Sage 100 Contractor
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 100 Contractor 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 Contractor **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
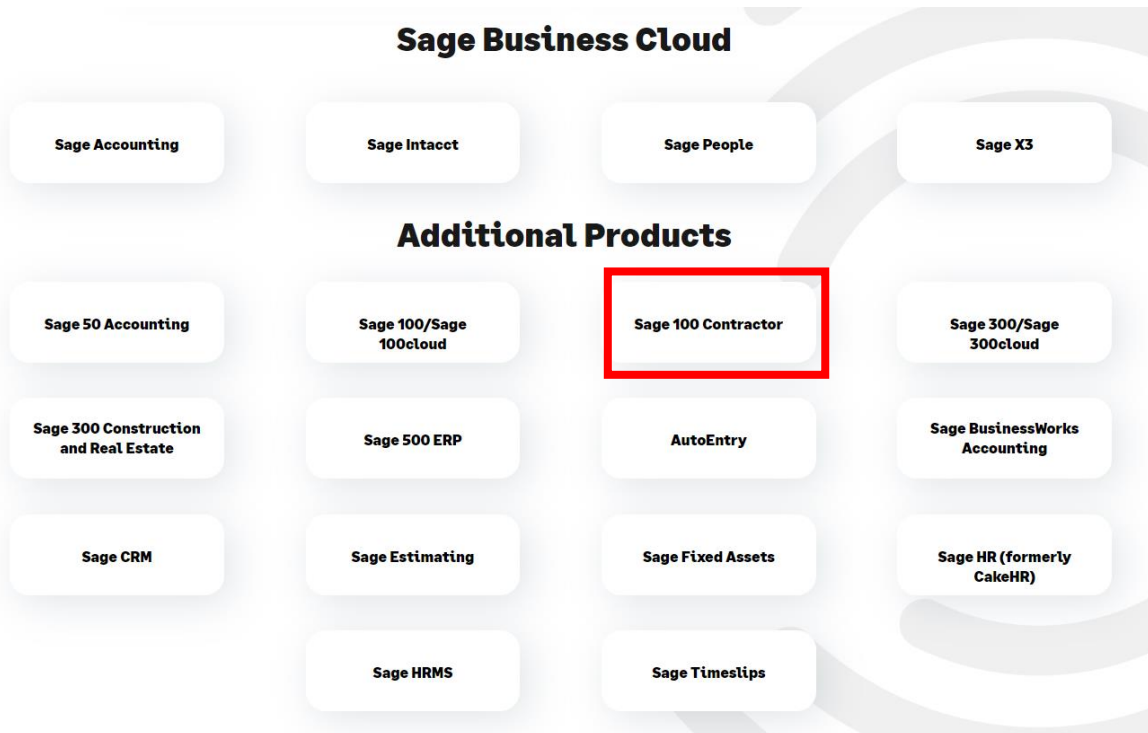
The visual way:

1. Go to **www.sageu.com**

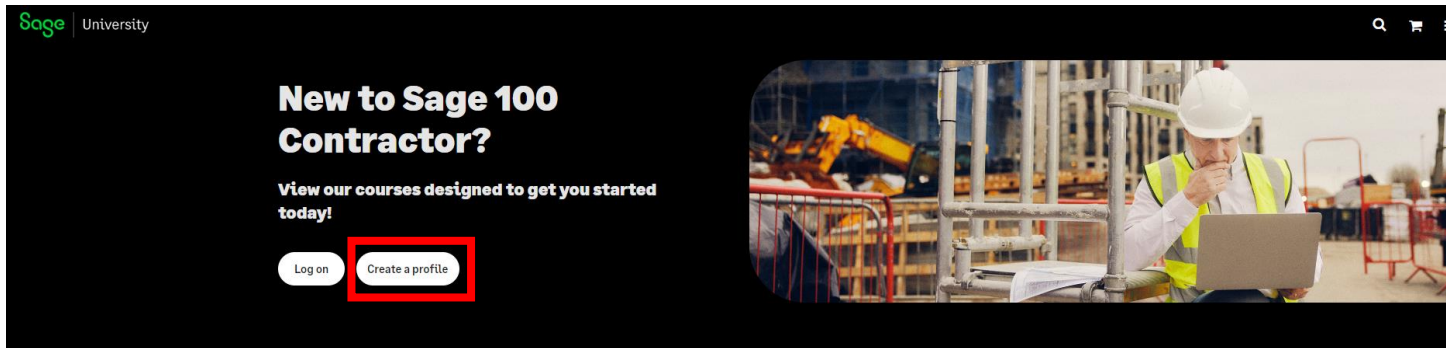2. Choose your region and language:
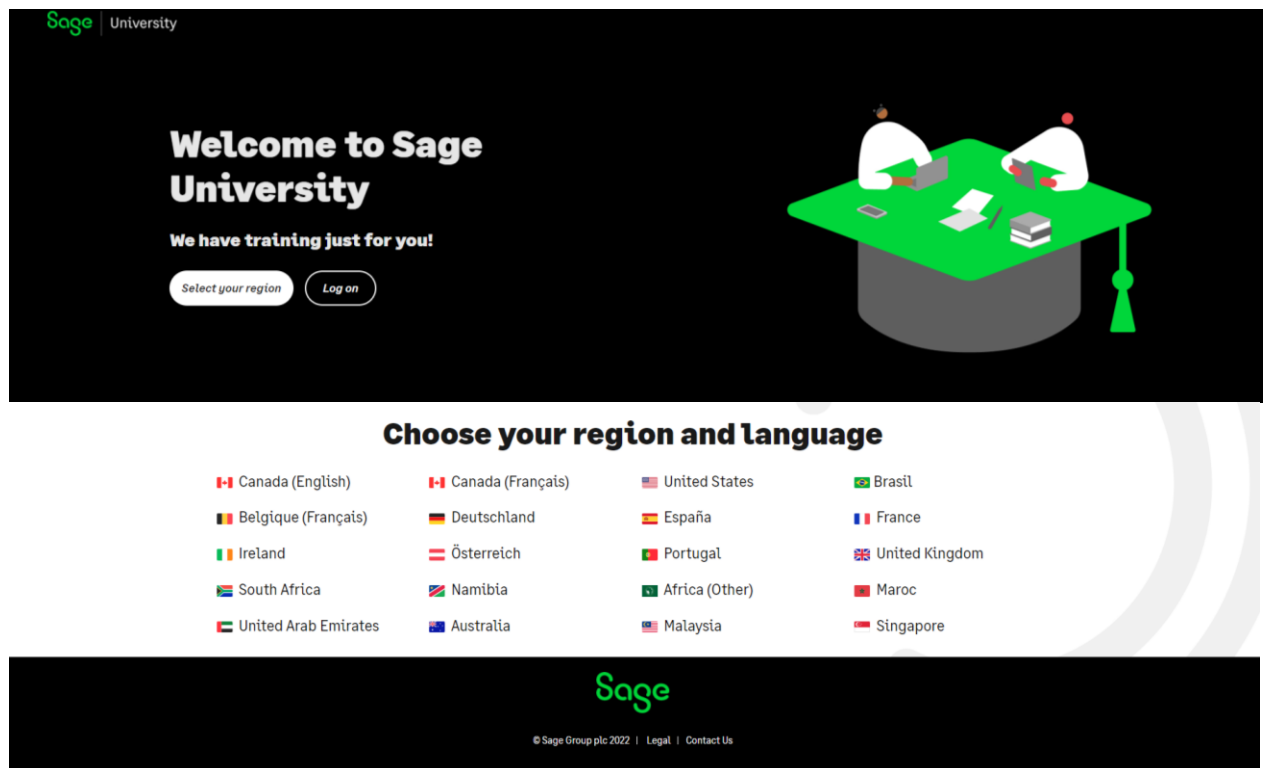
3. Go to **New to Sage University?** select **Select a Product**
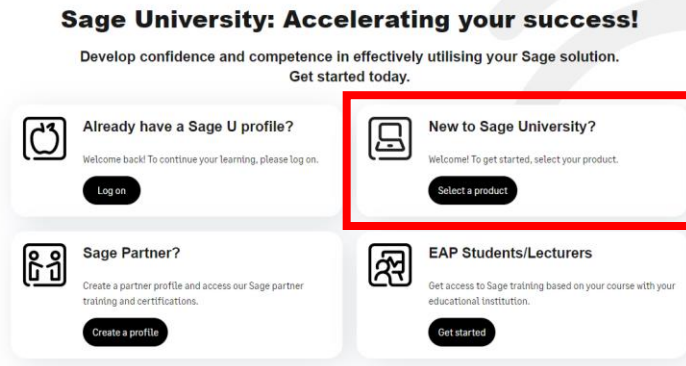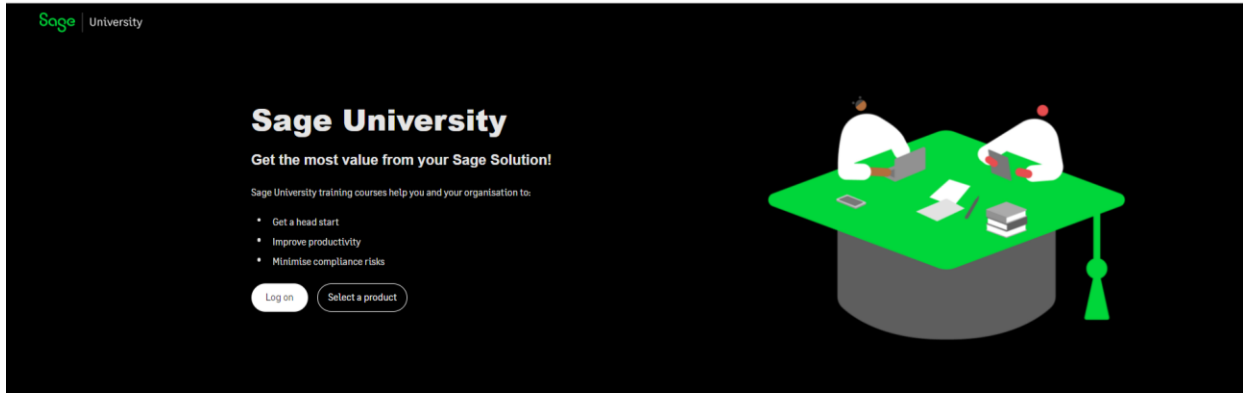
4. Now select your product. For this document we have selected **Sage 100 Contractor**:

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**

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 <u>don't</u> 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.
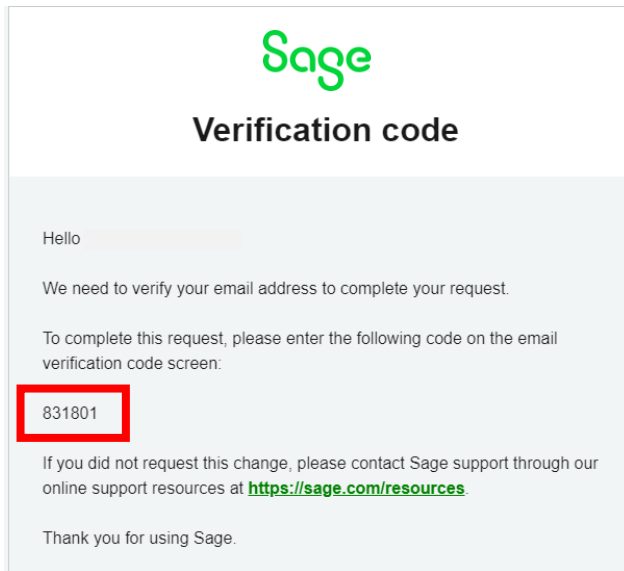
Email address

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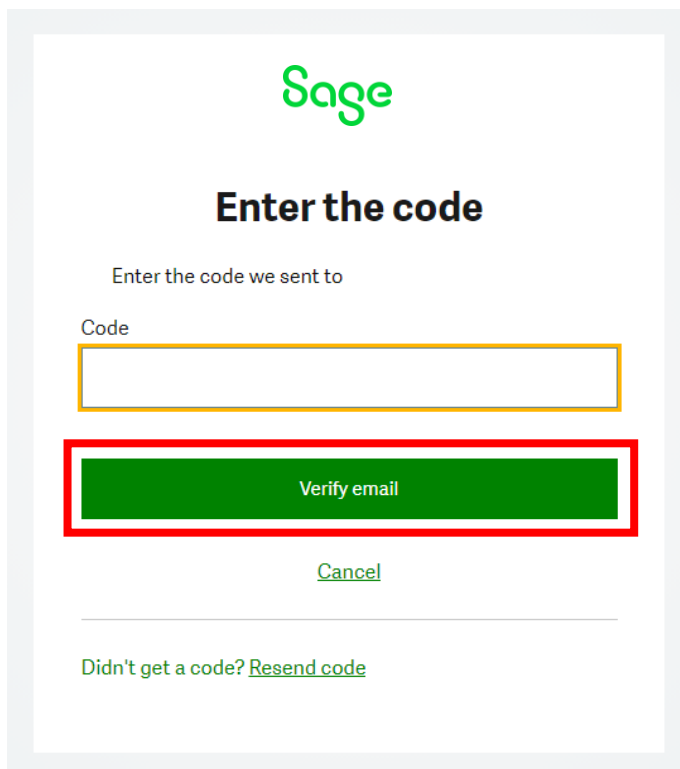
12. Complete your profile. **Important:**
    - Enter your **Sage Account ID/Number which usually start with a 4.** If you are not a Sage customer, use NA as your Sage Account ID/Number
    - Your Relationship to Sage should be: **I am a customer**
    - Accept the terms and conditions and then select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

