

Sage 300 Construction and Real Estate
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 CRE 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 CRE **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

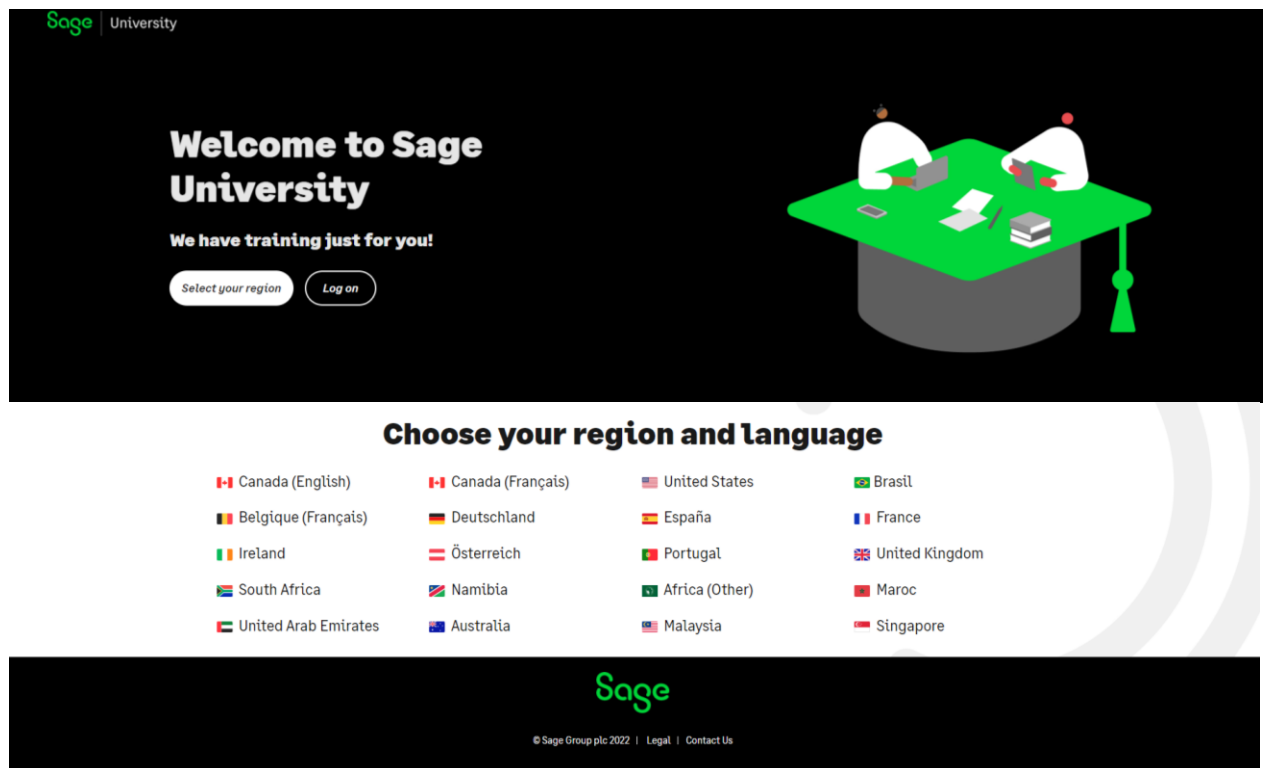
NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

The summarized way:

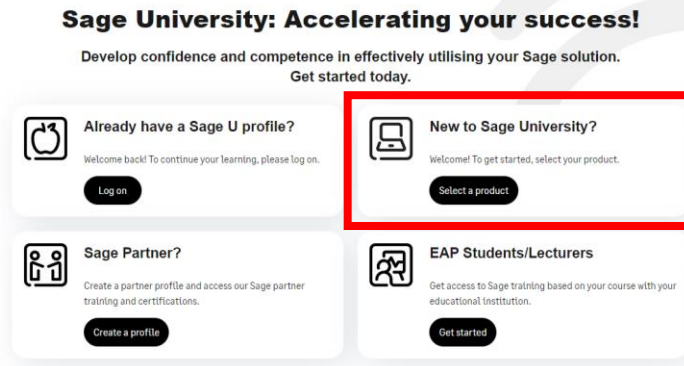
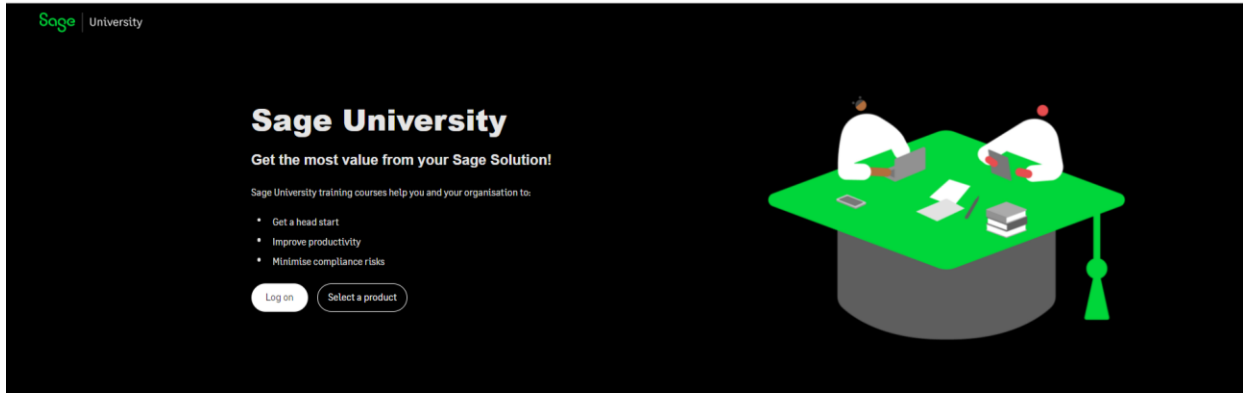
1. Go to **www.sageu.com**
2. Choose your region and language
3. Choose Select a product, then choose your product
4. If you already have a profile, click log on. Or, click Create a profile and follow the steps to create a profile
5. Once logged in, browse courses or search for a specific course
6. Click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

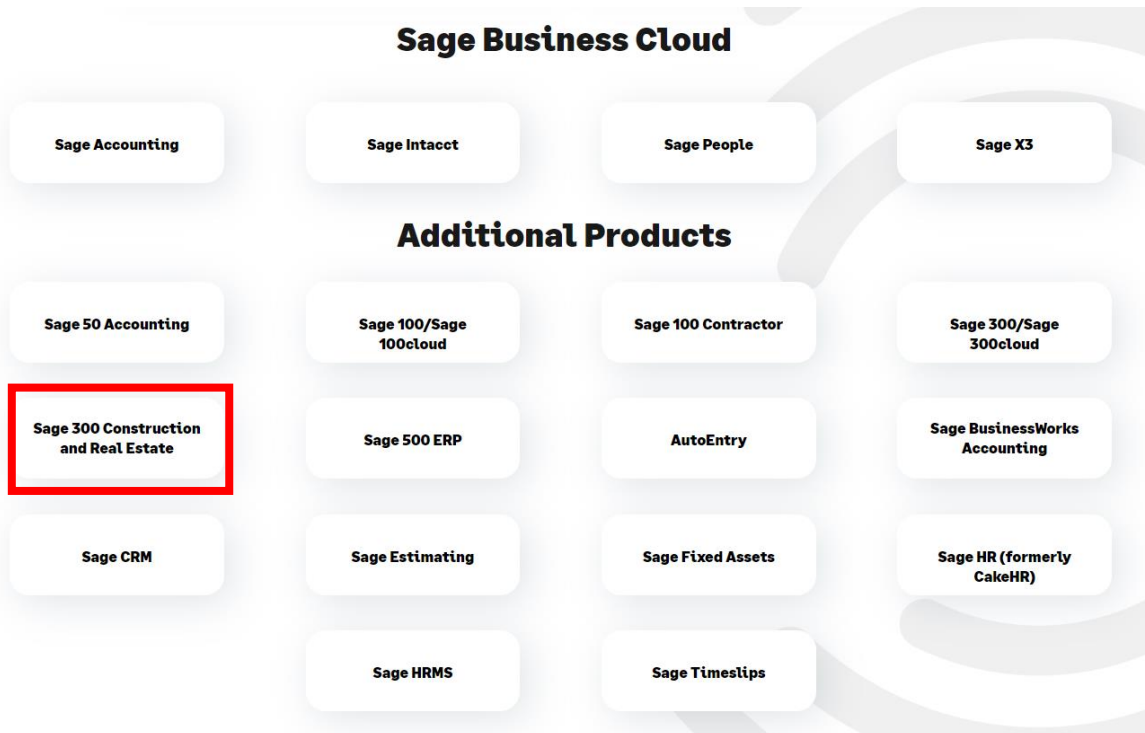
1. Go to www.sageu.com
2. Choose your region and language:



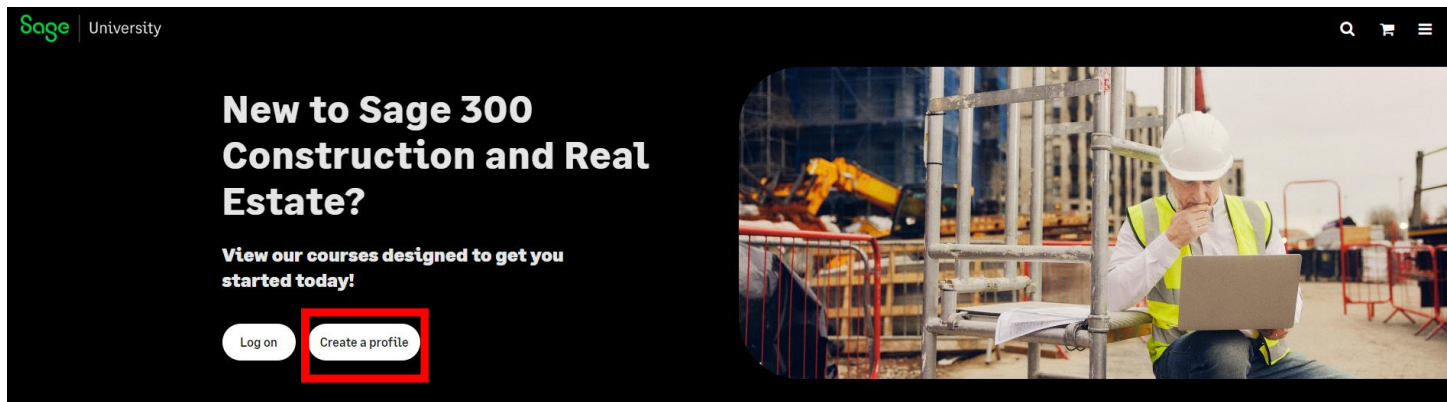
3. Go to **New to Sage University?** select **Select a Product**



