



Sage Educational Version – Sage 300 Students

# Register and download Sage 300, how to load free training, plus FAQs.

Learn where to register and download your Sage 300 student version, FAQs and what **free** training is available to you for Sage 300, plus how to find the training and load the training to your Sage University profile.

Sage

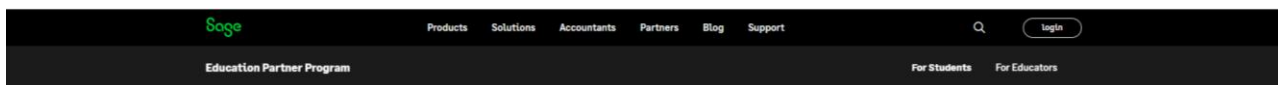
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# Register and download Sage 300 educational software.

1. Go to:
  - a. **Canadian Students:** <https://www.sage.com/en-ca/about-us/education/>
  - b. **US Students:** <https://www.sage.com/en-us/about-us/education/>
2. Select **Register for student version** under **Available Sage software, Sage 300.**



## Sage Education Program for students

Capture the attention of top employers. Get hands-on experience and certification with Sage professional accounting software courses via the Sage Education Program for students.

Register

Download software



## Available Sage software

Select the software for your course curriculum

**Sage Accounting**  
Easy-to-use native-cloud financial and accounting software for small businesses.

Click below to register for the student version of the software. Once approved, you will receive a link to access the Sage Accounting version that you will use for your class.

Important information when registering:

- Double-check that your email address is correct.
- It may take up to 48 hours to receive a response.<sup>1</sup>

Register for Sage Accounting student version

**Sage 50 Accounting**  
Desktop small business accounting software.

[See the system requirements.](#)

Click below to register for the student version of the software you will use in your class. Once approved, you will receive your activation key code for the Sage 50 Accounting product.

Important information when registering:

- Select the version (year) your instructor has indicated will be used in your course.
- Double-check that your email address is correct.
- It may take up to 48 hours to receive a response.<sup>1</sup>

Register for Sage 50 student version

**Sage 300**  
Streamline accounting, inventory, operations, distributions, and more with Sage 300 software.

Click below to register for the Sage 300 education version. Once approved, you will receive an activation code for the Sage 300 product.

Important information when registering:

- Double-check that your email address is correct.
- It may take up to 48 hours to receive a response.<sup>1</sup>

Register for Sage 300 student version

3. Complete all required details of the Registration Form and select submit:

### Sage 300 Accounting Registration -Student Version

Register for your copy of Sage 300 - Student Version. Sage is committed to providing students with the tools they need to succeed in the classroom - and in the workplace!

Email Address

First Name

Last Name

Company/Organization

Country

Zip or Postal Code

Business Phone  
+27

Address

City

School Email Address

Type of School

City & Province where the school is located

Studies Continued

Product Version

**Submit**

By clicking submit, you agree you are a student or educator currently enrolled in a school, and the information you provide is believed to be accurate and up to date. The license provided is solely for use of the intended recipient, for educational purposes only, not for commercial use and can be revoked for sharing. You may unsubscribe or change your marketing preferences at any time by visiting our [Preference Centre](#). You have read and understood Sage's [Privacy Policy](#).

