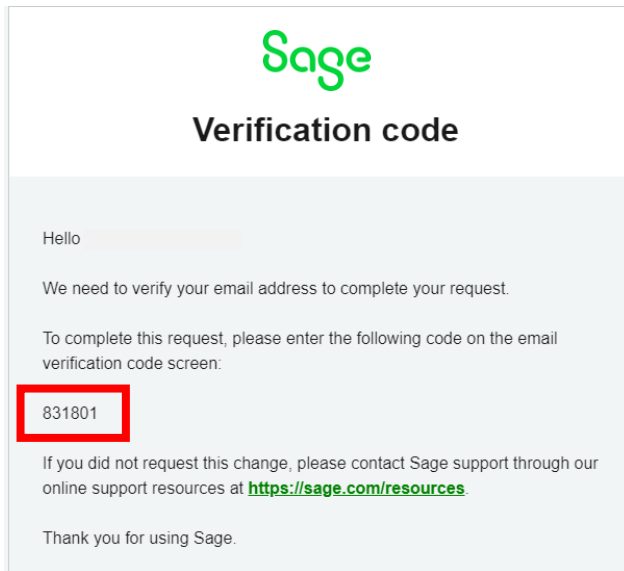
Password

Confirm password

Sign up

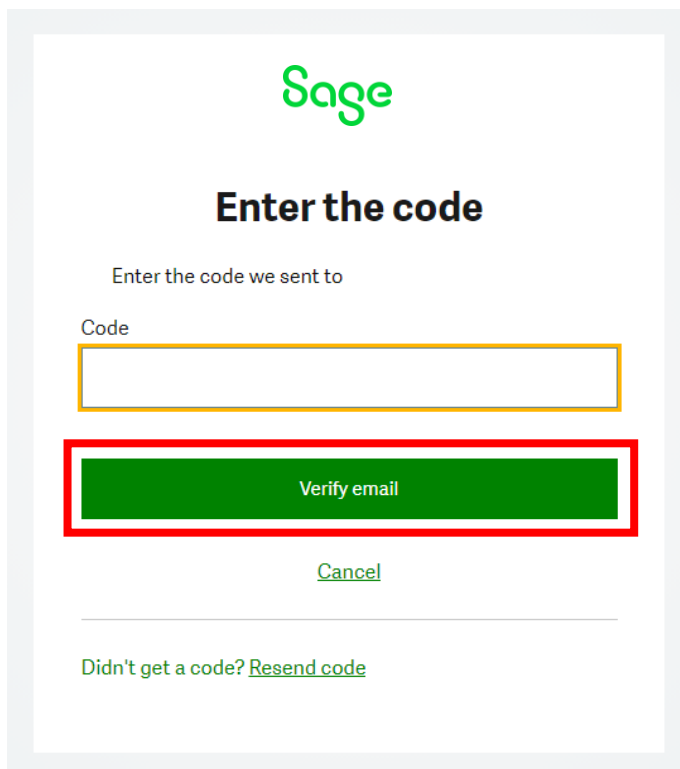
**Please ensure you enter the correct email address to receive your verification code.
Please also check your junk/spam folder for the email.**