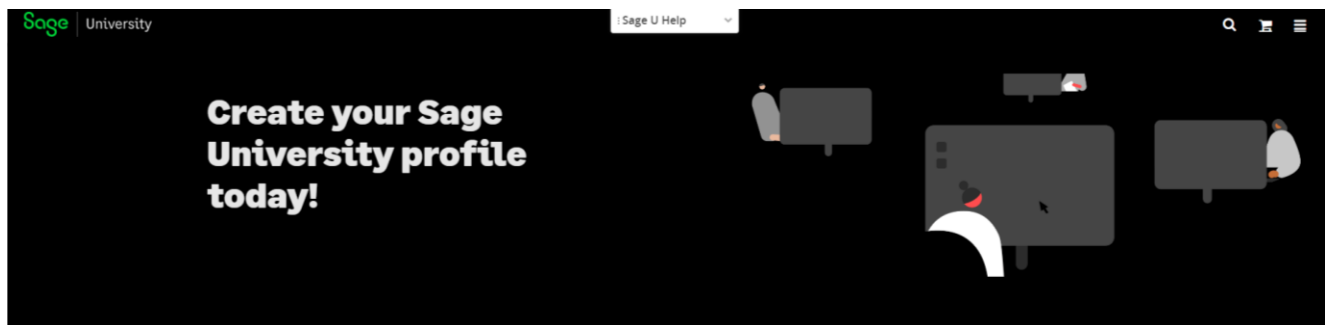
4. Now select your product. For this document we have selected **Sage 300 CRE:**



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.

A screenshot of the Sage "Log In" form. It features a "Sage" logo at the top, followed by the "Log In" heading. There are input fields for "Email address" and "Password". Below the password field is a "Log In" button. At the bottom, there are links for "Forgot password?" and "New user? Create account".A screenshot of the Sage University profile creation form. The heading reads "Please complete this form to create your Sage University profile." Below this is a "Account type" dropdown menu set to "English". There are input fields for "First name" and "Last name", an "email" field, "Country", "Company Name", and "Account Number". There is also a "Phone" field and two "Street" fields (Street 1 and Street 2). At the bottom, there are fields for "City", "Zip/Postal Code", and "Time Zone".

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**:

Sage

Create your account

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

Email address

First name

Last name

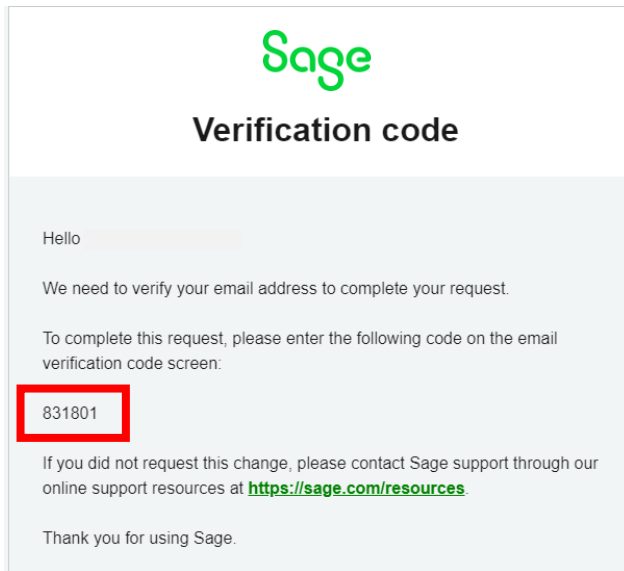
Password

Confirm password

Sign up

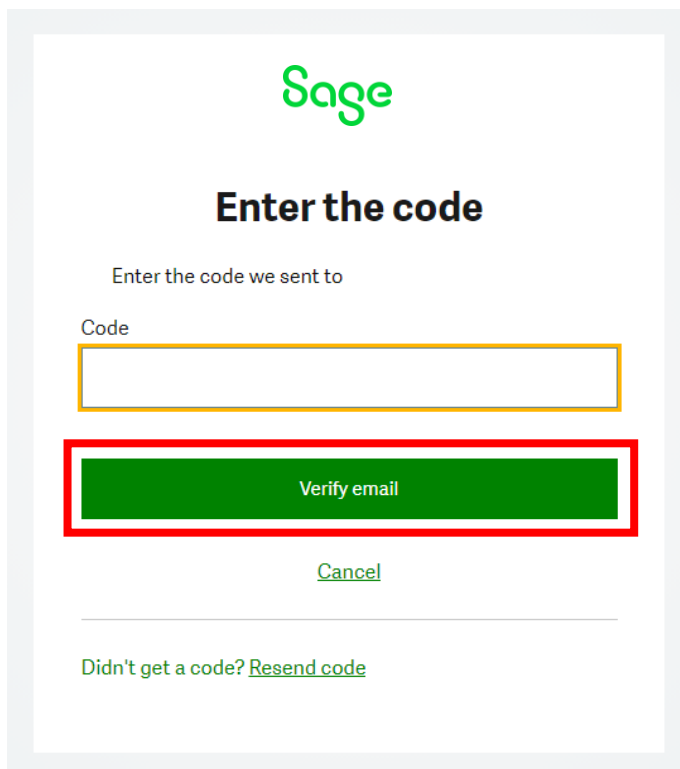
Please ensure you enter the correct email address to receive your verification code. Please also check your junk/spam folder for the email.

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.**

Account Number

4

Company Name

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.



Sage 300 Construction and Real Estate

Sage 300 Construction and Real Estate is the industry leader and gold standard of construction and property management software. Learn how to make your software work for you!

- New customers start here**
[Get started](#)
- Browse all training**
[View training](#)
- Explore instructor-led virtual training**
[Learn more](#)
- Get certified**
[View certifications](#)

Additional training opportunities

Learn more about other training resources or suggest a training topic.

[Explore instructor-led training](#)
[Learn more](#)

[Suggest a training topic](#)
[Suggest a topic](#)

Additional Resources

NEW

Gold Plus Business Care plan

Gold Plus Business Care plan. Includes these benefits and more:

- Software updates
- Unlimited product support
- Free access to Anytime Learning
- Sage Seasons CRC conference pass
- Invitation to our loyalty program
- Exclusive offers

Questions? Contact us CRCRevenue@cs.sage.com or 1-800-858-7098

Training resources

Download or print schedules, class lists and more.

- [Training data](#)

Become a training manager

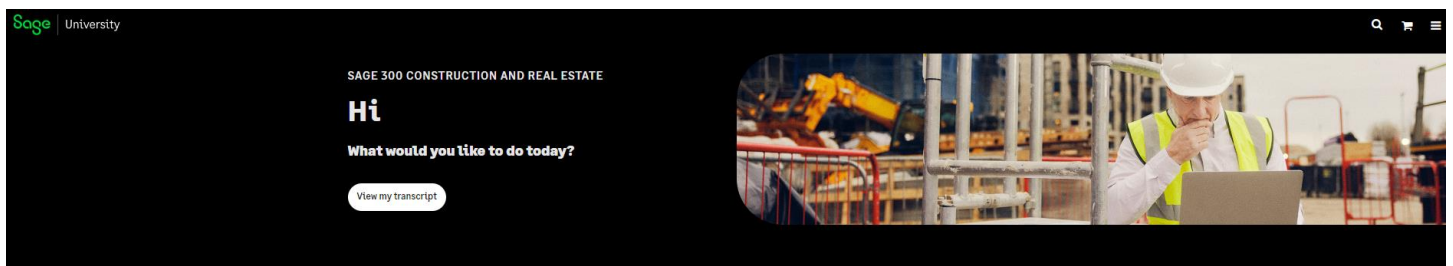
As your organization's training manager you can help keep track of your team's training efforts.

- [View benefits and requirements](#)
- [Request designation](#)

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

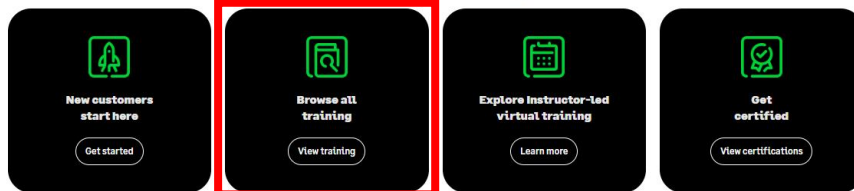
How to purchase training and allocate the promo code.

