

Sage 50 – U.S. Edition

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 50 training promotion:

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

The promo code is only valid for the Sage 50 – U.S. Edition **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

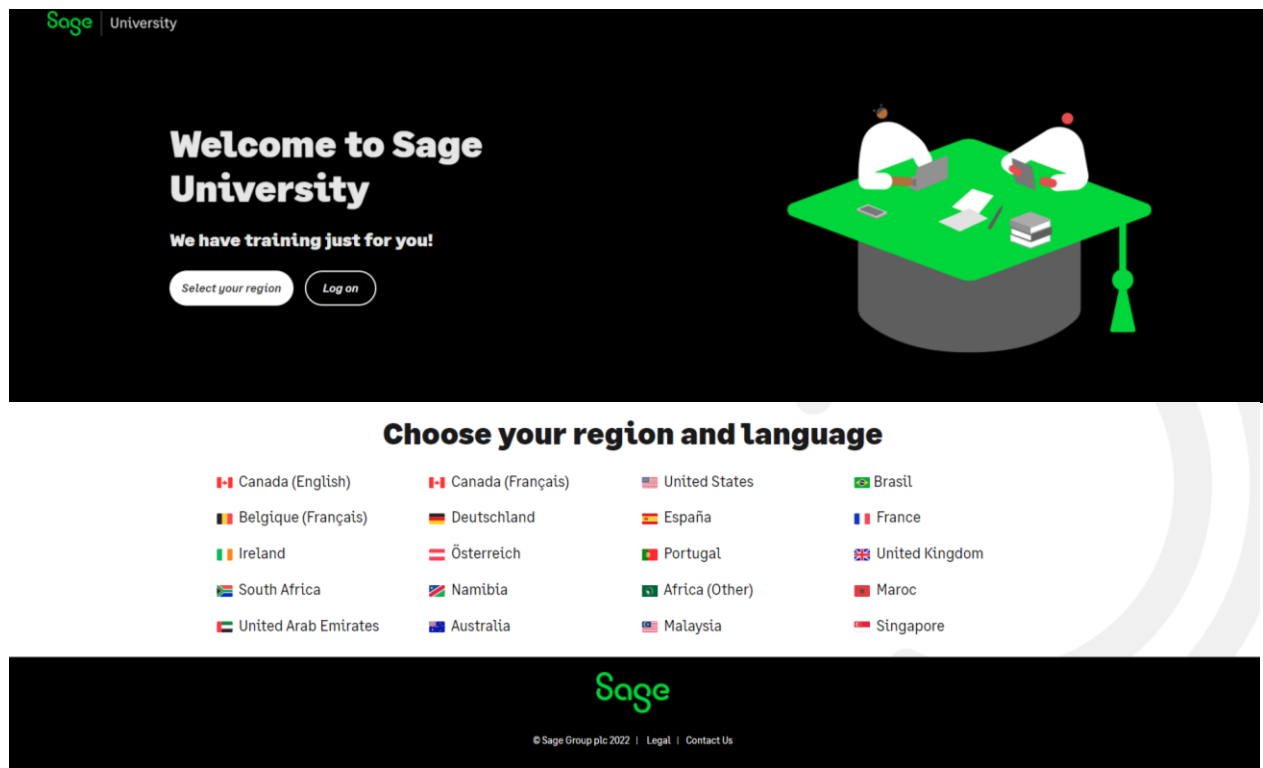
NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

The summarized way:

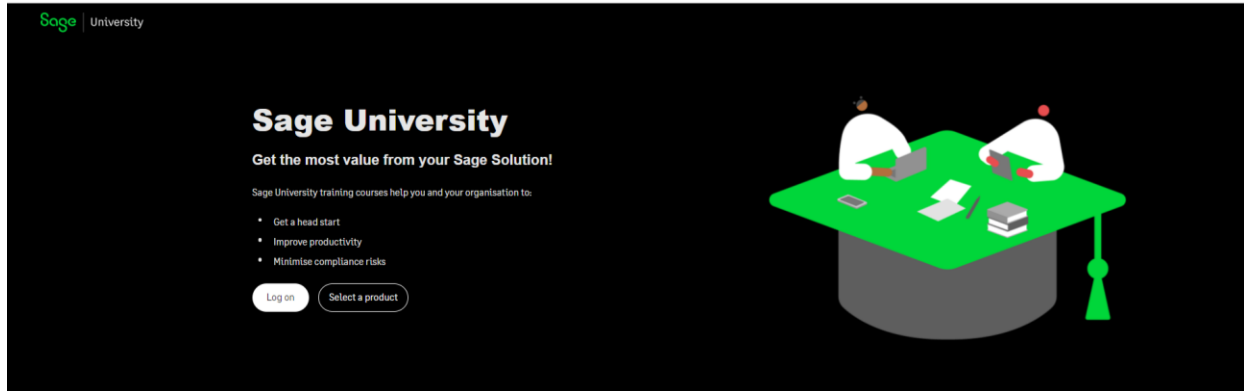
1. Go to **www.sageu.com**
2. Choose your region and language
3. Choose Select a product, then choose your product
4. If you already have a profile, click log on. Or, click Create a profile and follow the steps to create a profile
5. Once logged in, browse courses or search for a specific course
6. Click 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 50 Accounting**:

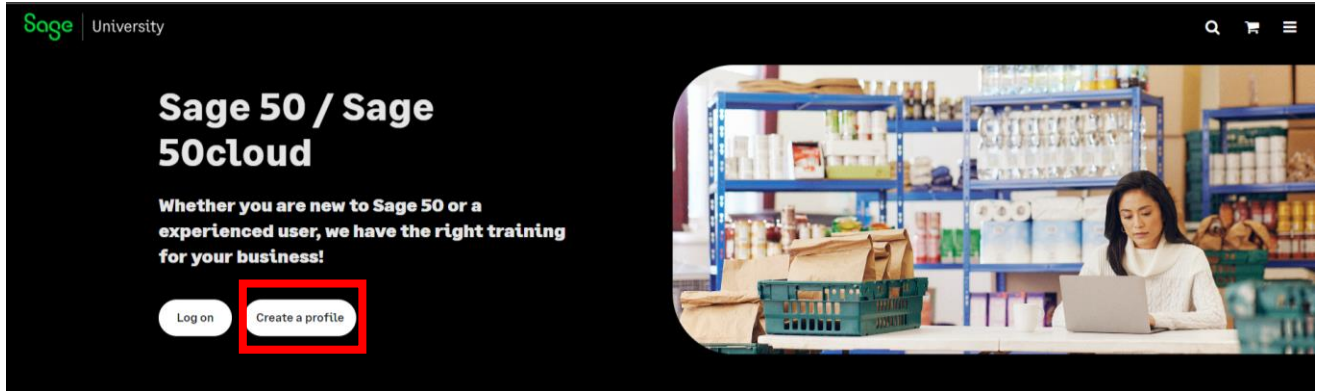
Sage Business Cloud

Accounting	HR & Payroll	People	X3
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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.

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 a "Forgot password?" link. The right screenshot shows the "profile creation form" with fields for "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:

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

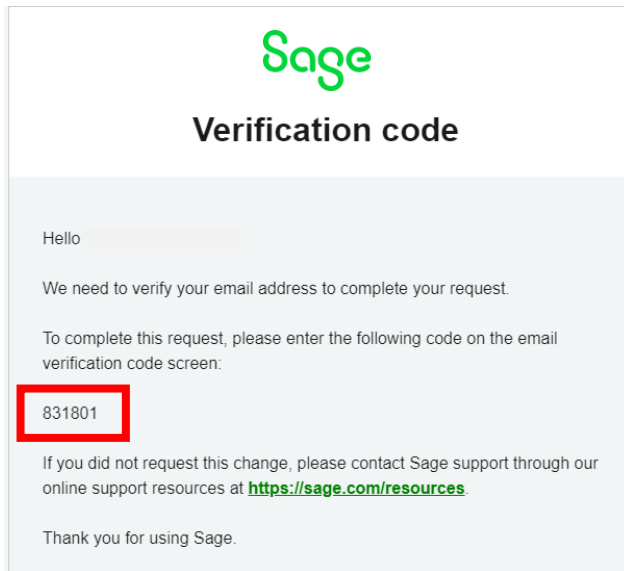
Password

Confirm password

Sign up

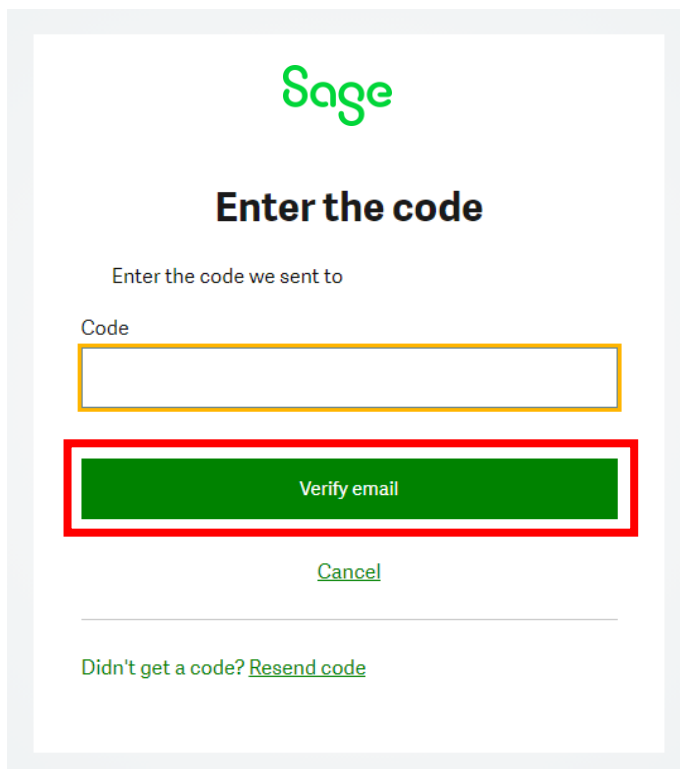
Please ensure you enter the correct email address to receive your verification code. Please also check your junk/spam folder for the email.

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](#)

