**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.
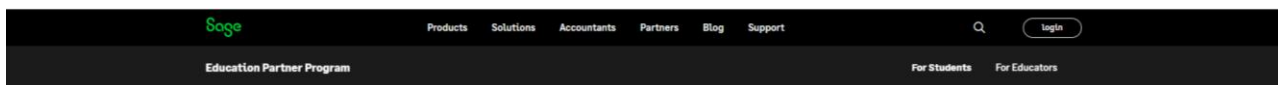
Sage

# Table of Contents

# 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**.

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**

[ Please enter your full email address ]

**First Name**

[                                    ]

**Last Name**

[                                    ]

**Company/Organization**

[                                    ]

**Country**

[                                  ▫ ]

**Zip or Postal Code**

[                                    ]

**Business Phone**

[ +27  ▾ ]  [                       ↵ ]

**Address**

[                                    ]

**City**

[                                    ]

**School Email Address**

[ Please complete this field ]

**Type of School**

[                                  ▾ ]

**City & Province where the school is located**

[ Please complete this field ]

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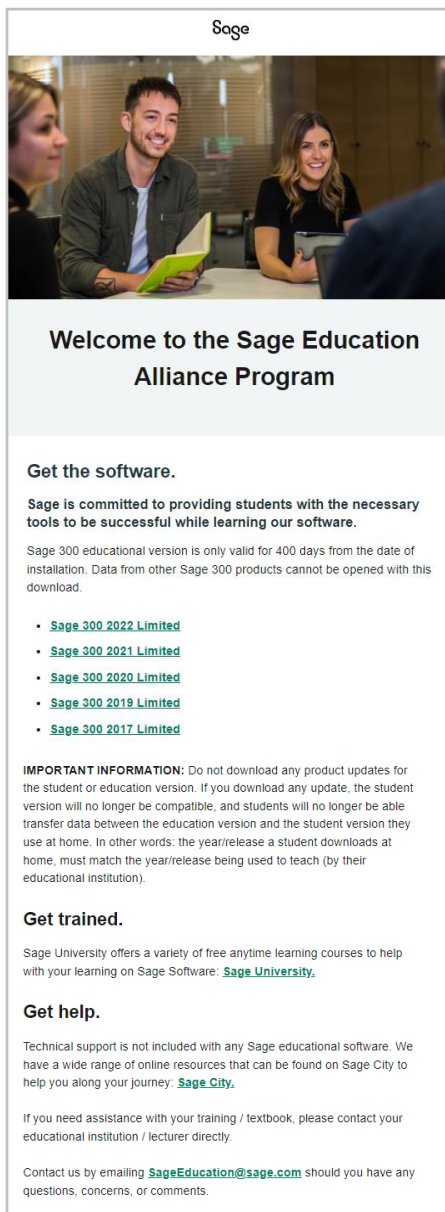
➡ **Make sure you select the correct version to that you have downloaded. If you don't, you will receive the error that your activation codes are incorrect**

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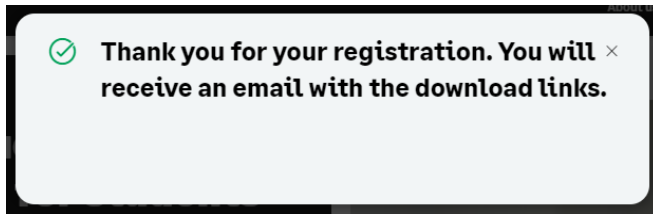


> ⊘ Thank you for your registration. You will × receive an email with the download links.

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. 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:



Sage

**Welcome to the Sage Education Alliance Program**

**Get the software.**

**Sage is committed to providing students with the necessary tools to be successful while learning our software.**

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

- Sage 300 2022 Limited
- Sage 300 2021 Limited
- Sage 300 2020 Limited
- Sage 300 2019 Limited
- Sage 300 2017 Limited

**IMPORTANT INFORMATION:** Do not download any product updates for the student or education version. If you download any update, the student version will no longer be compatible, and students will no longer be able transfer data between the education version and the student version they use at home. In other words: the year/release a student downloads at home, must match the year/release being used to teach (by their educational institution).

**Get trained.**

Sage University offers a variety of free anytime learning courses to help with your learning on Sage Software: **Sage University.**

**Get help.**

Technical support is not included with any Sage educational software. We have a wide range of online resources that can be found on Sage City to help you along your journey: **Sage City.**

If you need assistance with your training / textbook, please contact your educational institution / lecturer directly.

Contact us by emailing **SageEducation@sage.com** should you have any questions, concerns, or comments.

- o **Never update the educational versions to the product update versions, such as 202X.1 or 202X.2.**
- o **Datafiles created by our approved publishers or ourselves are created in the original release, e.g., 202X.0**
- o **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.**

Sage

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.[1]

Sage 300

Sage 300 educational version is **valid for 400 ...** **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.