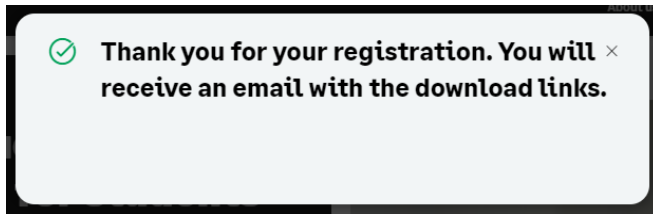


**Make sure you have entered your email address correctly or you will not receive a reply with your codes.**



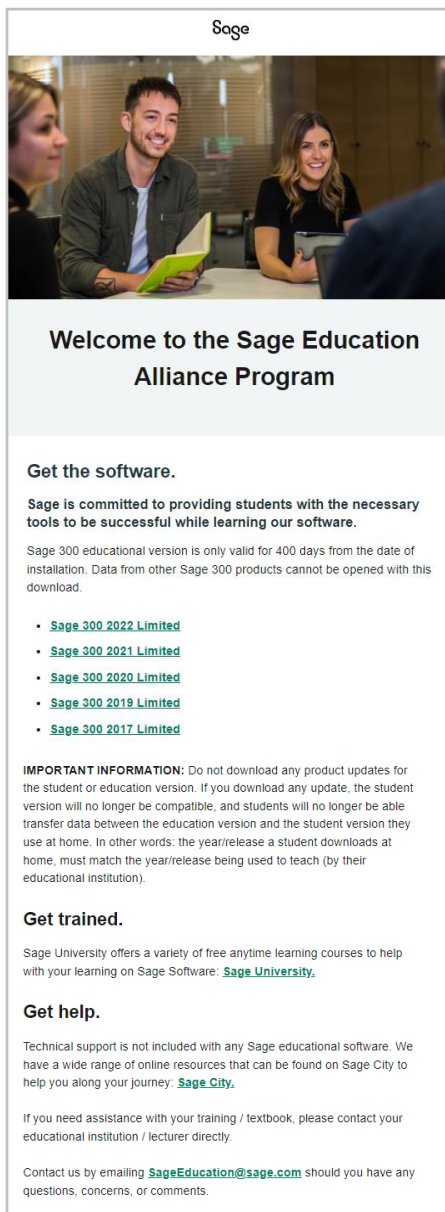
**Make sure you select the correct version to that you have downloaded. If you don't, you will receive the error that your activation codes are incorrect**

4. Once you have selected submit, you should see a **Thank you** pop-up, which means that your application has been successfully submitted:



**Sometimes the email response gets blocked by your firewall/spam ware, or the email gets sent to your junk/spam folder. If you still did not receive it, email [sageeducation@sage.com](mailto:sageeducation@sage.com). In the email, mention what Sage 50 version/year you require.**

5. Below is a sample of the email response you will receive within 48 hours:



**○ Never update the educational versions to the product update versions, such as 202X.1 or 202X.2.**  
**○ Datafiles created by our approved publishers or ourselves are created in the original release, e.g., 202X.0**  
**○ If you update, you will not be able to open the datafiles. And if you convert the datafiles, you will not be able to convert them back to the original format.**

6. The next step is to download your Sage 300 student version. You can either do one of the following:
  - a. Click on the link in the email you received or
  - b. Visit the Education Pages :
    - i. **Canadian Students:** <https://www.sage.com/en-ca/about-us/education/>
    - ii. **US Students:** <https://www.sage.com/en-us/about-us/education/>
7. Under **Get the software, Sage 300**, select the version you would like to download.

### Get the software

Use the information provided in your membership welcome email.<sup>1</sup>

Sage 300

Sage 300 educational version is **valid for 400 days** from the date of installation. Data from other Sage 300 products cannot be opened with this download.

Make sure you select the version of the software (year) provided in your membership email.



**Make sure you select the correct version to that you have registered. If you don't, you will receive the error that your activation codes are incorrect**

8. The system will automatically download the product for you. It usually downloads to your download folder in explorer, and the file would be called similar to the following: Sage300202XLimited.exe
9. If you require guidance on how to install Sage 300 as well as which Client ID to use, please visit: [https://www.sagecity.com/support\\_communities/sage\\_students/w/sage-student-instructor-resources](https://www.sagecity.com/support_communities/sage_students/w/sage-student-instructor-resources)

Select the Sage software educational version you are using listed on the left column for online assistance. In addition, you will find a document on installing the Sage 300 educational version.

# Common Questions and Answers:

**I did not receive my registration emails after completing the online registration form.**

Your email address could have been entered incorrectly. Or sometimes, the email response gets blocked by your firewall/spam ware, or the email gets sent to your junk/spam folder.