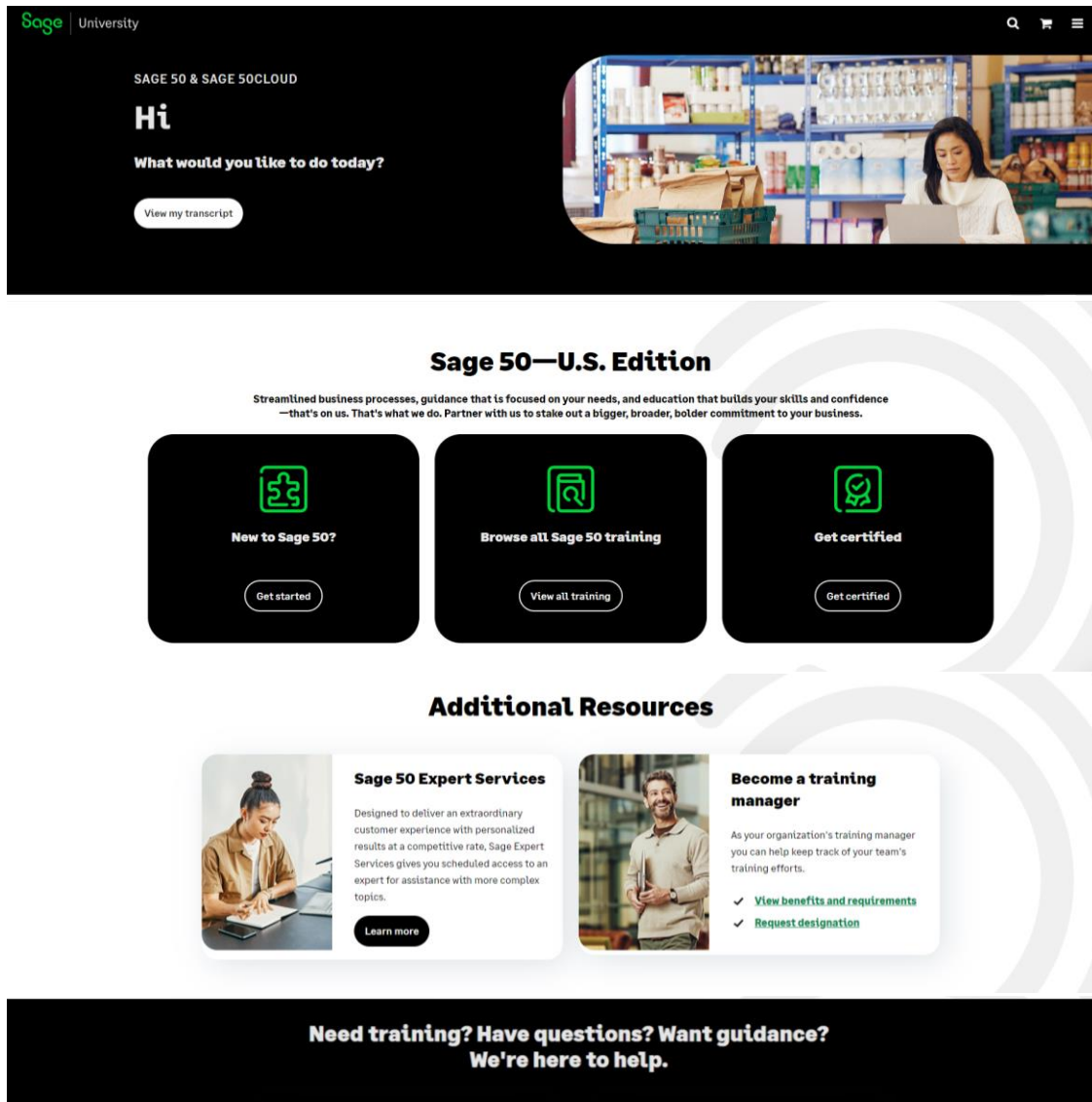
If you complete your registration, you are accepting our Sage University [Terms of Use](#) and acknowledging our [Privacy Notice](#) and [Cookie Policy](#).

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 University

SAGE 50 & SAGE 50CLOUD

Hi

What would you like to do today?

View my transcript

Sage 50—U.S. Edition

Streamlined business processes, guidance that is focused on your needs, and education that builds your skills and confidence —that's on us. That's what we do. Partner with us to stake out a bigger, broader, bolder commitment to your business.

