

**sage**

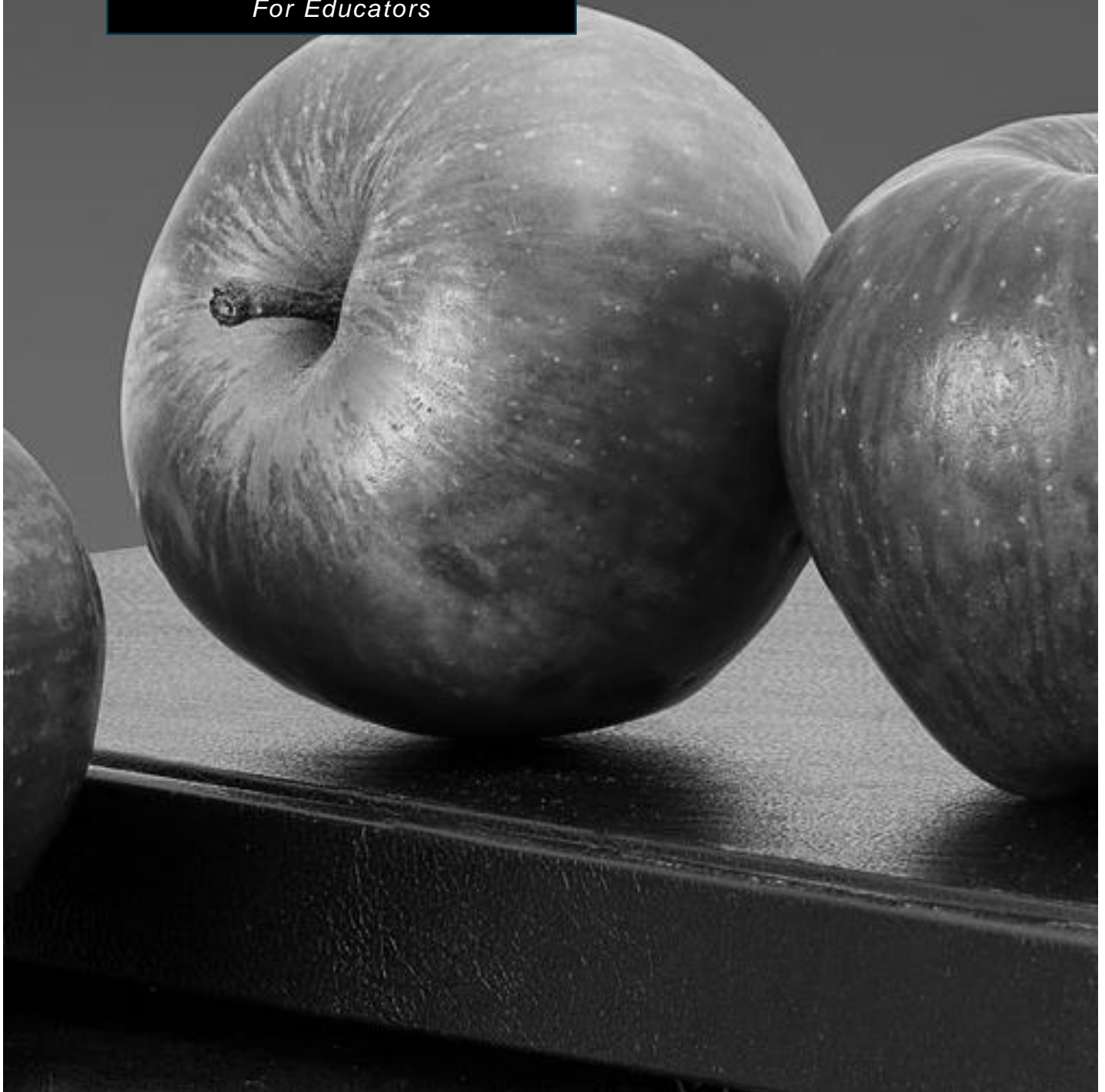
Accounting

EDUCATIONAL VERSION

**How to load free  
training from Sage  
University?**

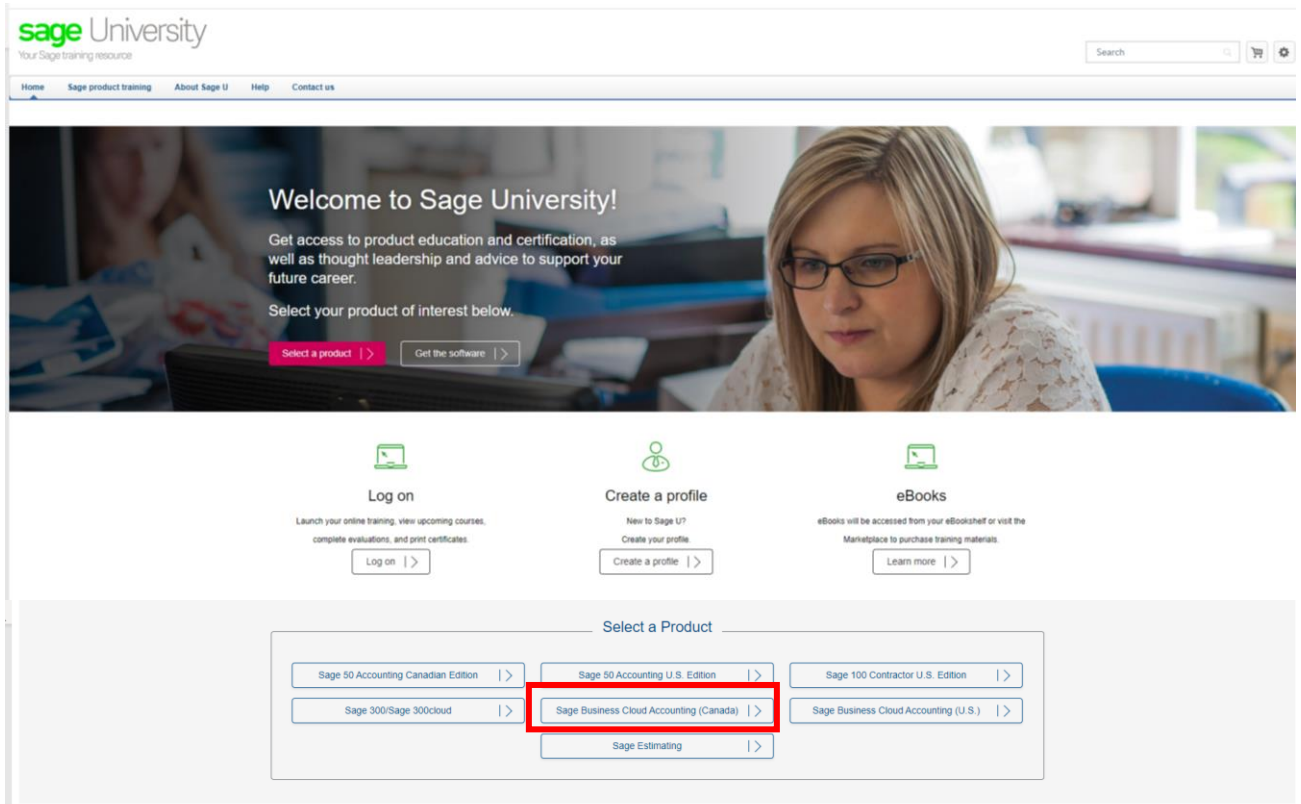
*For Educators*

**sage** University

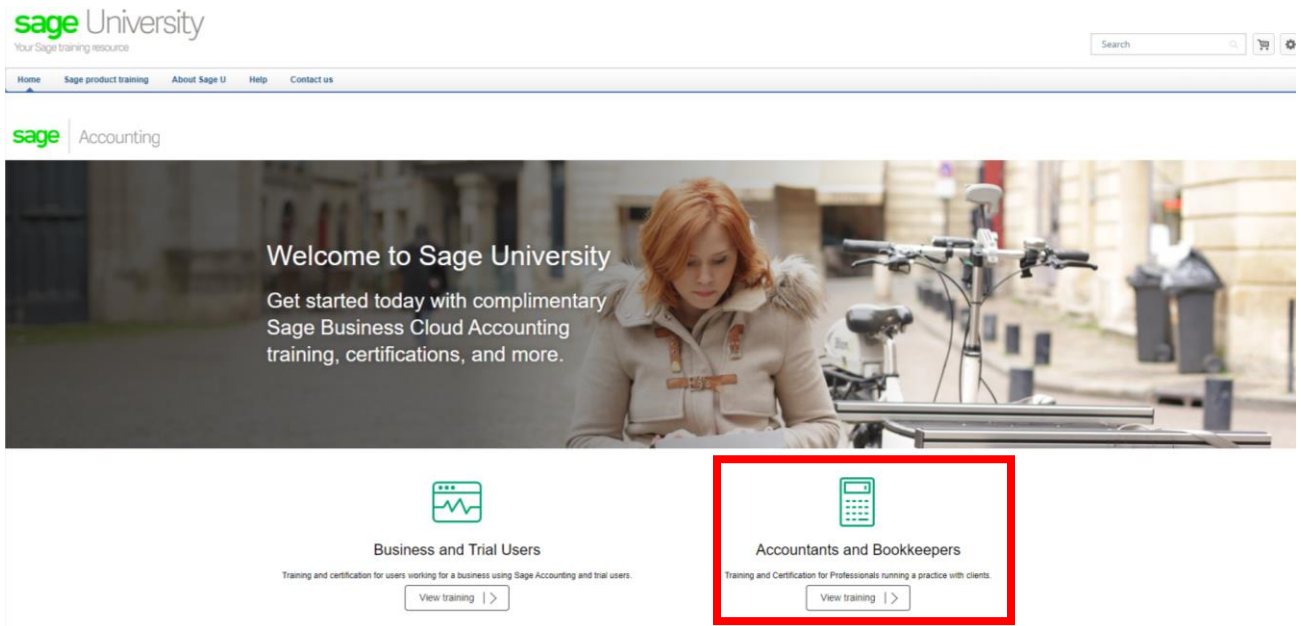


# Instructions on how to load the free Sage Accounting (aka Sage Business Cloud Accounting) anytime learning training in Sage University.

1. Go to: <http://www.sageu.com/Sageeducation/>
2. Select: **Sage Business Cloud Accounting (Canada)** or **Sage Business Cloud Accounting (U.S.)**  
For this demonstration, we will be selecting: Sage Business Cloud Accounting (Canada)



3. Select: **Accountants and Bookkeepers**



4. All training and certification are to anyone:

The screenshot shows the Sage University Accounting website. At the top, there is a navigation bar with the Sage University logo and a