**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.**

Company Name ❗

Account Number
4 ❗

Phone

Street 1 ❗   Street 2

City ❗   State/Province ❗

Zip/Postal Code ❗

Time Zone ❗

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.

How to purchase training and allocate the promo code.

1. Select the **Browse all training**
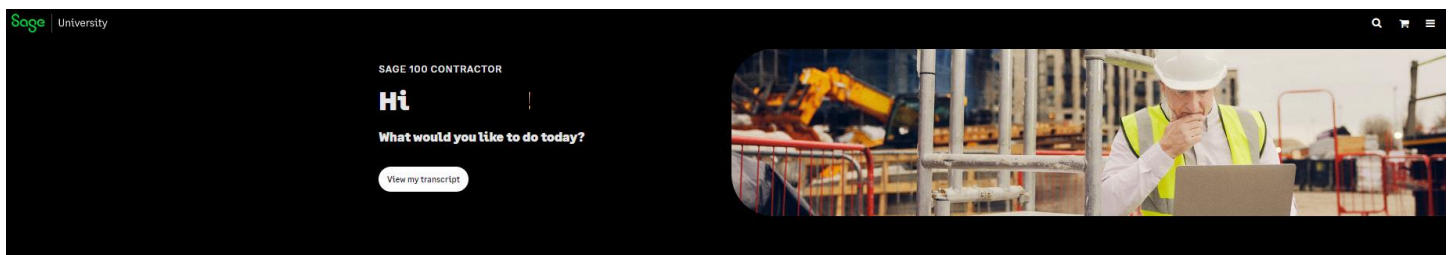
2. Browse topics or search for a specific course. For this demonstration, we are going to select: **Learning Packages, Essentials**
3. Click **View details**

Learning Packages

Our anytime learning packages consist of "bite-size," instructor-narrated videos showing step-by-step how to perform tasks in your Sage software. Available to everyone in the company for 1 full year!

One price. All access. All employees. All year.

Free to Gold Plus customers

Comprehensive*

Our entire anytime learning library for your company!

View details

Essentials

Learn how to set up and use core accounting modules.

View details

Modify and Design Reports & Forms

Learn how to use report and form design tools.

View details

Project Management

Learn how to use purchase orders, subcontracts, manage change orders, project docs and more!

View details

Estimating Basic

Generate estimates for your jobs and track profitability.

View details

Payroll

Learn how to process payroll including special features.

View details

*The Comprehensive learning package contains all other learning packages listed. If you register for this package, you won't need the others.

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

LEARNING PACKAGE

100C - Sage 100 Contractor—U.S. Edition – Essentials

Last Updated 07/13/2021   Duration 9 hours

Details

Company Wide Access

Whether you're new to Sage or new to your company, the Sage 100 Contractor Essentials subscription is an important part of your training plan. This learning package includes 60+ individual recorded, online lessons that provide step-by-step instructions to set up general ledger accounts, vendors, payable invoices, clients, receivables, jobs, payroll, and security options. You'll also learn how to process payable and receivable invoices, print checks for vendors, enter employee timecards, process payroll, and print payroll checks.

New to Sage - Use this training to set up Sage 100 Contractor to meet the needs of your business and get everyone up to speed to use the software correctly and productively.

New to your company or role - Use this training to quickly onboard new employees or cross-train employees to cover absences and seasonal peaks.

Training is not just a one-time requirement. Labor is a significant investment and turnover can be a costly business challenge.

