

**Sage Estimating**

**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 Estimating training promotion:

The promo code: **Spring2350** is valid from **February 1<sup>st</sup> to March 31<sup>st</sup>, 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

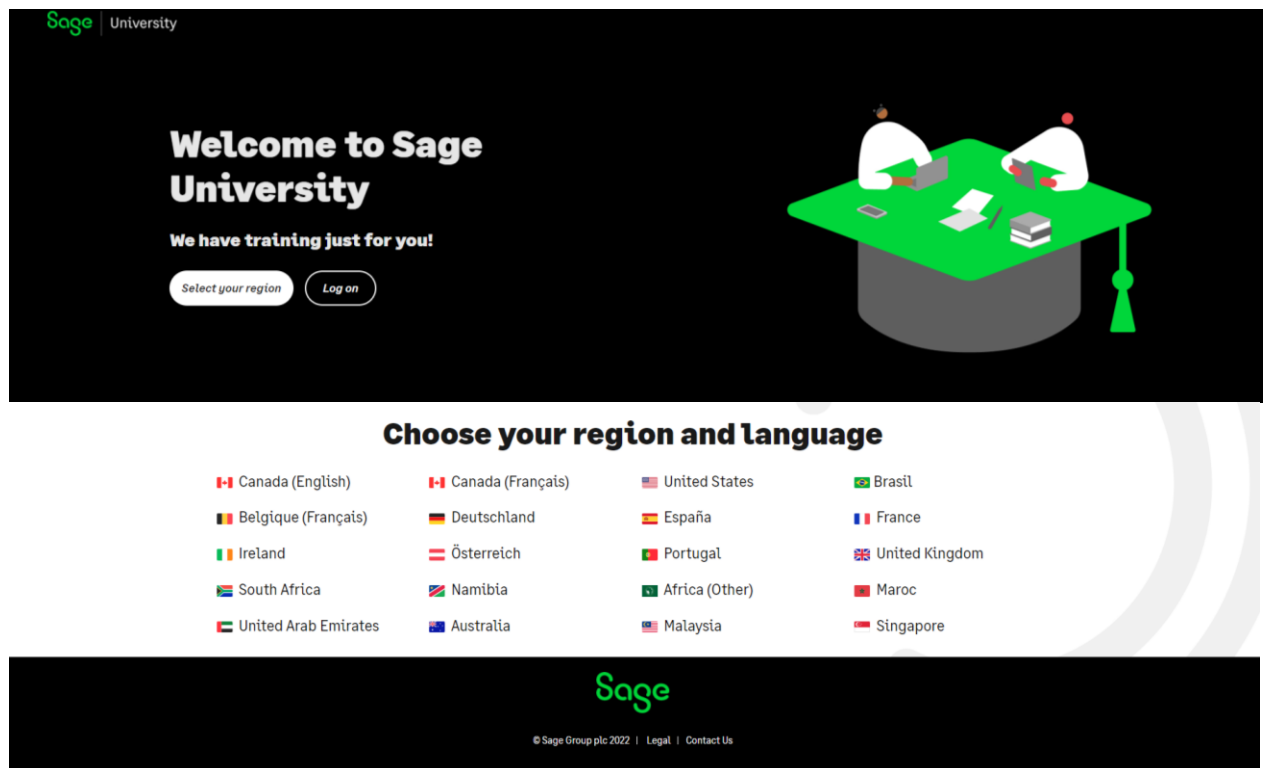
**NOTE:** Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