search bar. Below the navigation bar, there is a main heading "Free Training and Certification for Your Practice" with a sub-heading "As an accountant or bookkeeper, you want to know what's possible with Sage Accounting and help your clients take full advantage of their accounting solutions. Get started with training designed to help your practice succeed." Below this, there is a section titled "Select the options below to access your free training resources, and get the most out of your Sage solution." This section contains a grid of 10 icons representing different training options: Get Started, Accounting Day-To-Day, Save time & Get Paid, Get Insight & Make Decisions, Get Certified, Switched from Sage 50, Most Popular, Spotlight Features Coming soon, Integrated Applications, and Free Live Webinars. Below this grid, there is a "Get Started" section with three cards: "Bookkeeping Essentials", "Getting Up And Running In 5 Steps", and "Get It Right From Set Up". Below this, there is a "Accounting Day-To-Day" section with three cards: "Day-To-Day Transactions", "Accounting Mobile App", and "Simple Inventory". Below this, there is a "Save Time & Get Paid Faster" section with three cards: "Automate Your Banking", "Get Paid Faster", and "Keep Compliant with Sales Tax". Below this, there is a "Get Insight & Make Decisions" section with three cards: "Checking The Health Of Your Business", "Sage Intelligence Reporting", and "Make Business Decisions Through Reporting & Analysis". Finally, there is a "Get Certified" section with one card: "Certified Advisor Assessment". Each card includes a brief description and a "View details" button. At the bottom of each section, there are "Return to top" and "Return to home page" buttons.