New to Sage 50?
Get started

Browse all Sage 50 training
View all training

Get certified
Get certified

Additional Resources

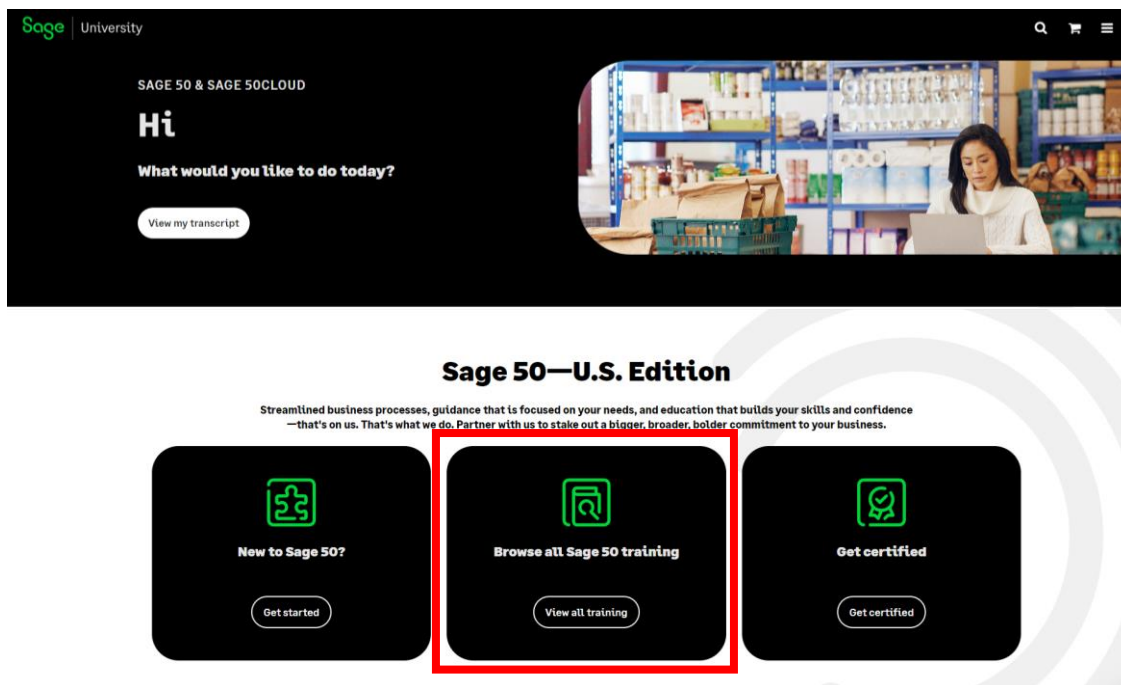
Sage 50 Expert Services
Designed to deliver an extraordinary customer experience with personalized results at a competitive rate, Sage Expert Services gives you scheduled access to an expert for assistance with more complex topics.
Learn more

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.**

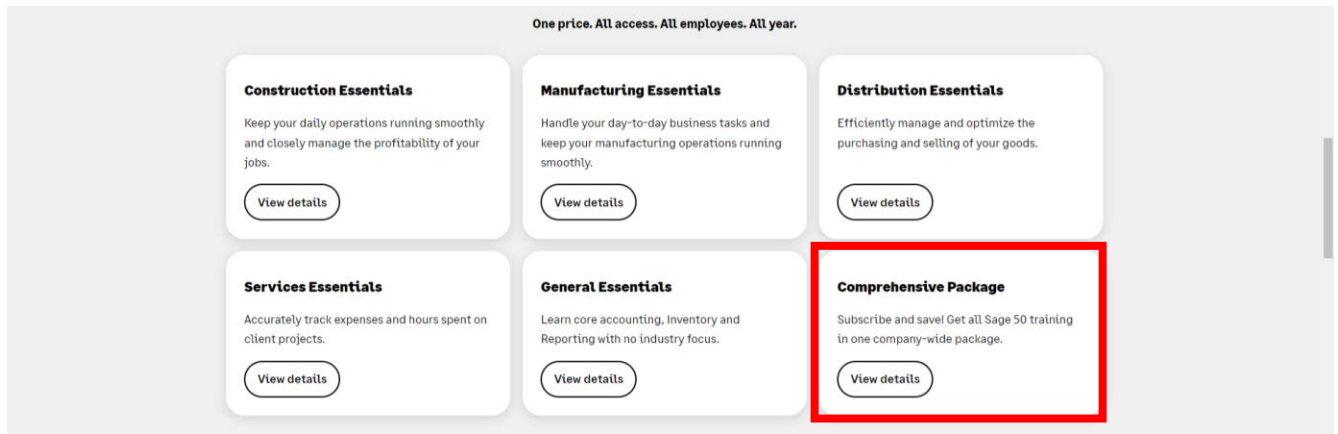
How to purchase training and allocate the promo code.