1. Select the **Browse all training? View training** option



Sage 300 Construction and Real Estate

Sage 300 Construction and Real Estate is the industry leader and gold standard of construction and property management software.
Learn how to make your software work for you!



2. Browse topics or search for a specific course. For this demonstration, we are going to select: **Construction Accounting, Job Cost**
3. Click **View details**

Construction Accounting 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

Construction Accounting Subscribe to the entire library and save! View details	Job Cost View details	Accounts Payable View details
Accounts Receivable, Contracts and Billing View details	General Ledger and Cash Management View details	Payroll View details

[Return to top](#) [Return to home page](#)

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

LEARNING PACKAGE

300C - Sage 300 Construction and Real Estate - Job Cost Subscription

Last Updated 03/17/2021

Details

Company Wide Access

This subscription offers a convenient introduction or refresher course to customers using the Job Cost construction accounting application. Topics include setting up jobs, cost codes, categories, subcontracts, and purchase orders, as well as entering estimates, costs, and miscellaneous worksheets. Other lessons cover managing change orders and commitments, posting entries, and completing month-end procedures and reports.

View subscription details

Duration: This package includes 39 videos that will take approximately 5 hours to complete.

Expiration: 12 months after purchase

Note: This Learning Package is included in the [company-wide 300C - Sage 300 Construction and Real Estate - Construction Accounting Subscription](#).

[Show More](#)

Contents

34 Trainings

FOUNDATIONS	
ONDEMAND	300CT – Foundations: An Introduction to Software Navigation
ONDEMAND	300CT - Foundations: Explore Desktop
ONDEMAND	300CT - Foundations: Open Applications and Tasks in Desktop

[Show More](#)

LEARNING PACKAGE

300C - Sage 300 Construction and Real Estate - Job Cost Subscription

\$290.00 (C\$290.00) | 290.00 Training Units

[Add to Cart](#)

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

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


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 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.

Currency Training Units

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 300C - Sage 300 Construction an...	eLearning/Anytime Learning	Customer, NA 300C	1 x \$290.00	\$290.00 ✕
Subtotal:				\$290.00
Total:				\$290.00

Spring2350

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

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 300C - Sage 300 Construction an...	eLearning/Anytime Learning	Customer, NA 300C	1 x \$290.00 Discount: -\$145.00	\$290.00 ✕
Subtotal:				\$145.00
Total:				\$145.00

You saved \$145.00

Enter coupon code

Coupon Code Spring2350 **been applied** ✕

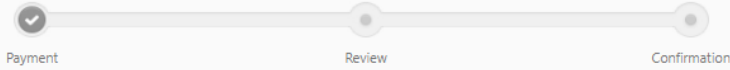
7. Select your payment method and complete the details.
Then accept the terms of use.
And finally select: **Next**

Step 1 - Payment

Options ▾

NOTICE ?

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



Payment Method

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

Credit Card ▾

Credit Card Information

A form for credit card information. At the top, there are logos for American Express, Mastercard, and Visa. Below the logos is a 'CARD NUMBER' field with a lock icon. Underneath are 'EXPIRY DATE' fields for 'MM' and 'YYYY', and a 'CVV CODE' field.

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

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

Step 3 - Confirmation Options ▾

Payment Review Confirmation

Your purchase is complete.
To access training you have purchased go to **View Transcript**. Training Unit purchases, order history, and receipts can be found in My Account.

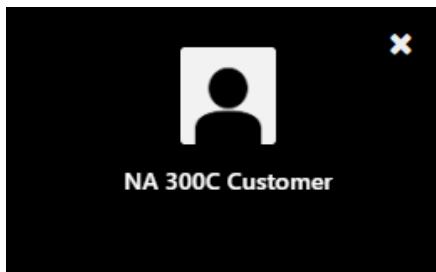
- You will also receive a confirmation email from Sage University. Be sure to check your spam/junk folder.