Anytime learning courses include lessons that are “bite-size”, instructor-narrated videos showing step-by-step how to perform tasks in your Sage software. **Available 24/7 for one full year.** You can view these lessons as often and whenever you need – simply using a device with an Internet connection.

5. For demonstration purposes, select **Getting Up And Running in 5 Steps** and then **View Details**.


## Getting Up And Running In 5 Steps

detailed 5 step course exploring the value of getting set up and running with Sage Business Cloud Accounting.

[View details | >](#)

6. Select: **Request**

## Training Details



### SBCAC - Accounting - Getting up and running in 5 steps

Learning Package · eLearning/Anytime Learning · 2 hours · \$0.00

[Request](#)

In this five-step learning journey you will explore how to get up and running with Sage Business Cloud Accounting. This series of courses takes you from the very first step of logging into your new software, right through to seeing a real time view of your business.

Each of the 5 courses introduces you to key features and functionality in the software. We recommend you take each course in the order listed, for the maximum benefit.

As you go through the courses you will experience;

- \* Real-life business challenges and how Accounting helps
- \* Hands-on 'try it out' tasks with on-screen guidance
- \* Checks along the way to help you think about your own business
- \* Short quiz to check your knowledge

#### Price

\$0.00

#### Available Languages

English (US)

#### Version

6.0

#### Solution/Topics

SBC Accounting, SBC Accounting > SBC Accounting - CA > SBCACCA - Get Started, SBC Accounting > SBC Accounting - UKI > SBCACUKI - Get Started, SBC Accounting > SBC Accounting - US > SBCACUS - Get Started

### Learning Package



#### SBCAC - Accounting - Course 1: Getting ready to work

This first step in your Getting up and running learning journey is all about getting you ready to work in Accounting by laying the right foundations. What features does Accounting offer, and where can you find them? What settings to you need to define before you can begin work? Why should you create... [read more](#)



#### SBCAC - Accounting - Course 2: Invoicing to get paid

This second step in your Getting up and running learning journey is all about invoicing to get paid. How do you create quotes and sales invoices for one-off and recurring work? How can you easily track what you're owed by your customers and get paid on time? These key questions and more are covered in... [read more](#)



#### SBCAC - Accounting - Course 3: Getting the money in

This third step in your Getting up and running learning journey is all about getting money into your business. How do you record payments that you've received from customers? How can you make it easier for customers to pay you by card? How can you see who your debtors are? These key questions and more... [read more](#)



#### SBCAC - Accounting - Course 4: Keeping on top of expenses

This fourth step in your Getting up and running learning journey is all about keeping on top of expenses. How do you see immediately who you owe money to? How can you account for regular and one-off payments and then easily see a breakdown of expenses? These key questions and more are covered in the course... [read more](#)



#### SBCAC - Accounting - Course 5: Your business real-time view

This fifth and final step in your Getting up and running learning journey will show you how Accounting can give you a real-time view of your business. How do you know if your business is performing well? How can you plan for future expenditure? We will explore the answers to these questions an... [read more](#)

7. Select **Create a Profile** button



### How to create a Sage University profile

To create a Sage U 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 on the log in page.

Once you've logged on to your Sage account, you can complete the profile creation form and get started!

[Create a profile](#) | >

### Learn more about your Sage account login

View Sage account login frequently asked questions.

[Sage account login - FAQs](#) | >


8. Select **New user? Create account**



## Log in to Sage

Email

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Log in](#)

[Forgot password?](#)

New user? [Create account](#)

9. Complete your details, check the **I'm not a robot box** and select **Sign Up**



## Create your account

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


Email

First Name

Last Name

Password

Confirm Password

I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

**Please ensure you enter the correct email address in order to receive your verification code.**

**Please also check your junk/spam folder for the email.**

[Back](#)

10. You will receive an email from: [donotreply@notify.sage.com](mailto:donotreply@notify.sage.com). Which includes your **verification code**, similar to the one below:



## Verification code

Hello SBCA Teacher,

We need to verify your email address to complete your request.