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

Account Number

4

Company Name

Phone

Street 1

Street 2

City

State/Province

Zip/Postal Code

Time Zone

**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](#)

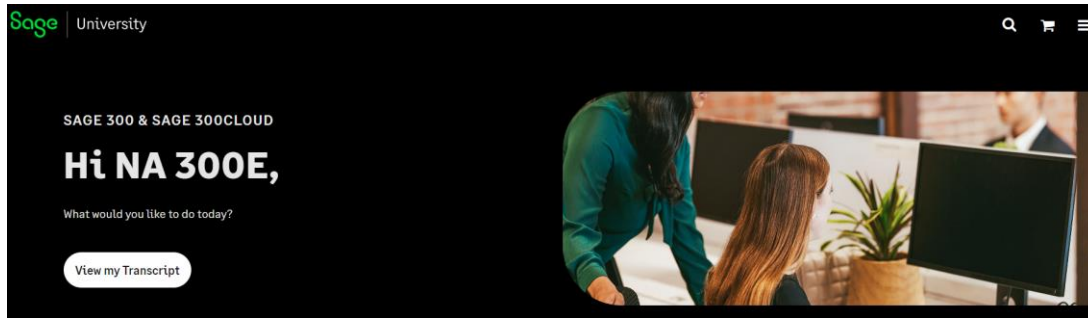
If you complete your registration, you are accepting our Sage University [Terms of Use](#) and acknowledging our [Privacy Notice](#) and [Cookie Policy](#).

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.



<p>New to Sage 300? Start here</p> <p>We have a range of FREE training to help you get up and running.</p> <p>Learn more</p>	<p>Already a pro in Sage 300?</p> <p>Learn about the latest features, test your knowledge or get certified.</p> <p>Learn more</p>	<p>Become a Sage 300 pro</p> <p>We have a wide selection to help you with your journey.</p> <p>Learn more</p>	<p>Running a year-end in Sage 300?</p> <p>Our FREE course will guide you through the year-end process.</p> <p>Learn more</p>
<p>Need Sage Intelligence Training for Sage 300?</p> <p>Learn more</p>	<p>Prefer a training guide?</p> <p>Choose between an eBook (Coming soon) or hardcopy.</p> <p>Hardcopy</p>	<p>Integrated applications training</p> <p>Sage CRM Sage HR</p>	<p>Download training catalogue</p> <p>Download</p>

Additional Information

<p>Sage Business Care</p> <p>Did you know? Gold and Platinum Sage Business Care customers receive a 100% discount on anytime learning. Yes, that's correct, you can get training for FREE!</p> <p>Note: You must be logged on to Sage U, using your Sage account number, in order to see benefits reflected in course pricing</p> <p>Learn more</p>	<p>Become a training manager</p> <p>As your organization's training manager, you can help keep track of your team's training efforts.</p> <p>Learn more Request designation</p>
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Need training? Have questions? Want guidance? We're here to help.

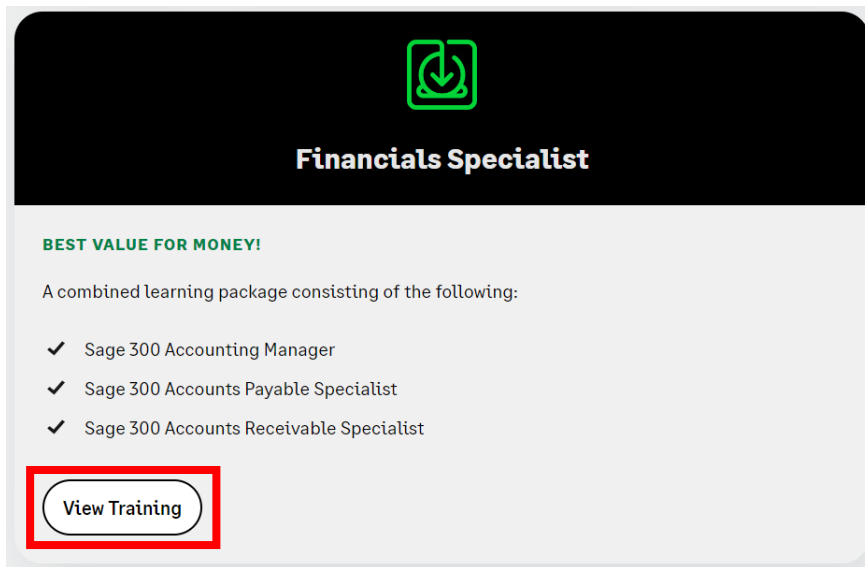
How to purchase training and allocate the promo code.