## The summarized way:

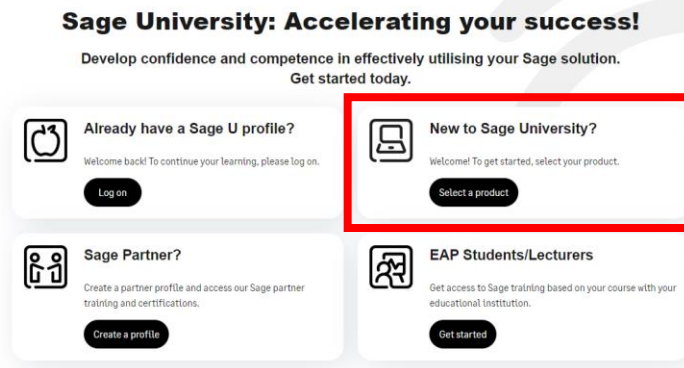
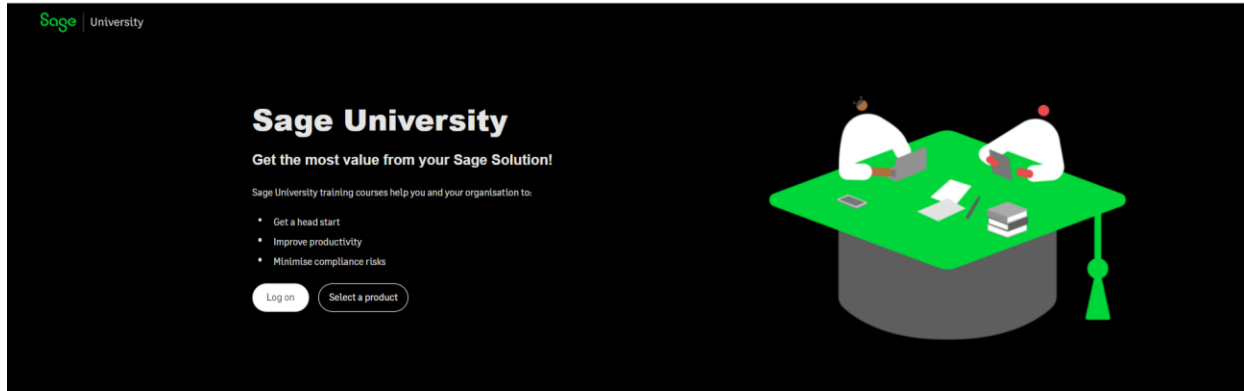
1. Go to **www.sageu.com**
2. Choose your region and language
3. Choose Select a product, then choose your product
4. If you already have a profile, click log on. Or, click Create a profile and follow the steps to create a profile
5. Once logged in, browse courses or search for a specific course
6. Click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

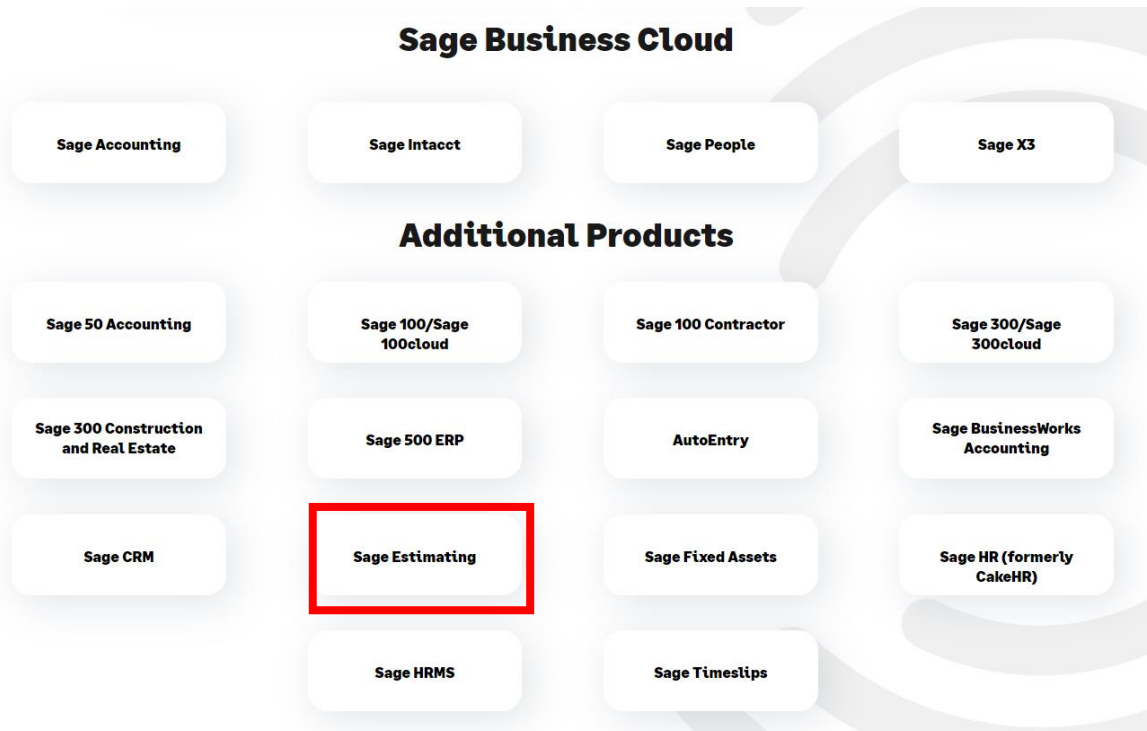
1. Go to [www.sageu.com](http://www.sageu.com)
2. Choose your region and language:



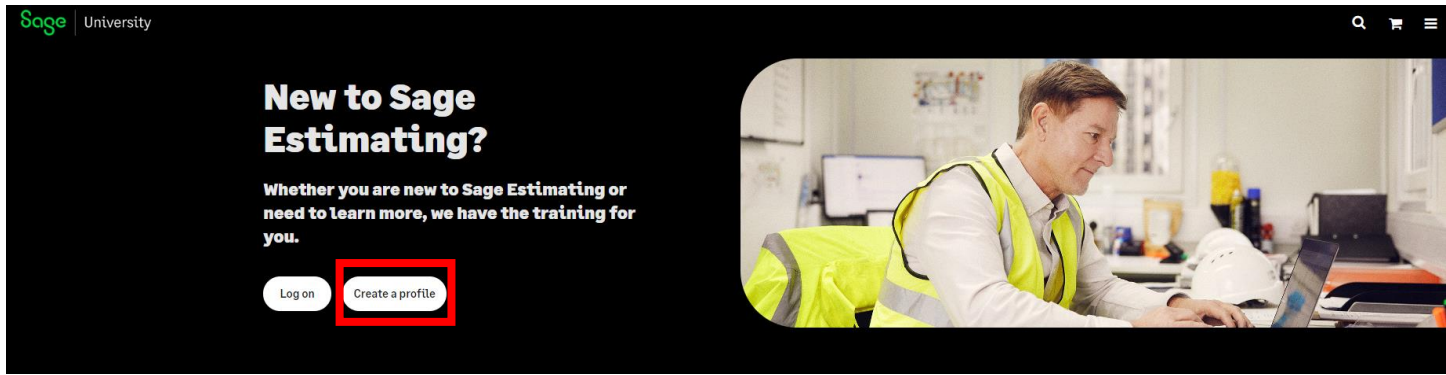
3. Go to **New to Sage University?** select **Select a Product**



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



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 forms. 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 "Country", "First Name", "Last Name", "email", "Company Name", "Account Number", "Phone", "Street 1", "Street 2", "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**:



## Create your account

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

Email address

First name

Last name

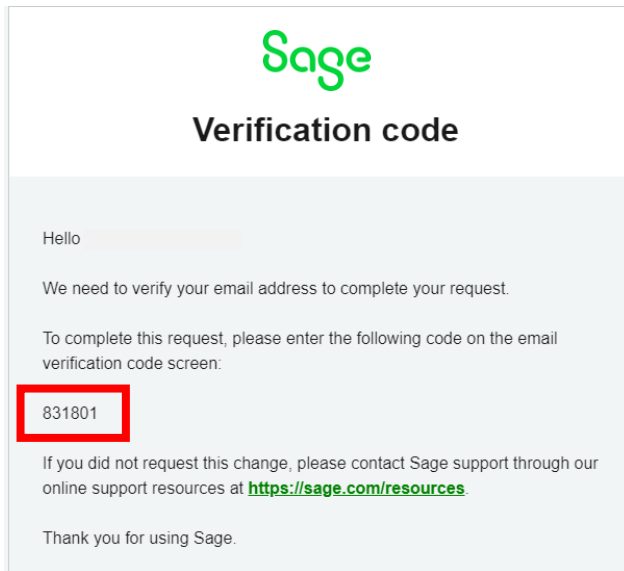
Password

Confirm password

**Sign up**

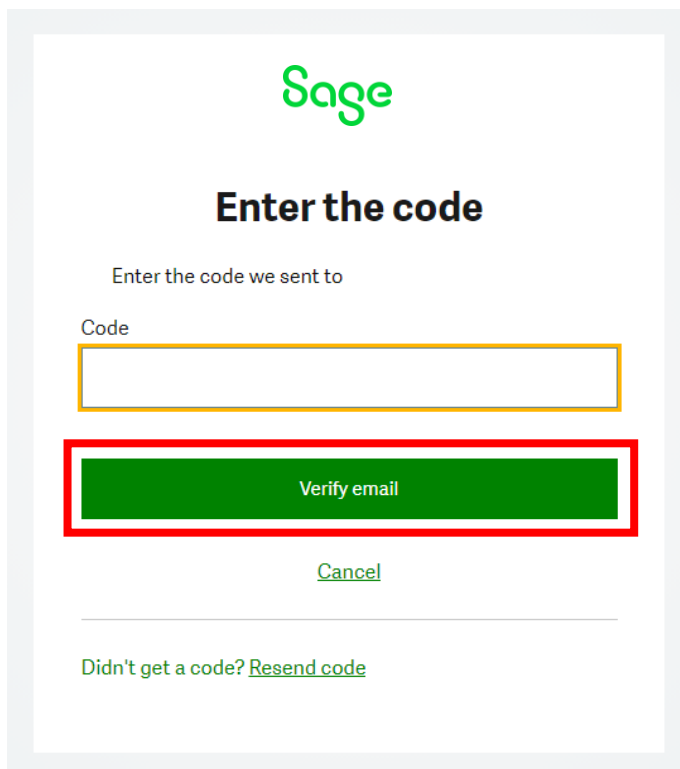
**Please ensure you enter the correct email address to receive your verification code.  
Please also check your junk/spam folder for the email.**

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.



### Sage Estimating

Sage Estimating is the most widely-used construction estimating software in North America. Learn how to use Sage Estimating to create professional, accurate estimates using sophisticated quantity takeoff, calculations, and add-on features. Submit the winning bid every time!

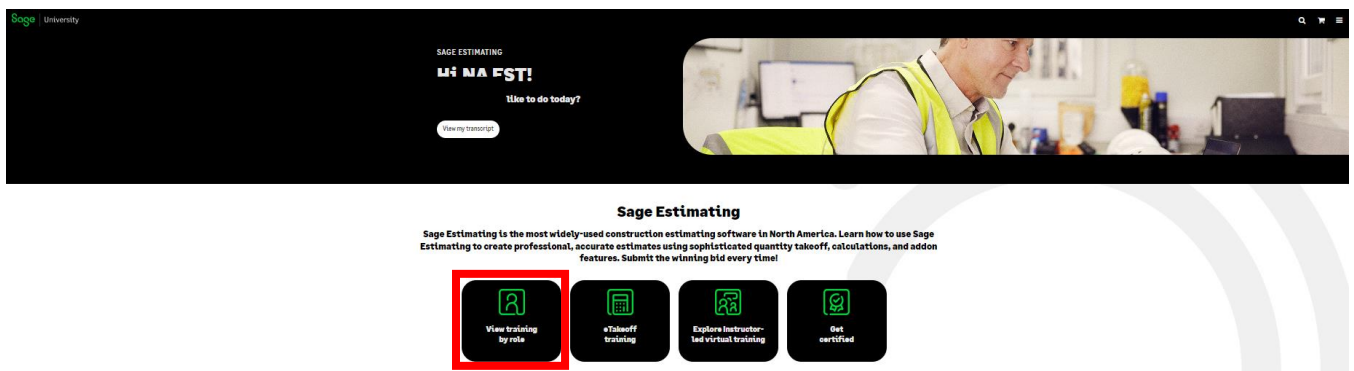
- View training by role
- eTakeoff training
- Explore instructor-led virtual training
- Get certified

### Additional Resources

- 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 demonstration](#)
- Gold Plus Business Care plan**  
**New!** Gold Plus Business Care plan includes these benefits and more:
  - ✓ Software updates
  - ✓ Unlimited product support
  - ✓ Free access to Anytime Learning
  - ✓ Sage Sessions O&E conference pass
  - ✓ Invitation to our Loyalty program
  - ✓ Exclusive offers**Questions?** Contact Us:  
[CRERenewalSales@sage.com](mailto:CRERenewalSales@sage.com)  
or 1-800-855-7098

# How to purchase training and allocate the promo code.

1. Select the **View training by role**



2. Browse topics or search for a specific course. For this demonstration, we are going to select: **Estimator, ESSQ – Sage Estimating (SQ) – Estimating Fundamentals**

## Sage Estimating

Estimating Fundamentals anytime learning package is your ready-to-go training plan.