**What client ID should I be using?**

On the Client Information screen, enter the following information, and then click Next:

- Client ID: 1234567
- Company: (School name and course number)

**I need help with my course or training/textbook.**

If you need assistance with your course or training/textbook, please get in touch with your educational institution/lecturer directly.

## Technical help.

**IMPORTANT: Technical support is not included with any Sage educational versions.**

However, we have compiled a list of FAQs and online resources to help you through your educational journey with Sage. Visit:

[https://www.sagecity.com/support\\_communities/sage\\_students/w/sage-student-instructor-resources](https://www.sagecity.com/support_communities/sage_students/w/sage-student-instructor-resources)

Select the Sage software educational version you are using listed on the left column for online assistance.

**TIP: Searching the Sage Knowledgebase is a great place to start**

# Notice of retirement

**Notice of retirement: Sage 300 2017, 2018, 2019 and 2020 educational version:**

Sage 300 2017, 2018, 2019 and 2020 will be retired on **December 31, 2022**. Therefore, this notification informs you that we no longer support or supply educational registration codes after December 31, 2022.

**Notice of retirement: Sage 300 2021 educational version:**

Sage 300 2021 will be retired on **December 31, 2023**. Therefore, this notification informs you that we no longer support or supply educational registration codes after December 31, 2023.



# Available Free Training from Sage University:

The following training is available to students at no charge:

Training courses:	
• Getting Started with Financials	✓
• Introduction to Sage 300cloud	✓
• Sage 300 Navigation Basics	✓
• Sage 300 user interfaces explained	✓
• Releases and Updates	✓
• Year-End	✓

# Creating your profile in Sage University

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

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

Fransais (CA) | Fransais (FB) | Portugala | Espanol | Deutsch

New Log on for Sage U

Already have a Sage U profile? To access Sage University, you will need to log on using your Sage account.  
If you don't already have a Sage account, you can create one using the "Create account" link on the log on page.

Log on to Sage U Sage account FAQs

Welcome to Sage University

We have training just for you!

Select your region Log on

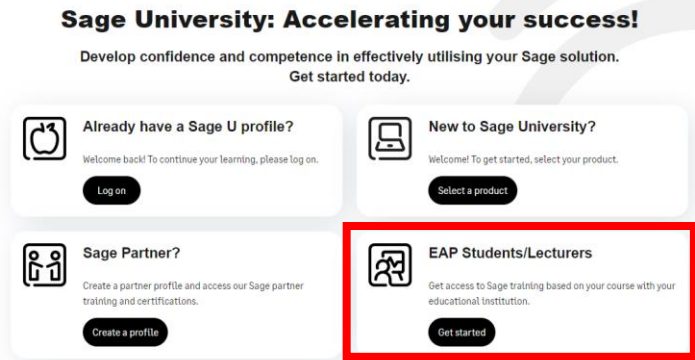
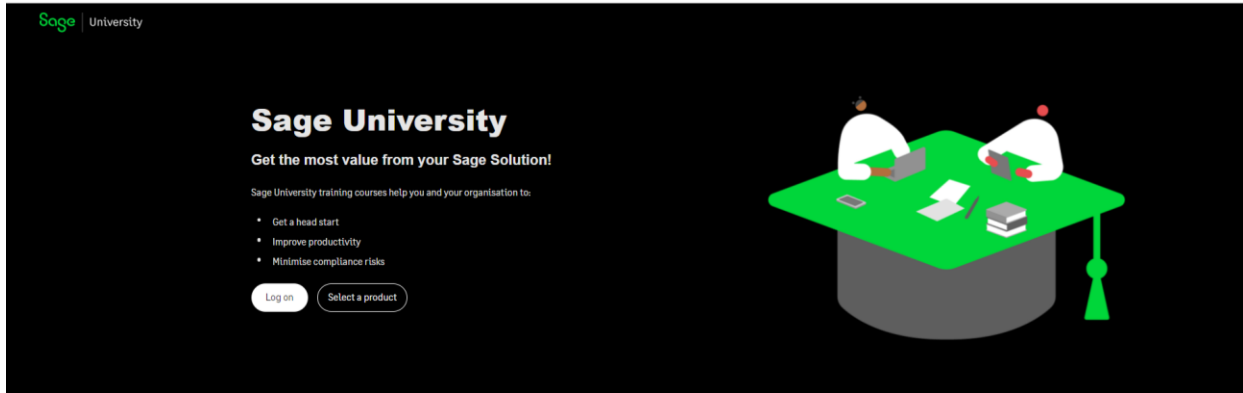
Choose your region and language