1. Select the **Become a Sage 300 pro** option.

The screenshot shows the Sage University website interface. At the top, there is a navigation bar with the Sage logo and 'University' text. Below this is a hero section with the text 'SAGE 300 & SAGE 300CLOUD' and 'Hi NA 300E,' followed by the question 'What would you like to do today?' and a 'View my Transcript' button. The main content area features a grid of eight training options, each with an icon, a title, a brief description, and a 'Learn more' button. The 'Become a Sage 300 pro' option is highlighted with a red border. Below this grid, there are two rows of buttons: 'Sage CRM' and 'Sage HR' under the 'Integrated applications training' card, and a 'Download' button under the 'Download training catalogue' card.

Icon	Title	Description	Action
	New to Sage 300? Start here	We have a range of FREE training to help you get up and running.	Learn more
	Already a pro in Sage 300?	Learn about the latest features, test your knowledge or get certified.	Learn more
	Become a Sage 300 pro	We have a wide selection to help you with your journey.	Learn more
	Running a year-end in Sage 300?	Our FREE course will guide you through the year-end process.	Learn more
	Need Sage Intelligence Training for Sage 300?		Learn more
	Prefer a training guide?	Choose between an eBook (Coming soon) or hardcopy.	Hardcopy
	Integrated applications training		Sage CRM Sage HR
	Download training catalogue		Download

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



Financials Specialist

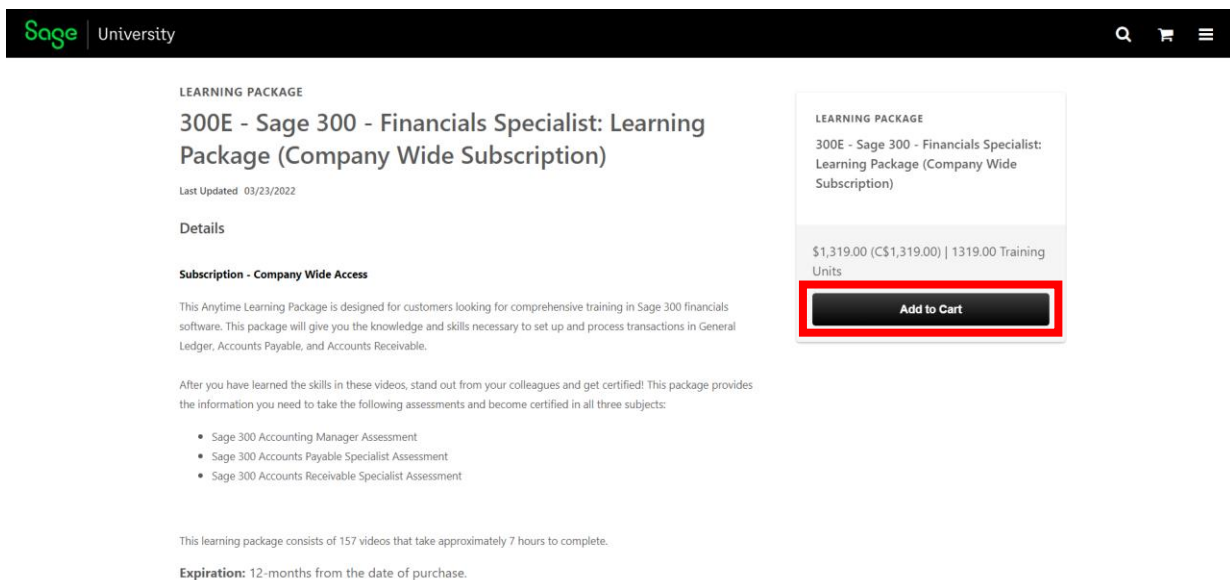
BEST VALUE FOR MONEY!