Sage 300 2022    Sage 300 2021

Sage 300 2020    Sage 300 2019

➡️ **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**

   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**

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**

2. Choose your region and language:

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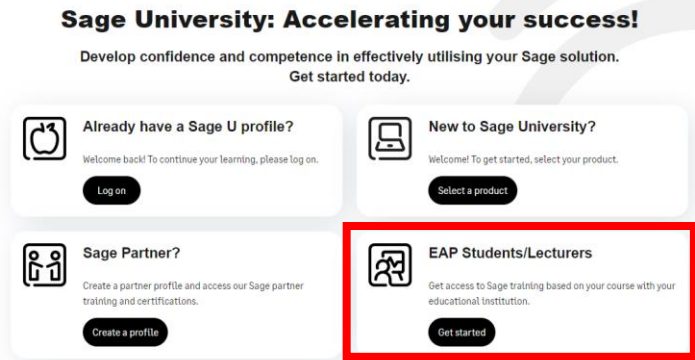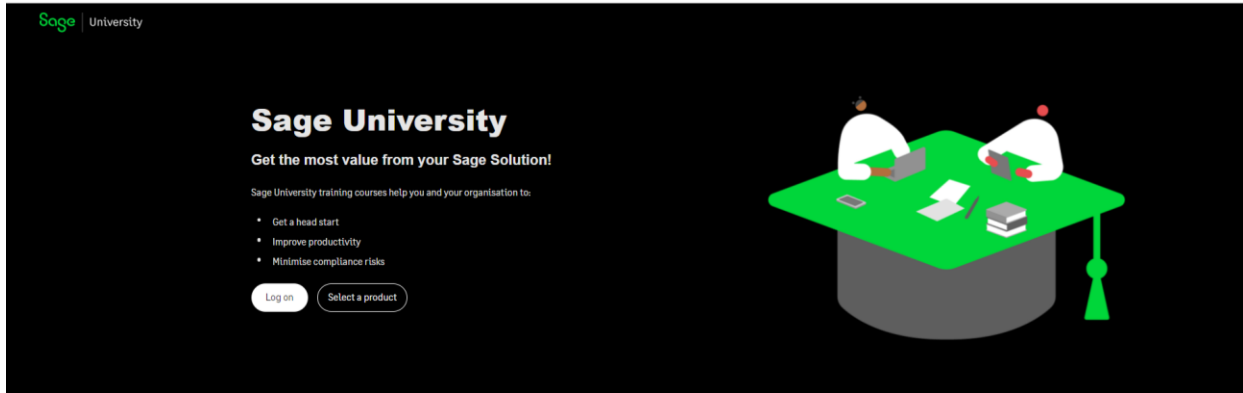


4.  There are two ways to create a Sage University profile depending if you have a **Sage account** (aka Sage ID) with Sage or not.
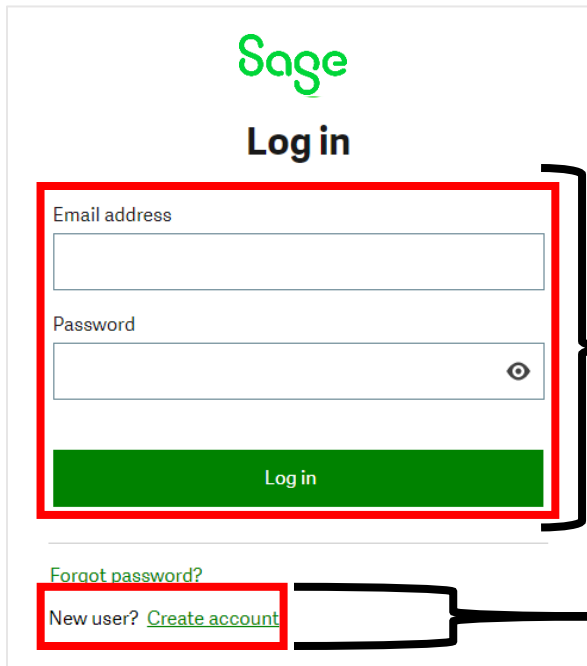


**If you have a Sage account**:
- Enter your Sage account details first and select login.
- Once you've logged on to your Sage account, complete the Sage University **profile creation form**.