To complete this request, please enter the following code on the email verification code screen:

164149

If you did not request this change, please contact Sage support through our online support resources at <https://sage.com/resources>

Thank you for using Sage.

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Store you 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**

sage

## Enter the code

Enter the code we sent to s

Code

**Verify email**

[Cancel](#)

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Didn't get a code? [Resend code](#)

12. Now complete the rest of your profile.

**IMPORTANT:** Enter your Training Institutions Account #  
Your Relationship to Sage should be: **I am a partner**  
All other details can be your choice.  
**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  
SBCA

Last Name  
Teacher

email  
sbcaeducator@gmail.com

Country  
Canada

Select your Sage U display language  
English

What is your relationship to Sage?  
I am a partner

Company Name  
Schools Name

Account Number  
41

Please ensure you enter the correct account ID:  
It is 10 digits and starts with a 4

Phone

Street 1  
123 Teaching Street

Street 2

City  
Coquitlam

State/Province  
BC

Zip/Postal Code  
V3B6C2

Time Zone  
(UTC-08:00) Pacific Time (US & Canada)

[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](#).

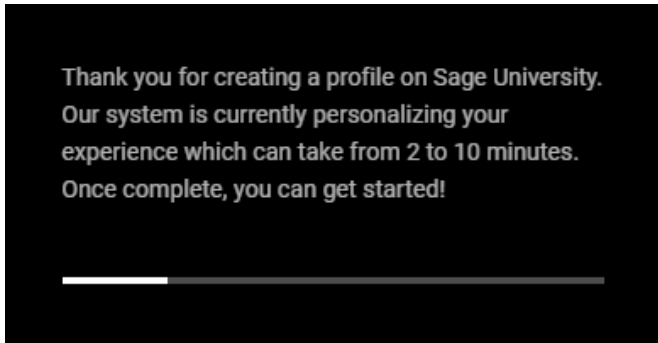
I accept the Sage University Terms of Use and acknowledge the Privacy Notice and Cookie Policy

[? Need Help?](#)