A combined learning package consisting of the following:

- ✓ Sage 300 Accounting Manager
- ✓ Sage 300 Accounts Payable Specialist
- ✓ Sage 300 Accounts Receivable Specialist

View Training

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



Sage University

LEARNING PACKAGE

300E - Sage 300 - Financials Specialist: Learning Package (Company Wide Subscription)

Last Updated 03/23/2022

Details

Subscription - Company Wide Access

This Anytime Learning Package is designed for customers looking for comprehensive training in Sage 300 financials software. This package will give you the knowledge and skills necessary to set up and process transactions in General Ledger, Accounts Payable, and Accounts Receivable.

After you have learned the skills in these videos, stand out from your colleagues and get certified! This package provides the information you need to take the following assessments and become certified in all three subjects:

- Sage 300 Accounting Manager Assessment
- Sage 300 Accounts Payable Specialist Assessment
- Sage 300 Accounts Receivable Specialist Assessment

This learning package consists of 157 videos that take approximately 7 hours to complete.

Expiration: 12-months from the date of purchase.

LEARNING PACKAGE

300E - Sage 300 - Financials Specialist: Learning Package (Company Wide Subscription)

\$1,319.00 (C\$1,319.00) | 1319.00 Training Units

Add to Cart

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

Shopping Cart


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 from Sage University, you are purchasing one viewing license.

Courses deemed **"Not Eligible"** during checkout are provided at no charge. Click on the course 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
 300E - Sage 300 - Financials Spec...	eLearning/Anytime Learning	Customer, NA 300E	1 x \$1,319.00	\$1,319.00
Subtotal:				\$1,319.00

Spring2350 Apply Total: \$1,319.00

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
 300E - Sage 300 - Financials Spec...	eLearning/Anytime Learning	Customer, NA 300E	1 x \$1,319.00 Discount:	\$1,319.00 -\$659.50
Subtotal:				\$659.50

You saved \$659.50

Enter coupon code Apply

Coupon Code: Spring2350 has been applied

Total: \$659.50

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

CARD NUMBER
EXPIRY DATE CVV CODE

MM YYYY []