**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:
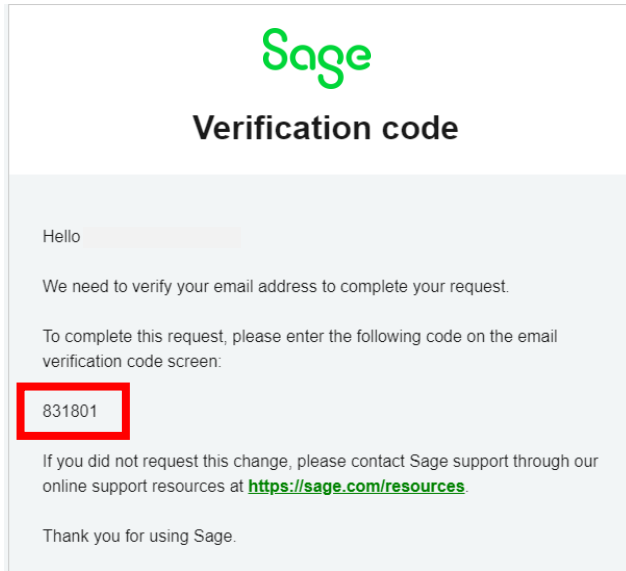


Store your log in details in a safe place. Next time you log onto Sage University, there will be no need to create a profile.

8.  Enter the verification code from the email and select **Verify email**
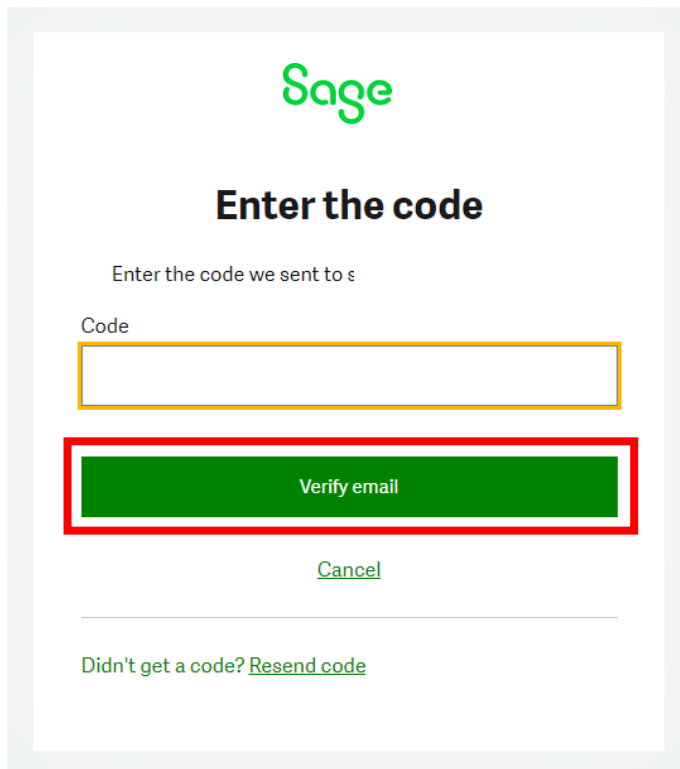
9. Complete your profile. **Important:**
   - Enter **NA** as your **Sage Account ID**
   - Your Relationship to Sage should be: **I am a student**
   - Accept the terms and conditions and then select **Submit**

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.