1. Select the **Browse all Sage 50 training** option



The screenshot shows the Sage University website interface. At the top, the Sage University logo is visible on the left, and search, cart, and menu icons are on the right. Below the logo, the text 'SAGE 50 & SAGE 50CLOUD' is displayed, followed by a large 'Hi' and the question 'What would you like to do today?'. A 'View my transcript' button is present. To the right is a video player showing a woman in a grocery store. Below this is a section titled 'Sage 50—U.S. Edition' with a descriptive paragraph. Three main navigation cards are shown: 'New to Sage 50?' with a 'Get started' button, 'Browse all Sage 50 training' with a 'View all training' button (highlighted with a red border), and 'Get certified' with a 'Get certified' button.

2. Browse courses or search for a specific course. For this demonstration, we are going to select: **Comprehensive Package, View Training**



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

The screenshot shows the course page for "50US - Sage 50—U.S. Edition - Comprehensive". The page includes the Sage University logo, course title, last updated date (12/22/2022), and duration (30 hours). A "Details" section is visible. The "Company Wide Access" section describes the course as a self-guided video library. A list of topics to be learned is provided, including establishing a new company, configuring settings, creating vendor/customer records, recording transactions, managing payroll, tracking job costs, utilizing Sage 50 Quantum features, viewing reports, integrating Sage 50cloud with Office 365, and accessing online resources. A sidebar on the right shows the course title, price (\$199.00), and a red-bordered "Add to Cart" button.

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 course title for access.


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

Currency Training Units

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 50US - Sage 50—U.S. Edition - Co...	eLearning/Anytime Learning	Customer, NA 50U	1 x \$199.00	\$199.00 ✕
Subtotal:				\$199.00
Spring2350				Apply
Total:				\$199.00

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
 50US - Sage 50—U.S. Edition - Co...	eLearning/Anytime Learning	Customer, NA 50U	1 x \$199.00 Discount:	\$199.00 ✕ -\$99.50
Subtotal:				\$99.50
You saved \$99.50				
Enter coupon code				Apply
Coupon Code: Spring2350 has been applied ✕				
Total:				\$99.50

Proceed To Checkout

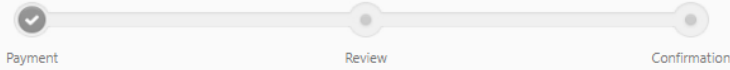
6. Select your payment method and complete the details.
Then accept the terms of use.
And finally select: **Next**

Step 1 - Payment

Options ▾

NOTICE ?

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



Payment 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' and 'CVV CODE' fields. The expiry date field is split into 'MM' and 'YYYY' sub-fields.