One price. All employees. All year.

[View package details](#)



### View training by role

Free to Gold Plus customers



Estimator



Database Developer

### Additional training options

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



Instructor-led virtual training



Request private training



Suggest a training topic



Request Pervasive Edition training

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

LEARNING PACKAGE

## ESSQ – Sage Estimating (SQ) – Estimating Fundamentals (SQL)

Last Updated 02/22/2021 Duration 1 hour, 32 minutes

### Details

#### Company Wide Access

Whether you are new to Sage Estimating SQL or need a refresher, use the lessons in this learning package to start using Sage Estimating SQL to create estimates. Learn how to build an estimate using one of the available takeoff methods, work with the estimate spreadsheet, customize the totals window and reports, and perform additional tasks such as repricing or merging estimates.

View the lessons in this learning package to learn how to:

- Use various takeoff methods to build an estimate.
- Work with the estimate spreadsheet by customizing the layout and sort sequences.
- Assign locations and alternates.
- Explore the Totals window and customize the layout.
- Customize report options and print reports.
- Set up and manage contacts in the Address Book.
- Reprice and merge your estimates.

**Duration:** There are 19 videos in this learning package that will take approximately 1 hour and 32 minutes to view.

**Expiration:** 12-months from the date of purchase.

**Exception:** *This training is for the SQL version of Core ESTIMATING (SQL); not for Sage 100 Contractor Basic Estimating.*

[Show More](#)

LEARNING PACKAGE

ESSQ – Sage Estimating (SQ) – Estimating Fundamentals (SQL)

\$390.00 (C\$390.00) | 390.00 Training Units

[Add to Cart](#)

4. 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
 <b>ESSQ – Sage Estimating (SQ) – Est...</b>	eLearning/Anytime Learning	Customer, NA EST	1 x \$390.00	<b>\$390.00</b> ✕
Subtotal:				<b>\$390.00</b>

**Total:** **\$390.00**

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

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 <b>ESSQ – Sage Estimating (SQ) – Est...</b>	eLearning/Anytime Learning	Customer, NA EST	1 x \$390.00 Discount: <b>-\$195.00</b>	<b>\$390.00</b> ✕
Subtotal:				<b>\$195.00</b>

You saved \$195.00

Coupon Code: **Spring2350** ; been applied ✕

**Total:** **\$195.00**



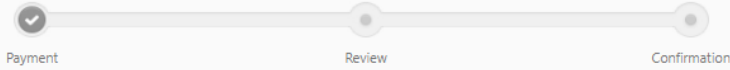
6. Select your payment method and complete the details.  
Then accept the terms of use.  
And finally select: **Next**