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 *

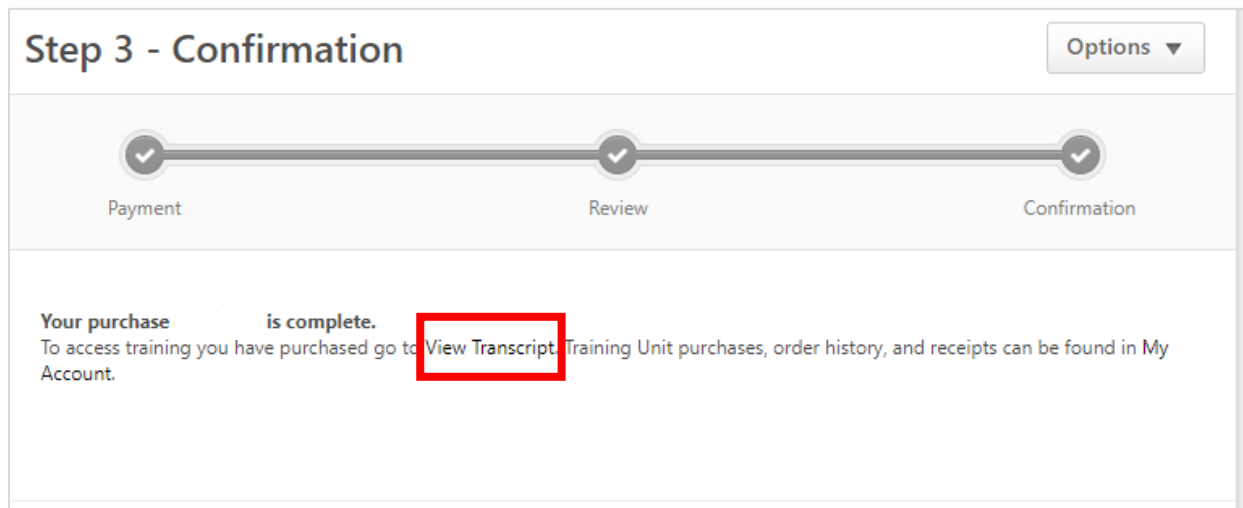
Additional Information

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

I accept the Sage U Terms of Use *
Yes ▾

Back **Next**

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



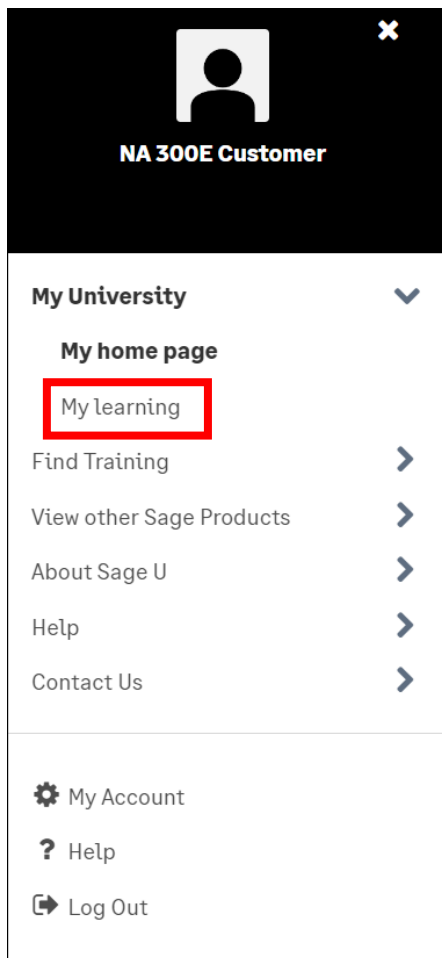
8. You will also receive a Sage University confirmation email. Make sure you check your junk/spam folder.

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 Search by Keyword

Active Date Added All Types Search

Search Results (114) Hide Certified Certifications

 **300E - Sage 300 - Financials Specialist: Learning Package (Company Wide Subscription)** **Open Curriculum**

Due : No Due Date Status : In Progress Training Type : Learning Package

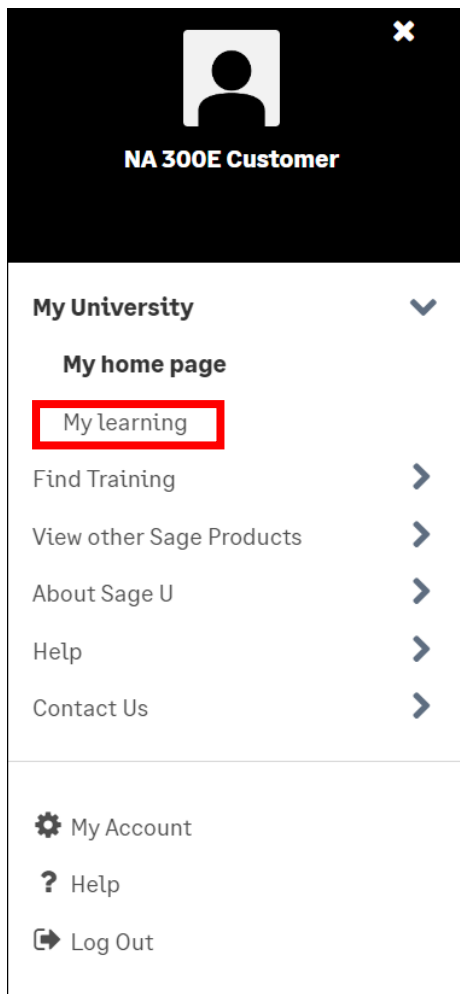
Drop down and select the **Completed** option to show your completed training.

How to print a certificate of completion.