Canada (English)	Canada (Fransais)	United States	Brasil
Belgique (Fransais)	Deutschland	Espana	France
Ireland	Österreich	Portugal	United Kingdom
South Africa	Namibia	Africa (Other)	Maroc
United Arab Emirates	Australia	Malaysia	Singapore

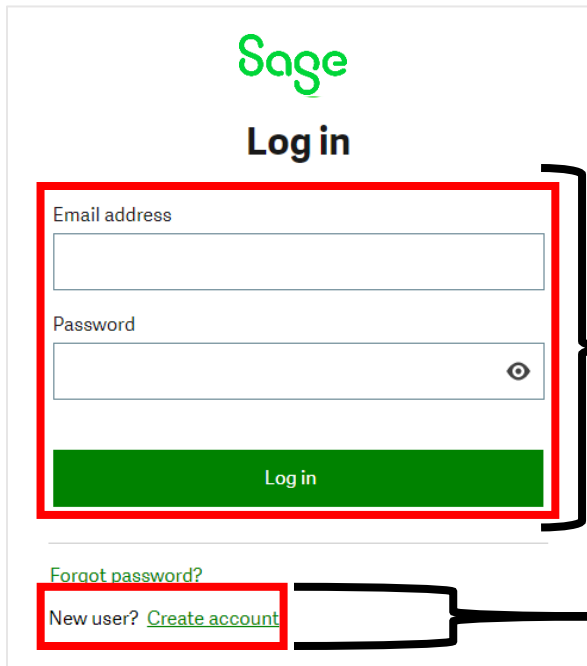
Sage

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3. Under **EAP Students/Lecturer?**, select **Get Started**



4. There are two ways to create a Sage University profile depending if you have a **Sage account** (aka Sage ID) with Sage or not.



**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

5. For this demonstration, we will assume you do not have a Sage account and select: **New user? Create account:**

New user? [Create account](#)