## Step 1 - Payment

Options ▾

### NOTICE ?

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



### Payment 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 ▾

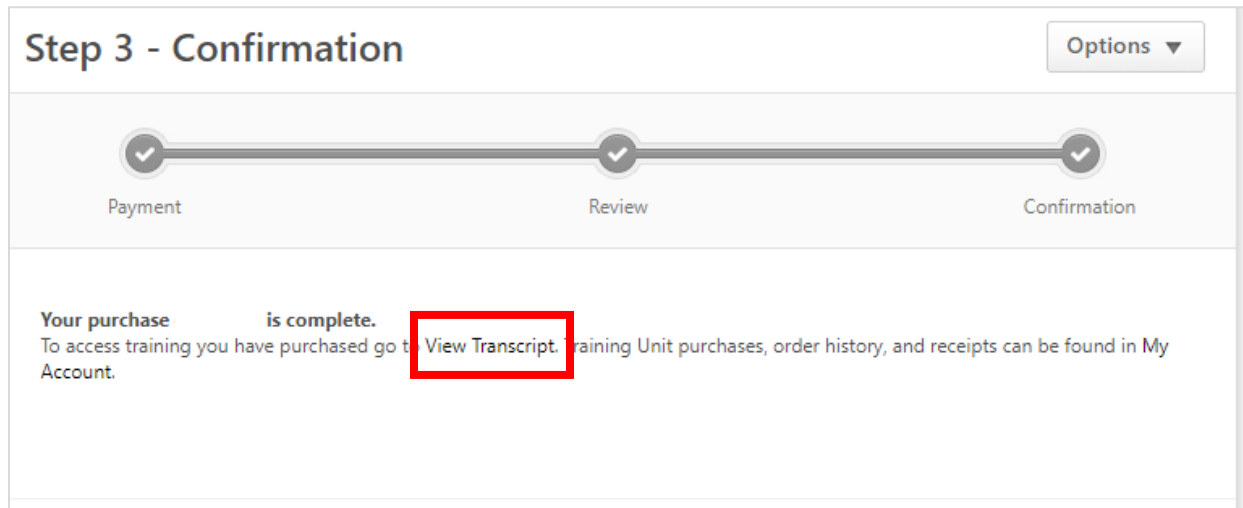
I accept the Sage U Terms of Use \*

Yes ▾

Back

Next

7. 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.

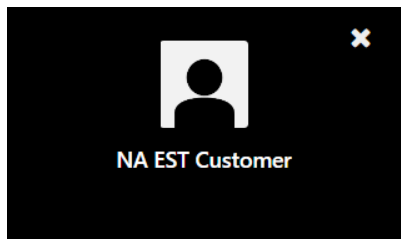
8. You will also receive a confirmation email from Sage University. Be sure to check your spam/junk folder.

# 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   Search by Keyword

Active   Date Added   All Types   Search

Search Results (71)    Hide Certified Certifications

 **COL - Sage Colleague - Estimating (SQ) Estimating Fundamentals**   **Open Curriculum**

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

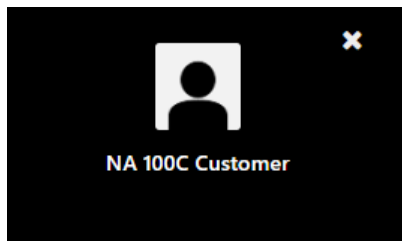
Drop down and select the **Completed** option to show your completed training

# 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**



My University ▼

My home page

My learning

Find Training >

View other Sage Products >

About Sage U >

Help >

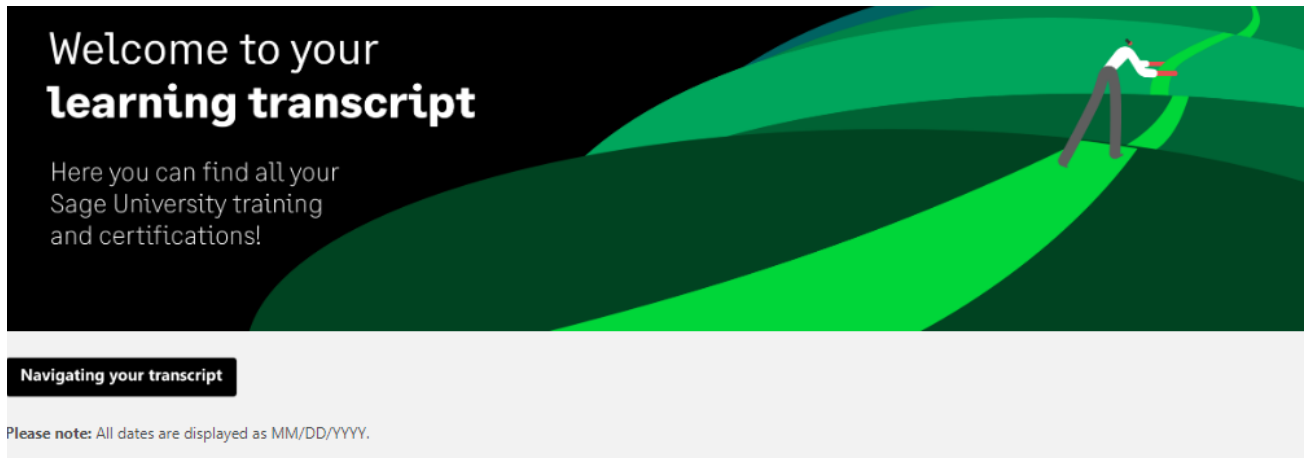
Contact Us >

⚙ My Account

? Help

🚪 Log Out

- 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

Completed Date Added All Types

Search by Keyword

Search

Search Results (70)