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 ▾

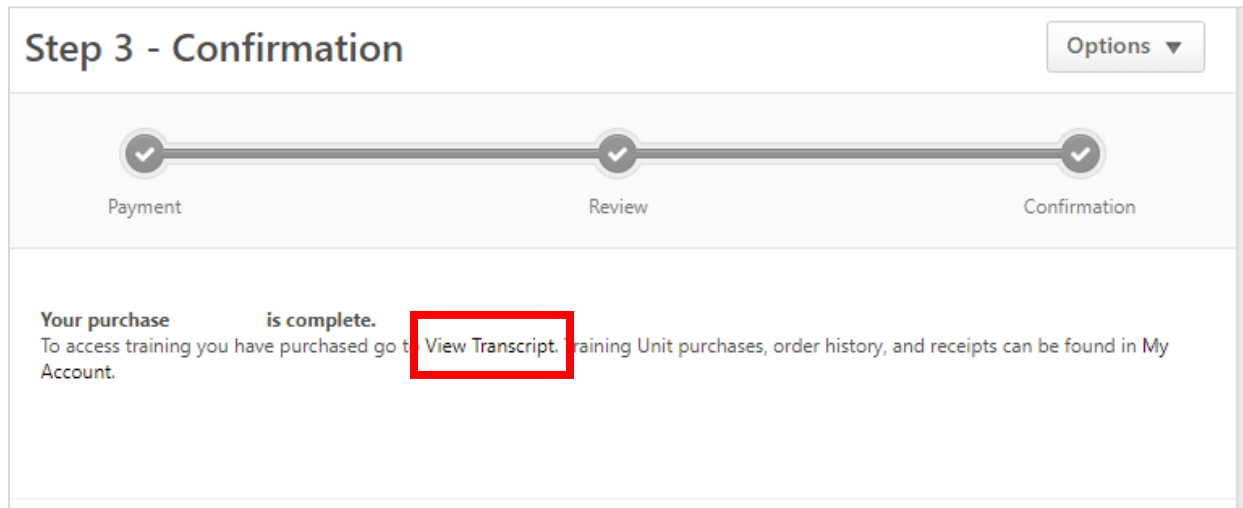
I accept the Sage U Terms of Use *

Yes ▾

Back

Next

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



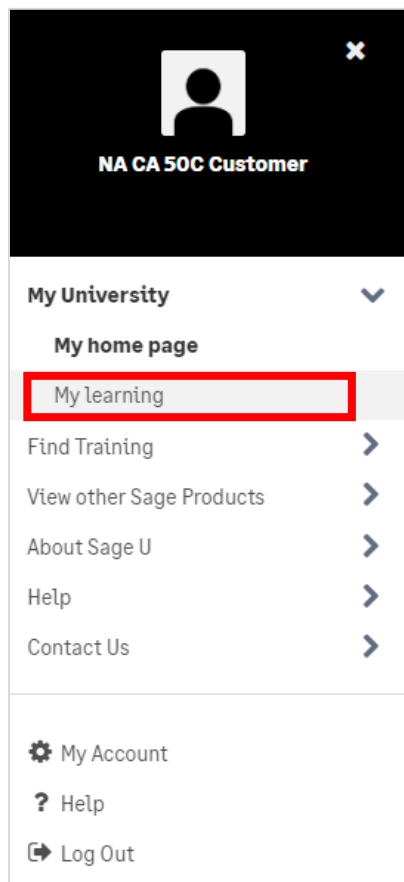
8. You will also receive a confirmation email from Sage University similar to the one below:

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 (1) Hide Certified Certifications

 **50US - Sage 50—U.S. Edition - Comprehensive (Expires 9/23/2023)** Open Curriculum

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



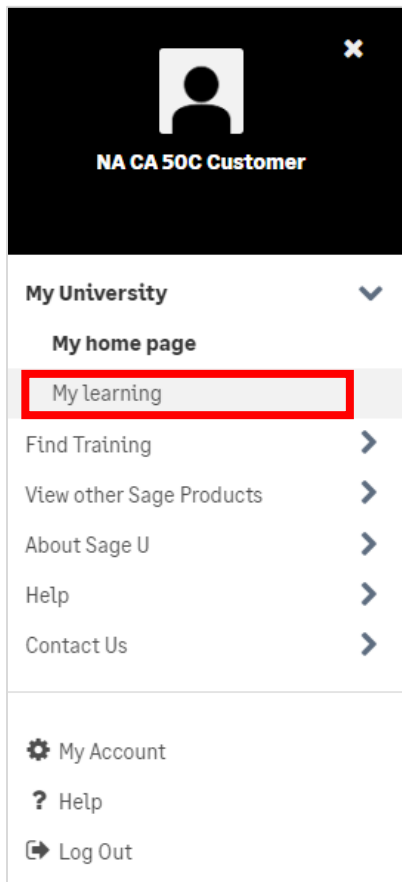
Drop down and select the **Completed** option to show your completed training

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**



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**

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

50US - Sage 50—U.S. Edition - Comprehensive (Expires 9/23/2023)
Due : No Due Date Status : In Progress Training Type : Learning Package