- New hires need to learn a new job quickly.
- Tenured employees may need to learn a new role or advanced task.
- Cross-trained employees can cover each other's job duties.
- Any employee can quickly refresh skills to complete infrequently performed tasks.

Duration: This learning package contains 64 videos and will take about 9 hours.

Expiration: This learning package is available to everyone in your company to use as much as needed during the 1-year subscription period - all for one affordable fee.

Note: This Learning Package is included in the **Company-wide 100C – Sage 100 Contractor—U.S. Edition – Comprehensive.**

Show More

LEARNING PACKAGE

100C - Sage 100 Contractor—U.S. Edition – Essentials

$190.00 (C$190.00) | 190.00 Training Units

Add to Cart

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

6. Double check that the code has been applied, and then simply **Proceed to Checkout**
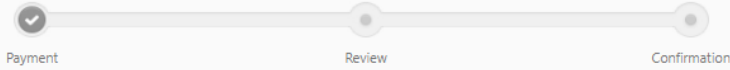
7. Select your payment method and complete the details.
   Then accept the terms of use.
   And finally select: **Next**

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

AMERICAN EXPRESS   mastercard   VISA

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** *
                                         Select ▾

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**

Sage

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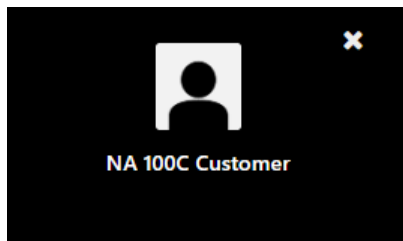

9. You will also receive a confirmation email from Sage University. Be sure to check your spam/junk folder.

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**:
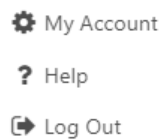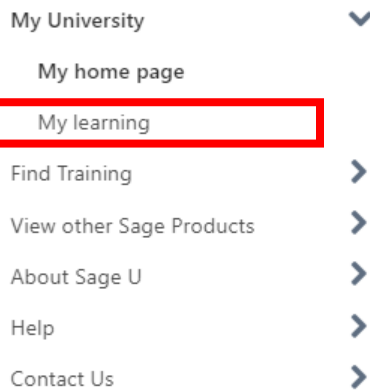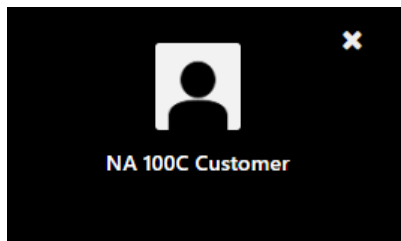

Drop down and select the **Completed** option to show your completed training

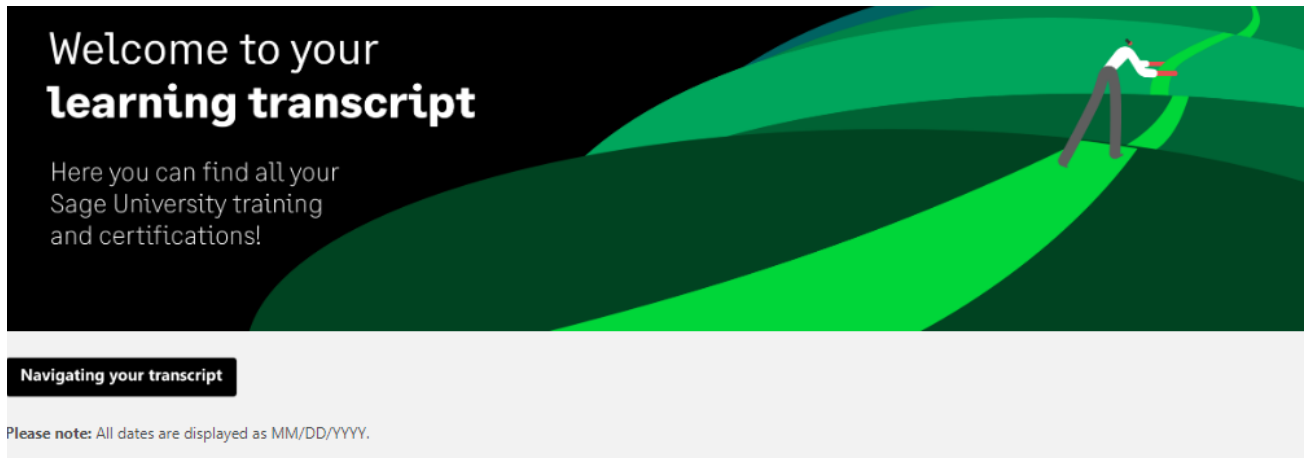# How to print a certificate of completion.