 **COL - Sage Colleague - Estimating (SQ) Estimating Fundamentals**  
Due: No Due Date Status: In Progress Training Type: Learning Package

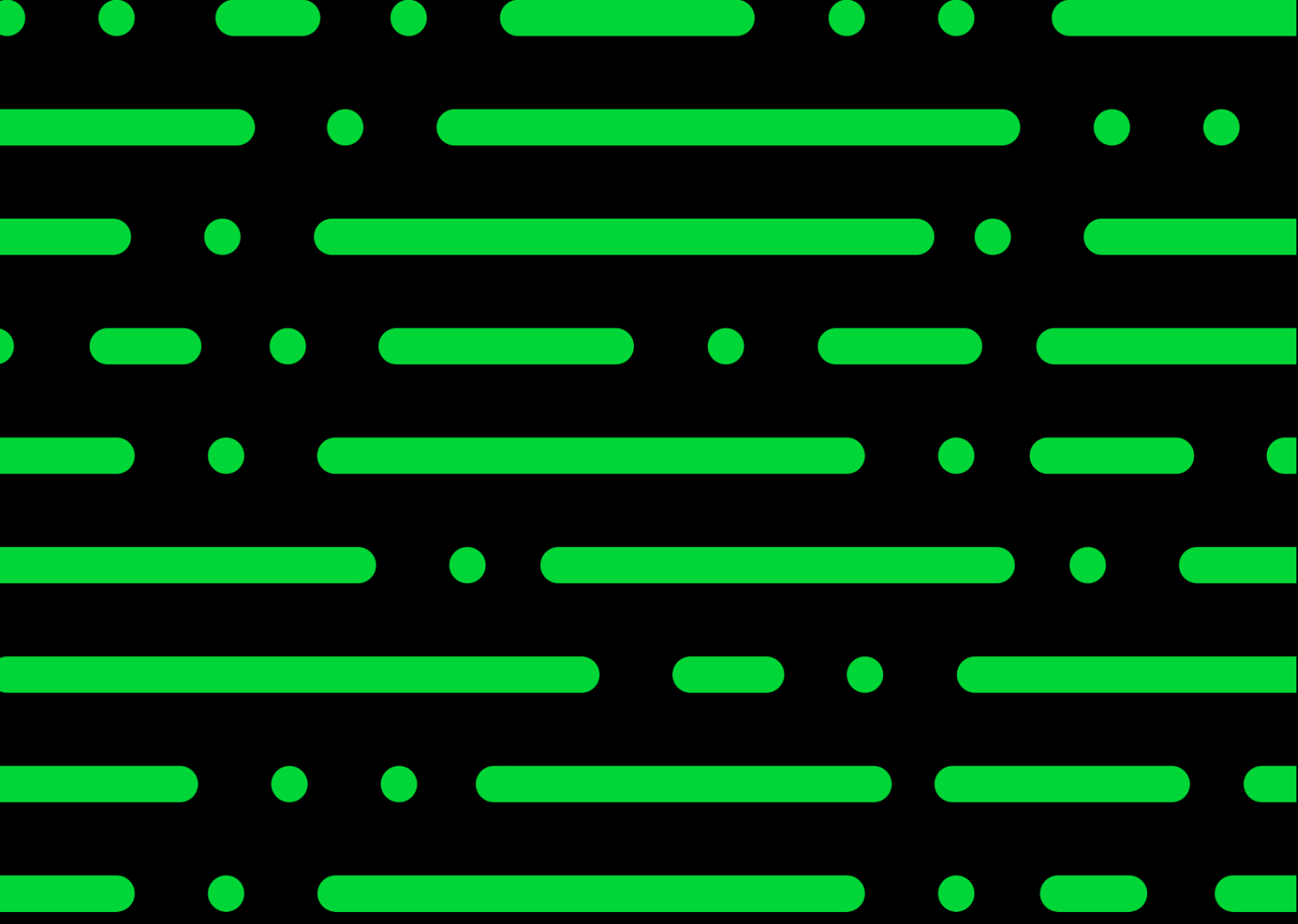
- View Completion Page
- View Certificate**
- Expired
- Renew Subscription
- View Training Details
- Move to Archived Transcript

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

- 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](http://Sageu.com)  
[sageuniversity@sage.com](mailto:sageuniversity@sage.com)

Sage

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