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**



- My University ▼
- My home page
- My learning**
- Find Training >
- View other Sage Products >
- About Sage U >
- Help >
- Contact Us >

- ⚙ My Account
- ? Help
- 🚪 Log Out

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 (70)

 **300C - Sage 300 Construction and Real Estate - Job Cost Subscription (Expires 3/22/2023)**
Due : No Due Date Status : In Progress Training Type : Learning Package

Hide Certified Certifications

Open Curriculum

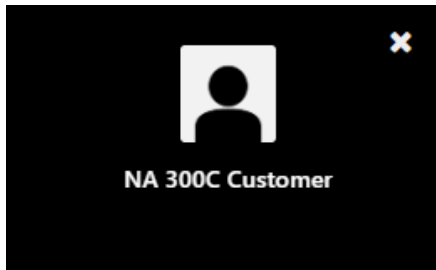
Drop down and select the **Completed** option to show your completed training

How to print a certificate of completion.

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



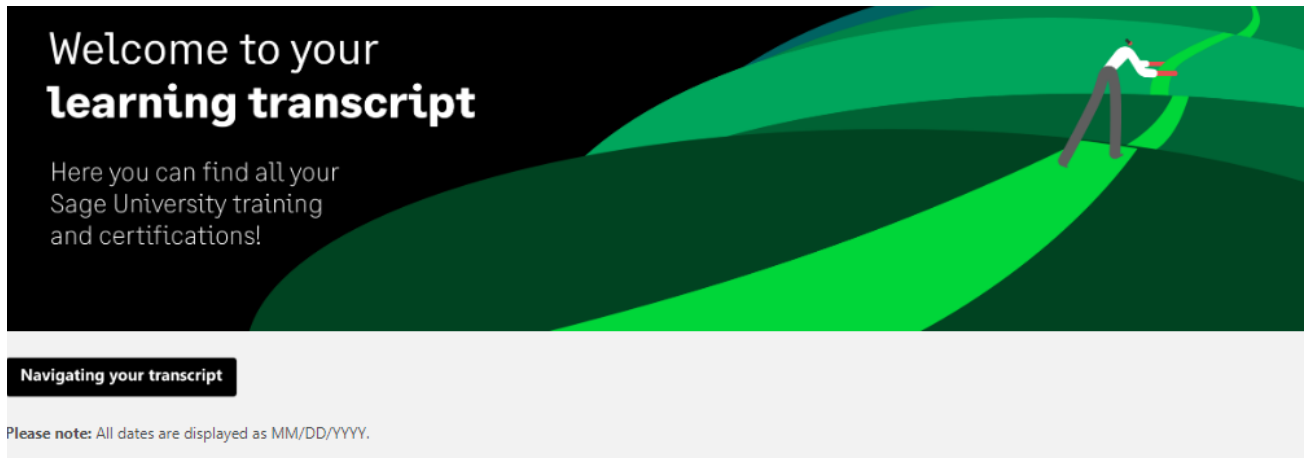
2. Select: **My learning**



- My University ▼
- My home page
- My learning**
- Find Training >
- View other Sage Products >
- About Sage U >
- Help >
- Contact Us >

- ⚙ My Account
- ? Help
- 🚪 Log Out


1. 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**



Filter by Training Status Sort by Filter by Training Type

Search by Keyword

Search Results (70)

 **300C - Sage 300 Construction and Real Estate - Job Cost Subscription (Expires 3/22/2023)**
Due: No Due Date Status: In Progress Training Type: Learning Package