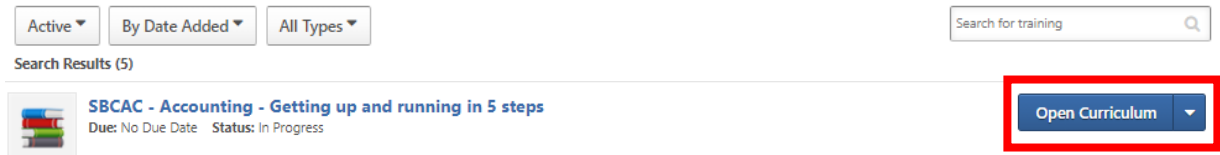
SUBMIT



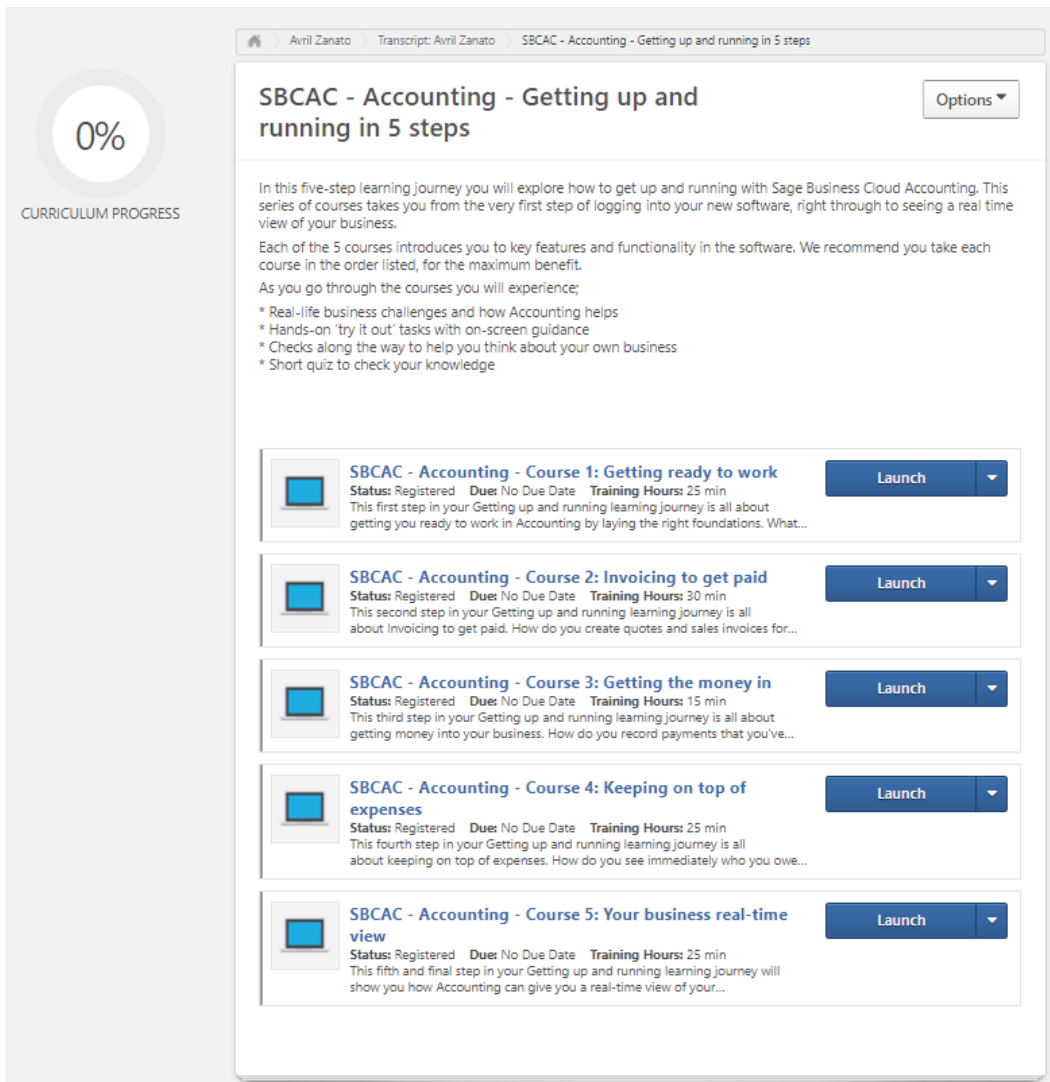
13. It will take a few minutes to set up your profile. You will receive the following message while you wait:



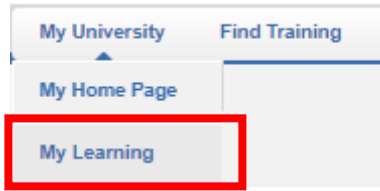
14. Note the course you selected showing on your transcript. Select **Open Curriculum**.



15. Now you are ready to take your training:



16. The training will be available to you for 12-months. You can come back any time to continue or even re-watch sections you need to refresh during the 12-months. To continue the training, once you log into Sage University, go to: **My University, My Learning**



For assistance with your Sage University profile please email [sageuniversity@sage.com](mailto:sageuniversity@sage.com)

## Downloading your certificate of completion

To print your certificate completion, log on to your Sage University profile and go to **My University, My Learning**

Select the **Certifications tab** on the left-hand side, then click the **Manage** option. **Print Certificate** appears on the right side of the screen.

## Get Certified – its free!

Take the plunge and Get Certified with our Application Specialist Assessments. Its Free



Get Certified

### Application Specialist Assessment

Complete the assessment and achieve Sage Accounting – Application Specialist certification.

[View details | >](#)

[Study guide | >](#)



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