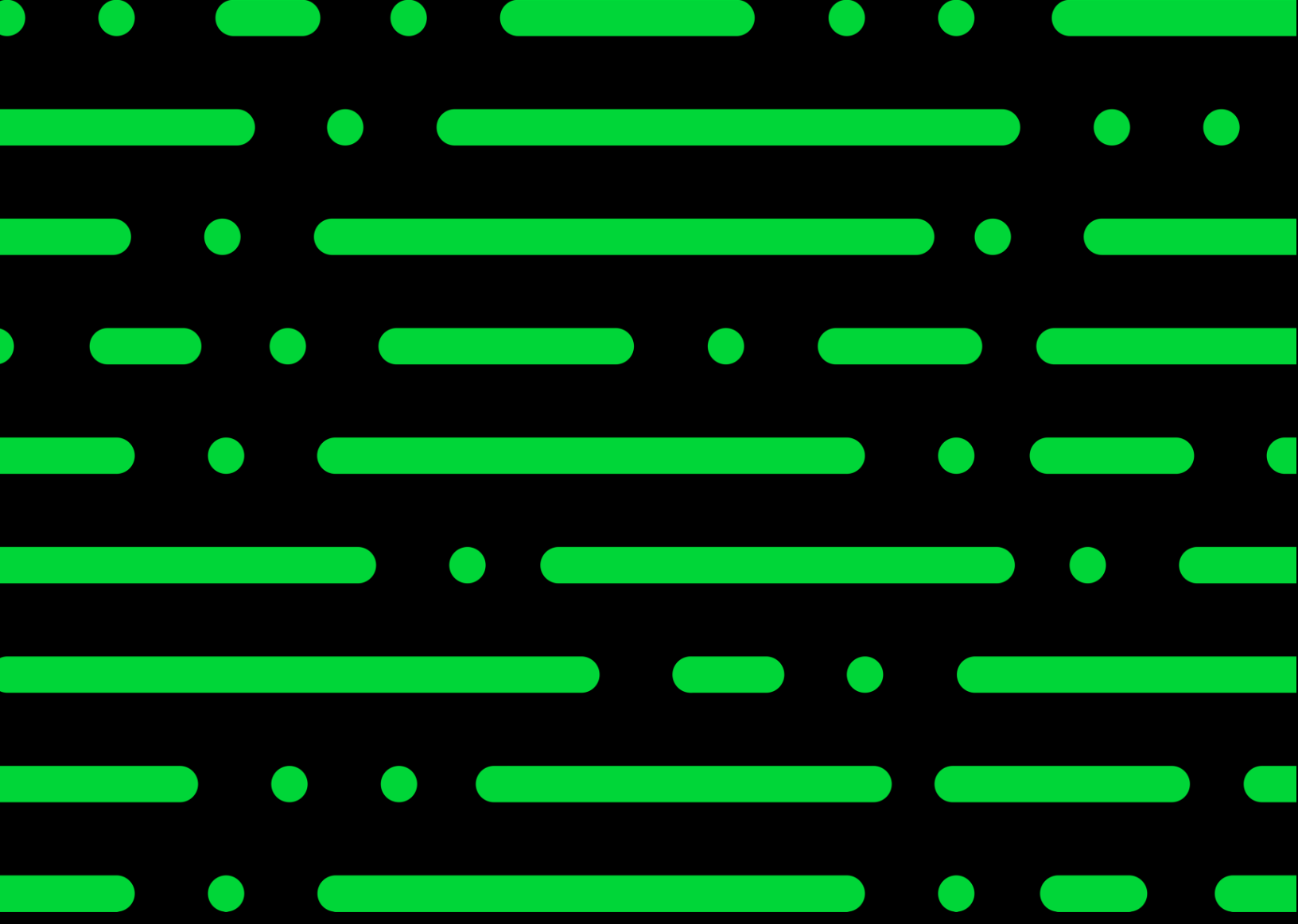
View Completion Page
View Certificate
expired
Renew Subscription
View Training Details
Move to Archived Transcript

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

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

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