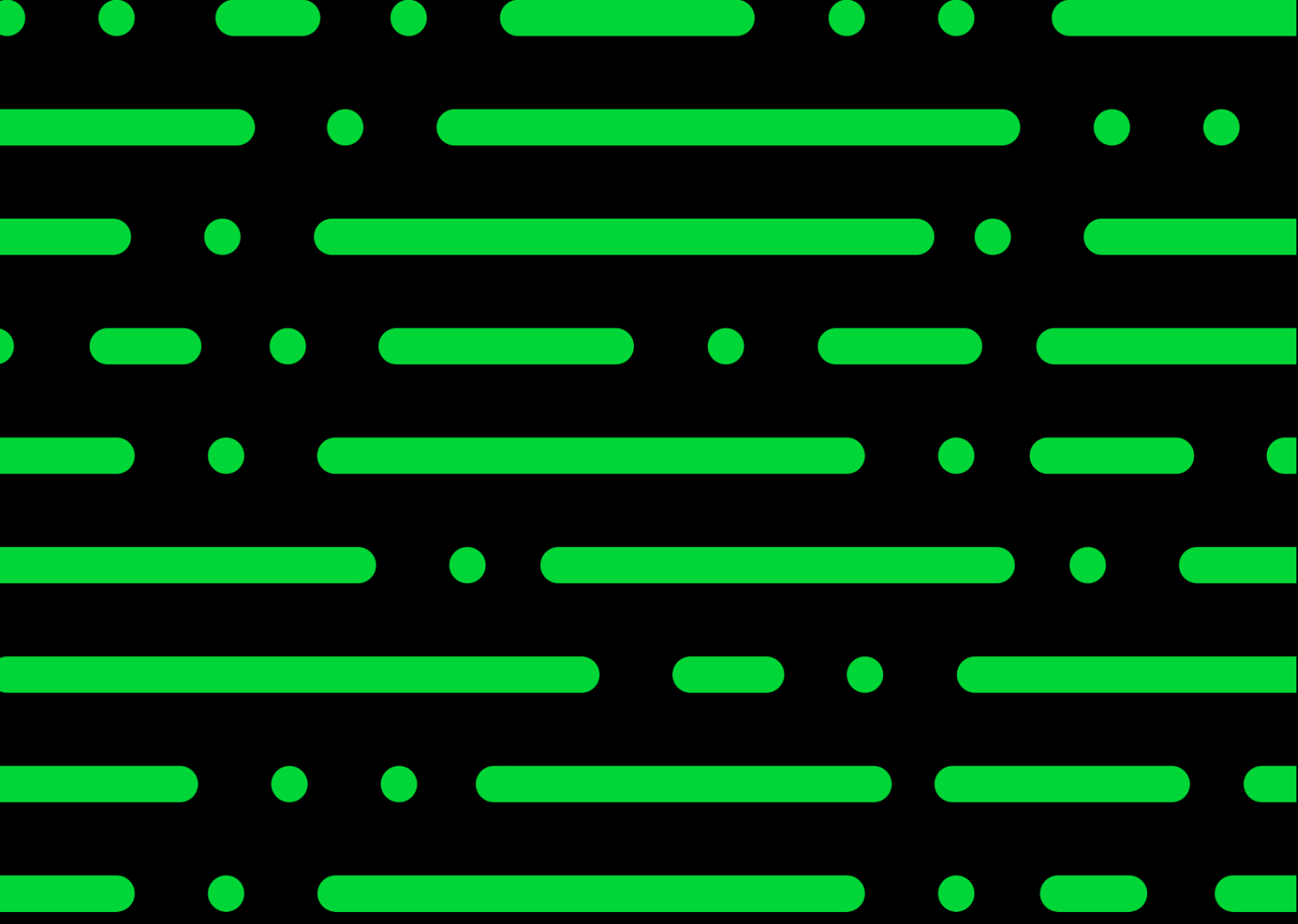
- View Completion Page
-
- Expired
- Renew Subscription
- View Training Details
- Move to Archived Transcript

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

2. 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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