6. 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

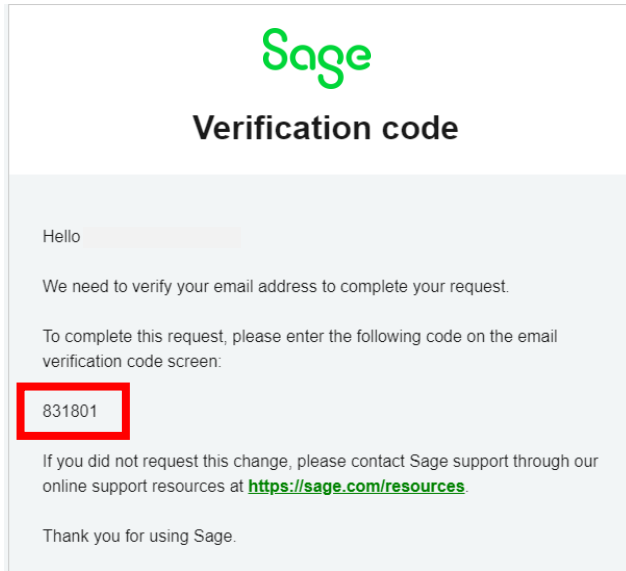
Password

Confirm password

**Sign up**

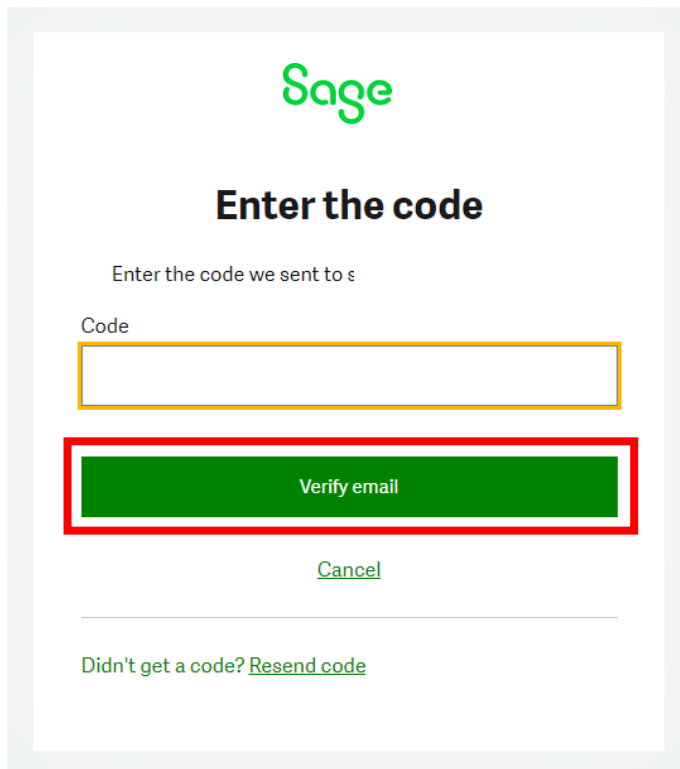
**Please ensure you enter the correct email address in order to receive your verification code. Please also check your junk/spam folder for the email.**

7. 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.**

8. Enter the verification code from the email and select **Verify email**



9. Complete your profile. **Important:**

- Enter **NA** as your **Sage Account ID**
- Your Relationship to Sage should be: **I am a student**
- 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 student

**Select: I am a student  
Please enter NA as your account ID.**

Company Name

Account Number

NA

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

10. It will take a few minutes to set up your profile

11. You are now ready to start to take advantage of the free training.

The screenshot displays the Sage University website interface. At the top, there is a navigation bar with links for 'My University', 'Find Training', 'Employee Resources', 'Manage Instructor Led Training', 'Reports', 'Content', 'Admin', 'My Team', and 'Administrative Support'. A search bar is located on the right side of the navigation bar.

The main content area features a large banner with the text: "Training is applicable to Sage 300 & Sage 300cloud" and "Sage 300 training". Below this, it states: "We have a variety of learning and resources available. Learn more below or log on if you already have a Sage University profile." A note mentions: "Don't forget! Gold and Platinum Sage Business Care customers receive a 100% discount on all anytime learning." The banner includes an image of two people working at a computer.

Below the banner, there are eight white cards with icons and text, each with a "Learn more" button:

- New to Sage 300? Start here**: We have a range of FREE training to help you get up and running.
- Already a pro in Sage 300?**: Learn about the latest features, test your knowledge or get certified.
- Become a Sage 300 pro**: We have a wide selection to help you with your journey.
- Running a year-end in Sage 300?**: Our FREE course will guide you through the year-end process.
- Need Sage Intelligence Training for Sage 300?**
- Prefer a training guide?**: Choose between an eBook or hardcopy. Log onto Sage University to access the Marketplace.
- Integrated applications training**: Includes buttons for Sage CRM and Sage HR.
- Download training catalogue**: Includes a Download button.

Below these cards is a section titled "Additional Information" with two sub-sections:

- Sage Business Care**: Did you know? Gold and Platinum Sage Business Care customers receive a 100% discount on anytime learning. Yes, that's correct, you can get training for FREE! Note: You must be logged on to Sage U, using your Sage account number, in order to see benefits reflected in course pricing. Includes a Learn more button.
- Become a training manager**: As your organization's training manager, you can help keep track of your team's training efforts. Includes Learn more and Request designation buttons.