# 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

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



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

**LEARNING PACKAGE**

300E - Sage 300 - Getting Started with Financials

C$186.00 C$0.00

**Open Curriculum** ⌄

### 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.
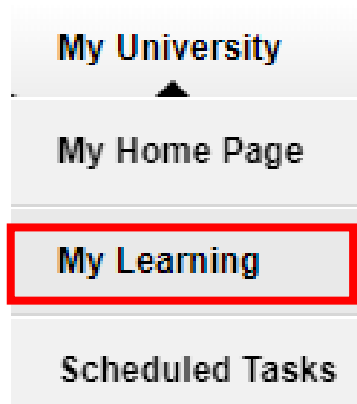
**Show More**

### Contents

53 Trainings

# 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**:
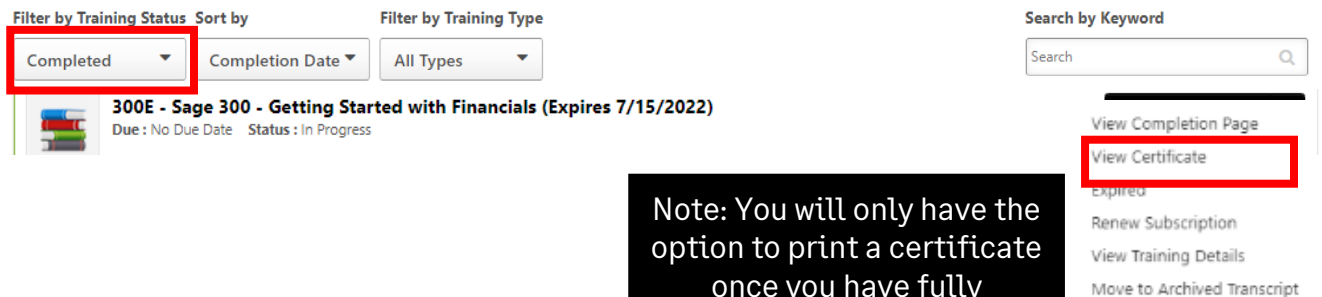


Drop down and select the **Completed** option to show your completed training

# 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**
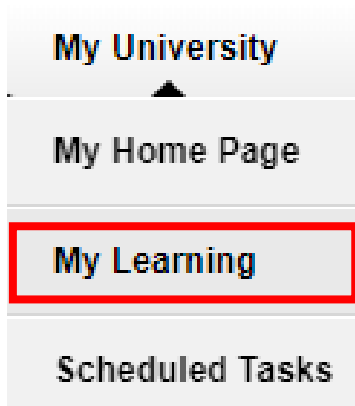


2. Change your **Filter by Training Status** to **Completed.** Then select the drop-down box on the right side and choose **View Certificate**



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**
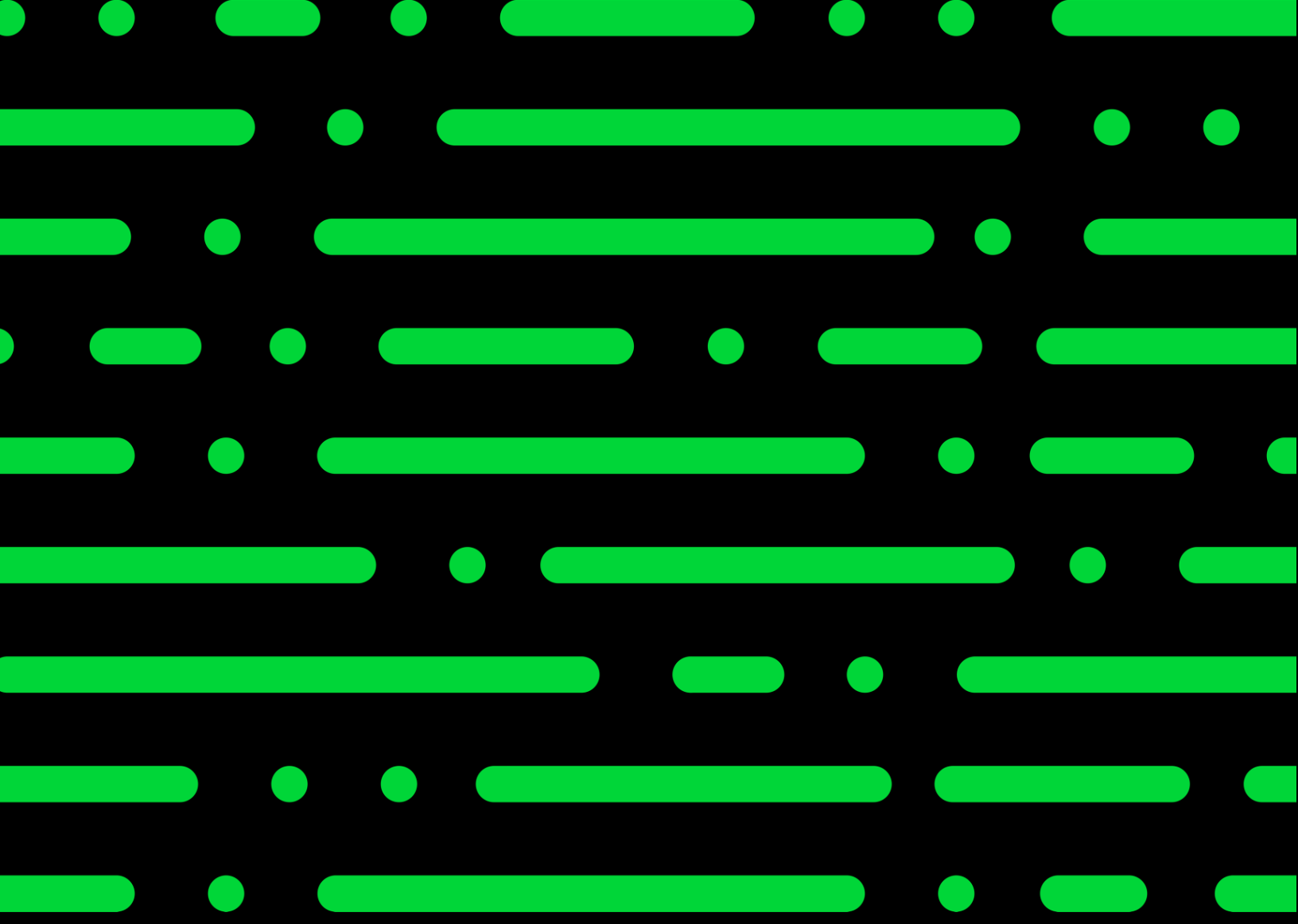
Sageu.com
sageeducation@sage.com

Sage