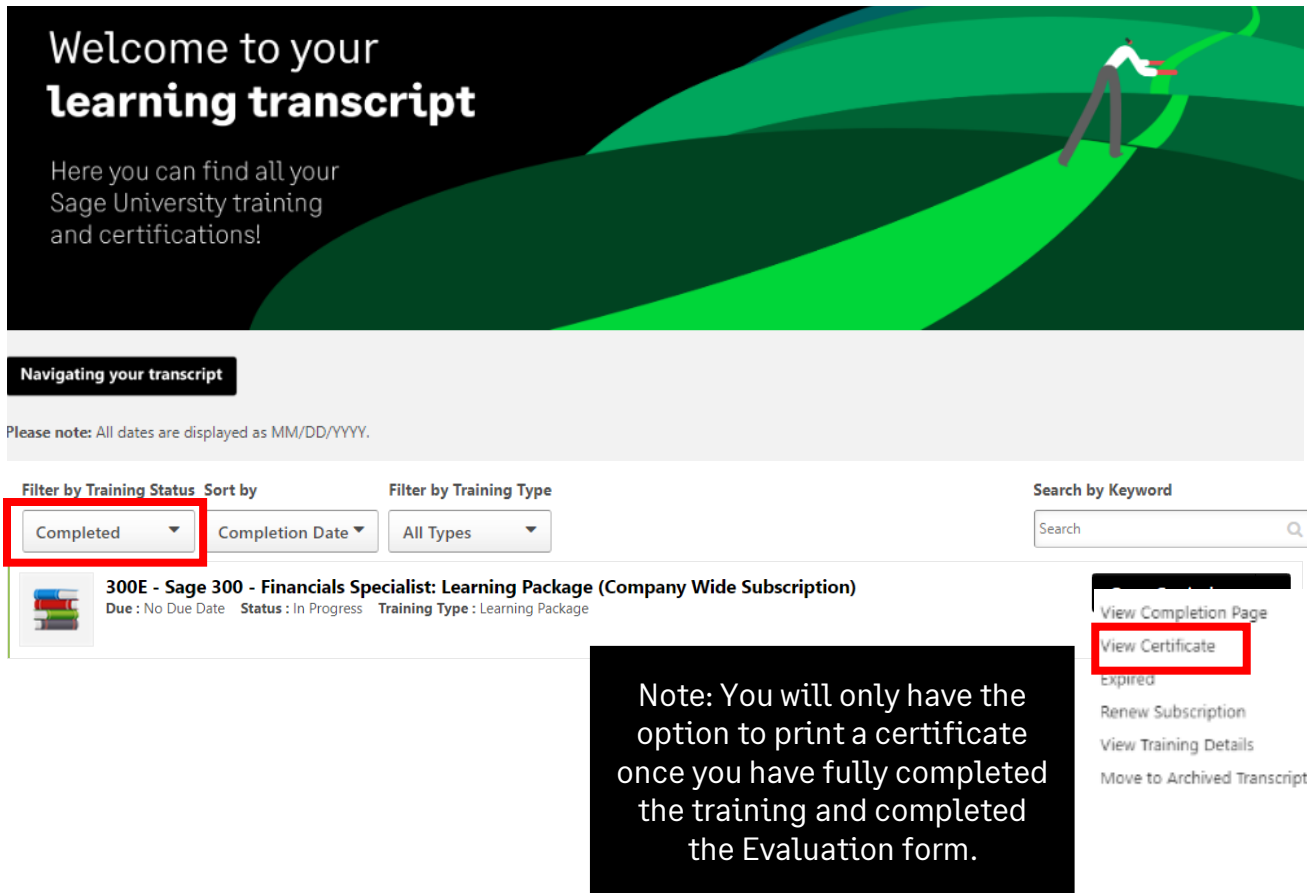
1. After you have logged into Sage University. On the top right-hand corner, select the “hamburger”:



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 Sort by Filter by Training Type Search by Keyword

Completed Completion Date All Types Search

 **300E - Sage 300 - Financials Specialist: Learning Package (Company Wide Subscription)**
Due : No Due Date Status : In Progress Training Type : Learning Package