The bottom section is a dark banner with the text: "Need training? Have questions? Want guidance? We're here to help." It contains three options:

- Inquire**: Join industry peers, certified partners, and Sage pros online 24/7 in Sage City - the best place to ask questions and share product experiences, tips, and tricks. Includes a Visit Sage City button.
- Solve**: Get 24/7 access to support articles, product documentation, as well as the latest software downloads and updates on the Sage Knowledgebase. Includes a Visit Sage Knowledgebase button.
- Visit the Year-end Center**: Browse top resources to help with closing the books, including tips and instructions. Includes a Visit Year-end Center button.

The Sage logo is at the bottom center, with the text "© Sage Group plc 2022 | Legal | Contact Us" below it.

# Loading training or an assessment to your Sage University profile

1. For this demonstration, we are going to select the **New to Sage 300? Start Here** option

The screenshot shows the Sage University website interface. 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 banner for Sage 300 training. The banner includes the text: "Training is applicable to Sage 300 & Sage 300cloud", "Sage 300 training", and "We have a variety of learning and resources available. Learn more below or log on if you already have a Sage University profile." Below the banner, there is a grid of eight training options, each with an icon, a title, a brief description, and a "Learn more" button. The first option, "New to Sage 300? Start here", is highlighted with a red box. The other options are: "Already a pro in Sage 300?", "Become a Sage 300 pro", "Running a year-end in Sage 300?", "Need Sage Intelligence Training for Sage 300?", "Prefer a training guide?", "Integrated applications training", and "Download training catalogue".

Training is applicable to Sage 300 & Sage 300cloud

## Sage 300 training

We have a variety of learning and resources available. Learn more below or log on if you already have a Sage University profile.

Don't forget! Gold and Platinum Sage Business Care customers receive a 100% discount on all anytime learning.

- New to Sage 300? Start here**  
We have a range of FREE training to help you get up and running.  
[Learn more](#)
- Already a pro in Sage 300?**  
Learn about the latest features, test your knowledge or get certified.  
[Learn more](#)
- Become a Sage 300 pro**  
We have a wide selection to help you with your journey.  
[Learn more](#)
- Running a year-end in Sage 300?**  
Our FREE course will guide you through the year-end process.  
[Learn more](#)
- Need Sage Intelligence Training for Sage 300?**  
[Learn more](#)
- Prefer a training guide?**  
Choose between an eBook or hardcopy. Log onto Sage University to access the Marketplace.  
[Log on](#)
- Integrated applications training**  
[Sage CRM](#) [Sage HR](#)
- Download training catalogue**  
[Download](#)



2. Select: **Getting started with Financials / View Training**

The screenshot shows a training card with a green 'Free' badge in the top left corner. The title is 'Getting started with Financials'. Below the title, the text reads: 'Get the basic knowledge and skills necessary to work with the Sage 300 interfaces, and to use the financials modules: General Ledger, Accounts Payable, and Accounts Receivable.' At the bottom of the card, there is a black button with the text 'View Training' in white, which is highlighted with a red rectangular border.

3. You are now ready to take the training. Simple select: **Open Curriculum**

LEARNING PACKAGE

## 300E - Sage 300 - Getting Started with Financials

Last Updated 07/13/2021

### Details

This Anytime Learning Package is designed for customers looking for basic training for their Sage 300 solution. This package will give you the knowledge and skills necessary to work with the Sage 300 interfaces, and to use the financials modules: General Ledger, Accounts Payable, and Accounts Receivable.

The skills you will learn in this learning package include:

- Using Sage 300 desktop and web screens
- Establishing appropriate setup options in General Ledger, Accounts Payable, and Accounts Receivable
- Creating and maintaining customers and vendors
- Entering customer and vendor invoices
- Making and receiving payments
- Running reports and inquiries
- Processing periodic functions

This learning package consists of 52 videos that take approximately 3 hours and 15 minutes to complete.