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**

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**
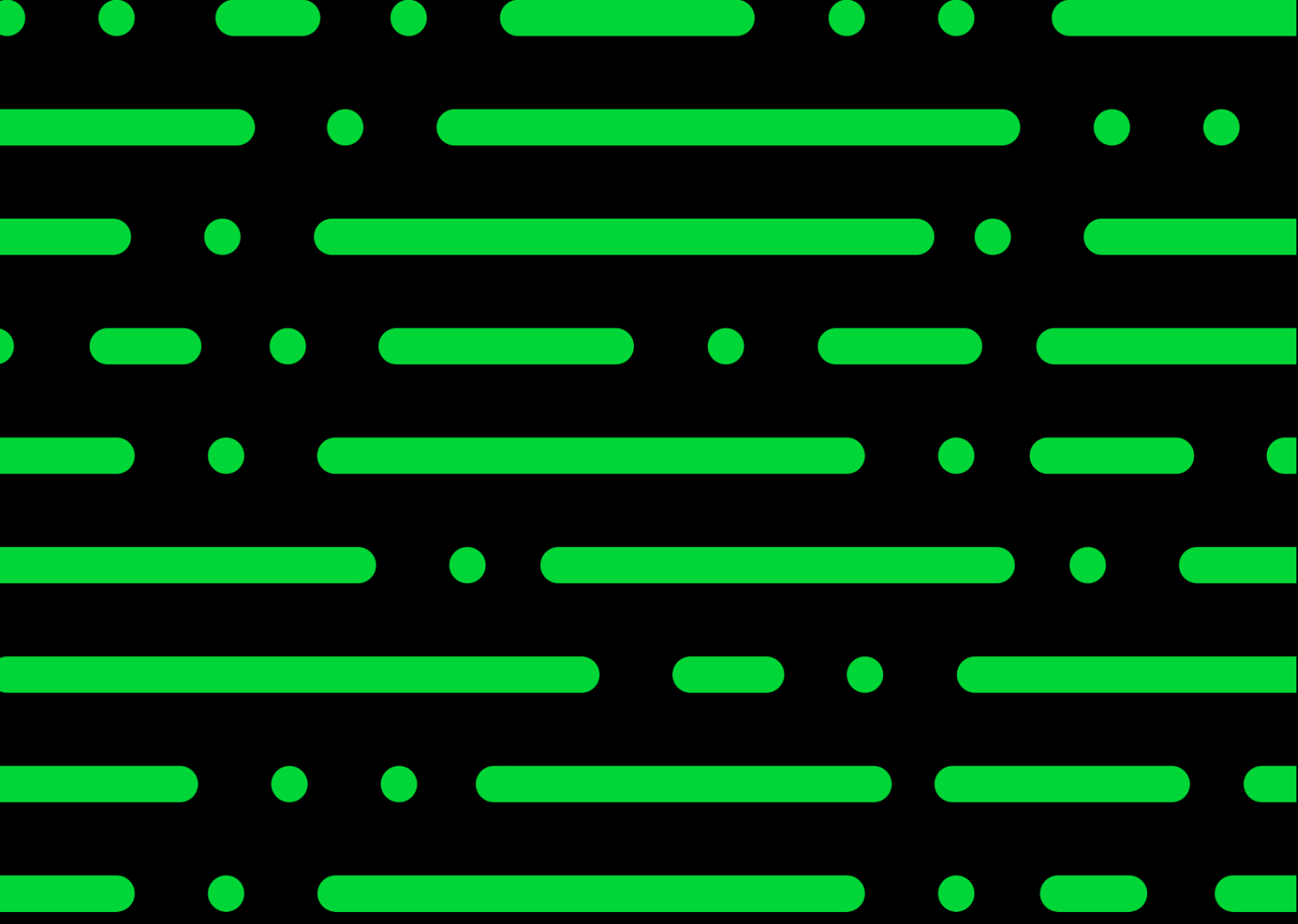
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sageuniversity@sage.com

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