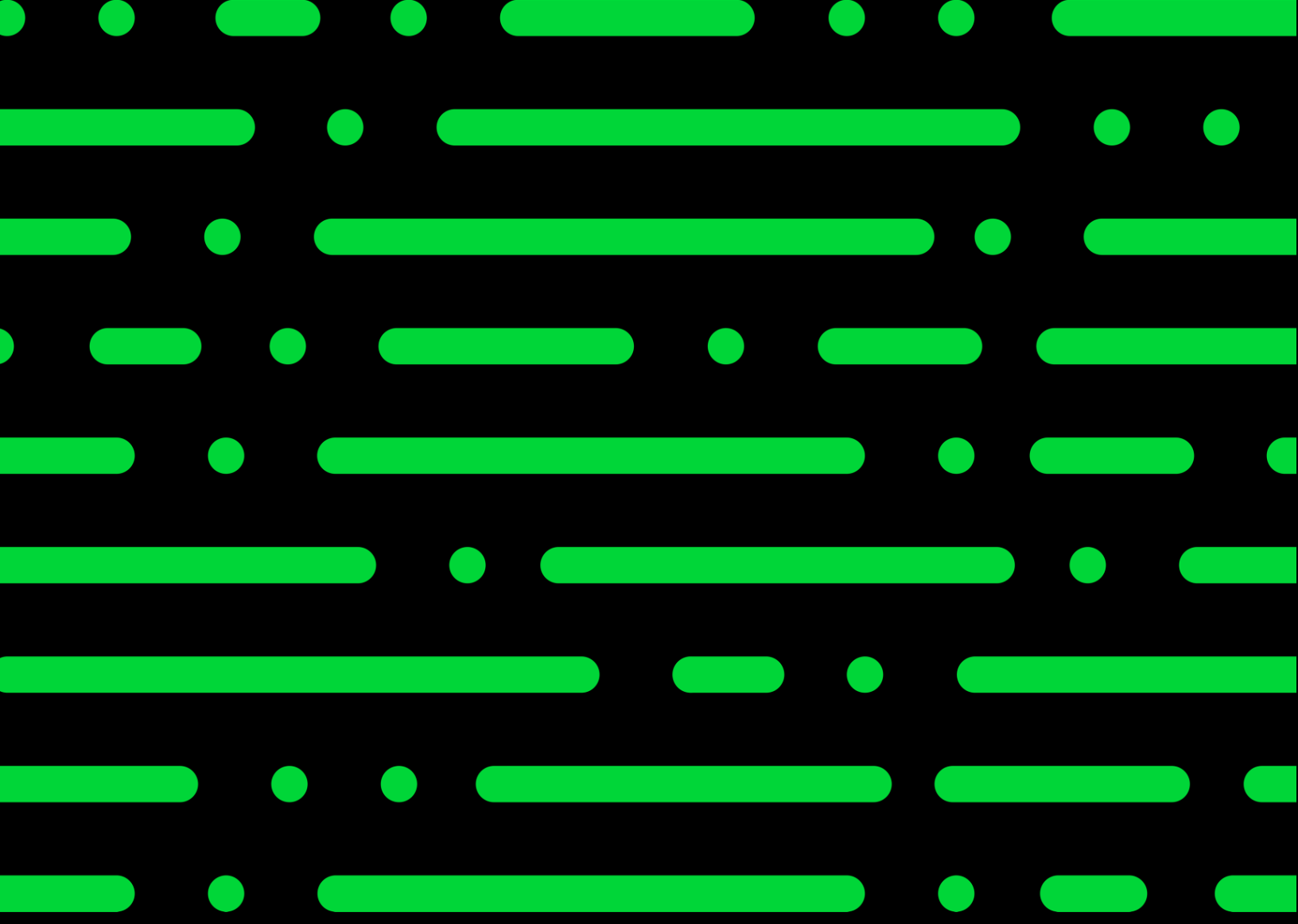
View Completion Page
View Certificate
expired
Renew Subscription
View Training Details
Move to Archived Transcript

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

Sage

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