[Show More](#)

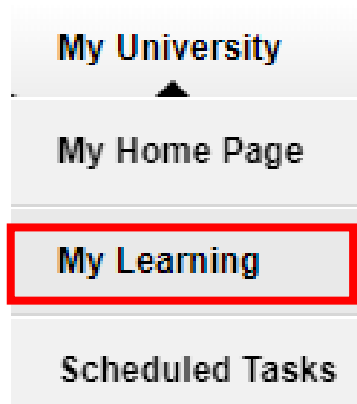
Contents

53 Trainings

The screenshot shows a learning package card with the title '300E - Sage 300 - Getting Started with Financials'. Below the title, the price is listed as '€\$186.00 C\$0.00'. At the bottom of the card, there is a black button with the text 'Open Curriculum' in white and a downward-pointing arrow, which is highlighted with a red rectangular border.

# Where to access both your free or purchased training:

1. After you have logged into Sage University. On the top left-hand corner, select: **My University** and then **My Learning**



2. Your transcript will open. To continue the training, select the **Open Curriculum**:

**Transcript:**


Your transcript provides access to all your Sage University training and certifications.

- **My Transcript: View tips** for successfully navigating through your transcript including: viewing course details, accessing online training, evaluations, and receipts.
- **Pop-up Blocker:** Be sure to follow these **pop-up blocker** settings before launching training for the best results.
- **eBook Access:** eBooks included with training will be accessed from your eBookshelf. [View my eBookshelf](#)

Please note all dates are displayed as MM/DD/YYYY.

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (4)

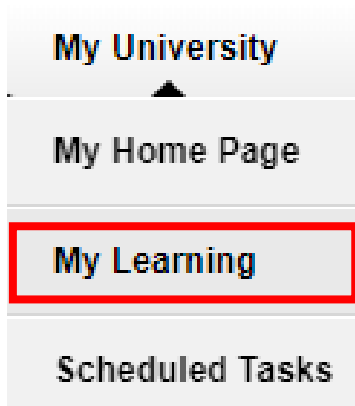
 **300E - Sage 300 - Getting Started with Financials (Expires 7/15/2022)**  
Due: No Due Date | Status: In Progress

**Open Curriculum**

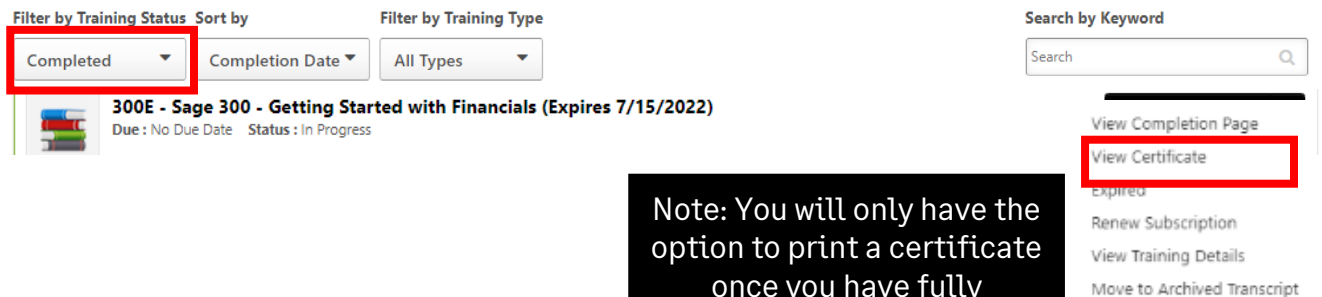
Drop down and select the **Completed** option to show your completed training

# How to print a Certificate of Completion:

1. After you have logged into Sage University. On the top left-hand corner, select: **My University** and then **My Learning**



2. Change your **Filter by Training Status** to **Completed**. Then select the drop-down box on the right side and choose **View Certificate**

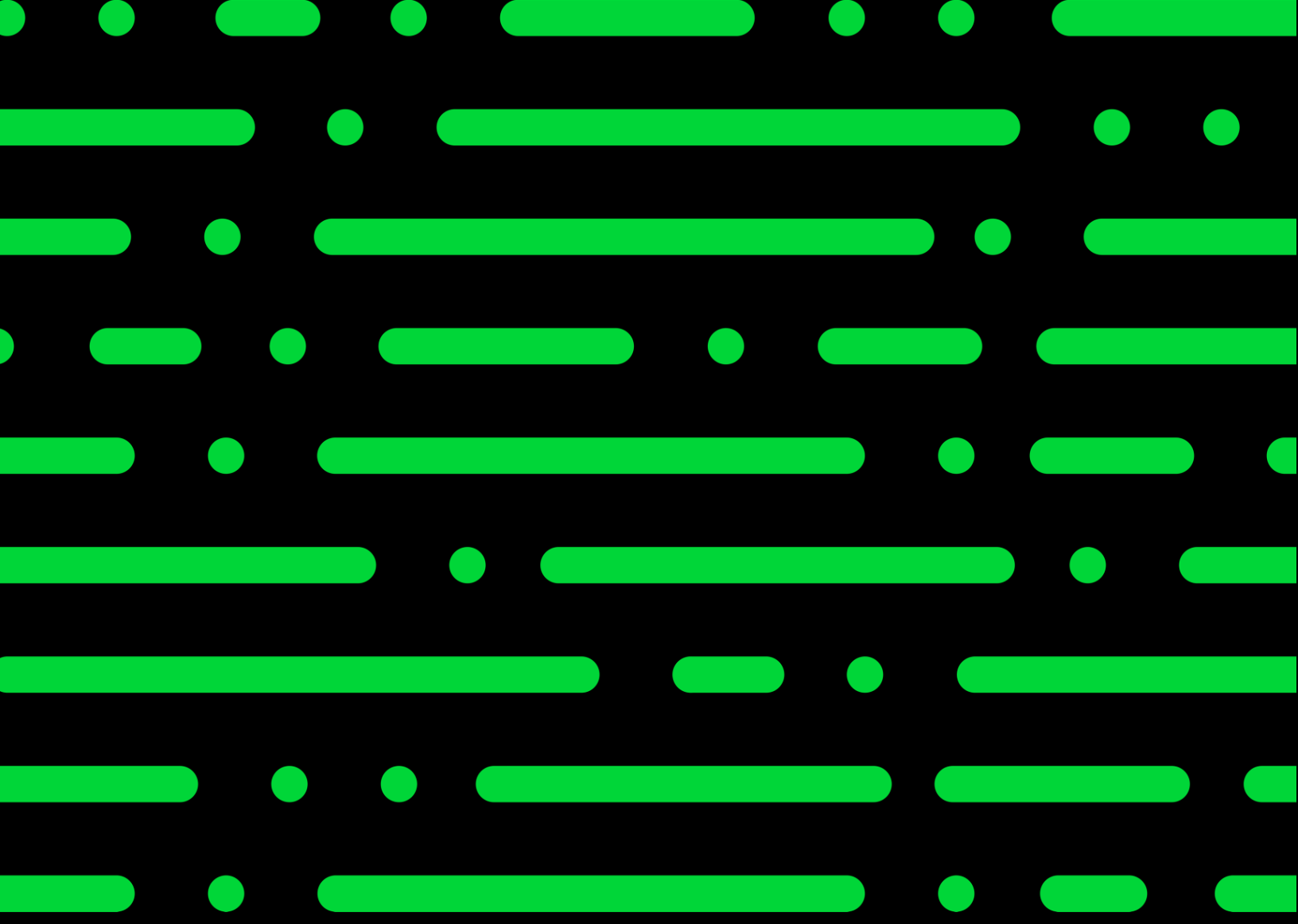


Note: You will only have the option to print a certificate once you have fully completed the training

3. 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)  
[sageeducation@sage.com](mailto:sageeducation@sage.com)

Sage

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