

sage 50

EDUCATIONAL VERSION

How to load free  
training from Sage  
University?

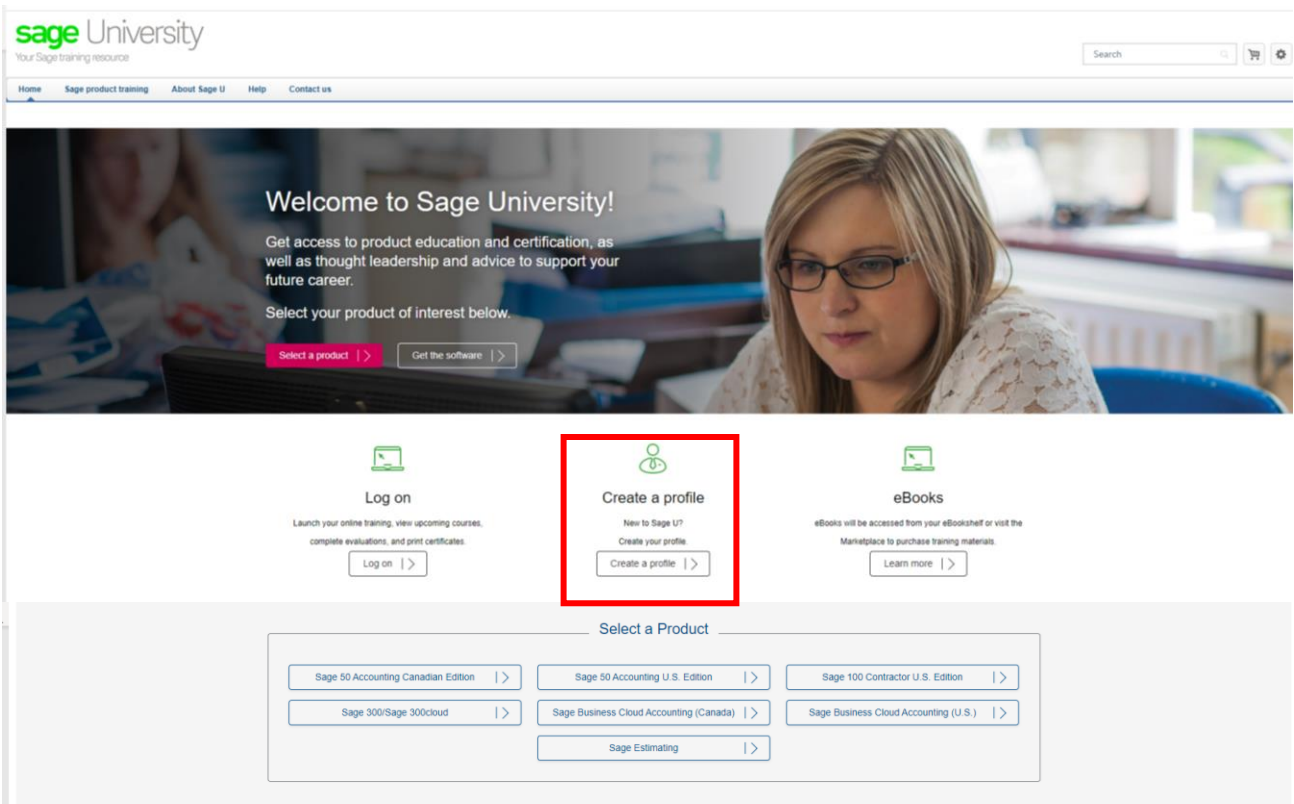
*For Students*

sage University

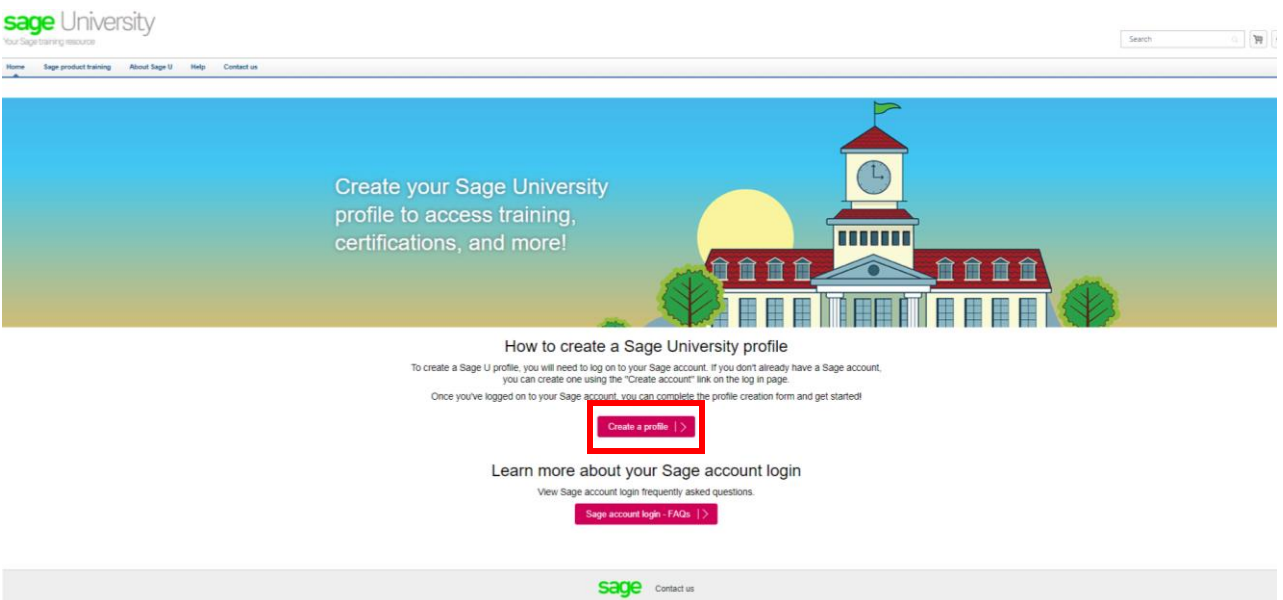


# Instructions on how to load the Free Sage 50 anytime learning training.

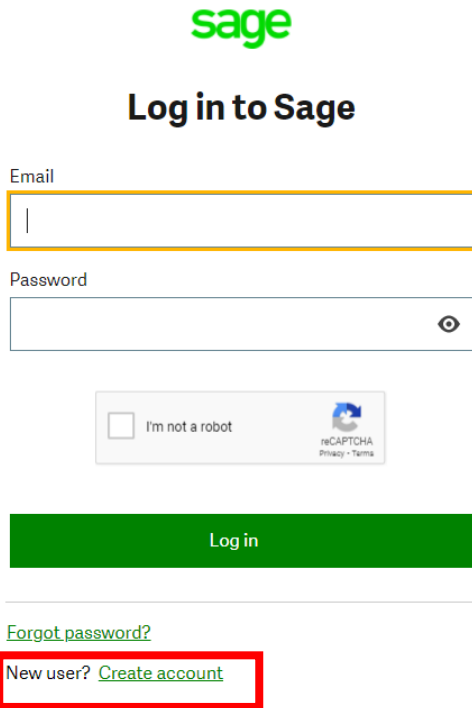
1. Go to: <http://www.sageu.com/Sageeducation/>
2. Select: **Create Profile**



3. Select **Create a Profile** button

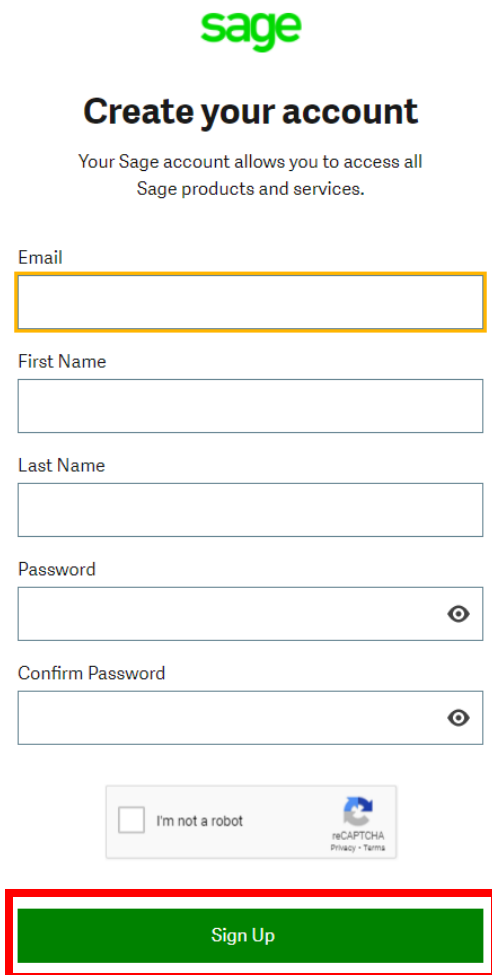


4. Select **New user? Create account**



The screenshot shows the Sage login page. At the top is the Sage logo in green. Below it is the heading "Log in to Sage". There are two input fields: "Email" and "Password". Below the password field is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. A green "Log in" button is positioned below the reCAPTCHA. At the bottom left, there is a link "Forgot password?" and a link "New user? Create account" which is highlighted with a red rectangular box.

5. Complete your details, check the **I'm not a robot box** (if applicable) and select **Sign Up**



The screenshot shows the Sage account creation page. At the top is the Sage logo in green. Below it is the heading "Create your account". Underneath is the text "Your Sage account allows you to access all Sage products and services." There are five input fields: "Email", "First Name", "Last Name", "Password", and "Confirm Password". Below the "Confirm Password" field is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. A green "Sign Up" button is at the bottom, highlighted with a red rectangular box.

**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](#)

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



## Verification code

Hello Student Name Student Last Name,

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:

819402

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.

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

The screenshot shows a web interface for entering a verification code. At the top is the Sage logo. Below it is the heading "Enter the code". A prompt reads "Enter the code we sent to s n". A text input field labeled "Code" is highlighted with a red border. Below the input field is a green button labeled "Verify email". Underneath the button is a link labeled "Cancel". At the bottom of the form is a link that says "Didn't get a code? Resend code".

sage

### Enter the code

Enter the code we sent to s n

Code

Verify email

[Cancel](#)

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

8. Now complete the rest of your profile.

**IMPORTANT:** Enter the following as your Account # **NA**  
Your Relationship to Sage should be: **I am a student**  
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  
Student Name

Last Name  
Student Last Name

email  
sageutest77@gmail.com

Country  
Canada

Select your Sage U display language  
English

What is your relationship to Sage?  
I am a student

Company Name  
My Company

Account Number  
NA

Phone

Street 1  
123 Test Street

Street 2

City  
Coquitlam

State/Province  
BC

Zip/Postal Code  
V3B6C3

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

Please ensure you enter the correct account ID:  
**NA**

[Data Protection Notice](#)

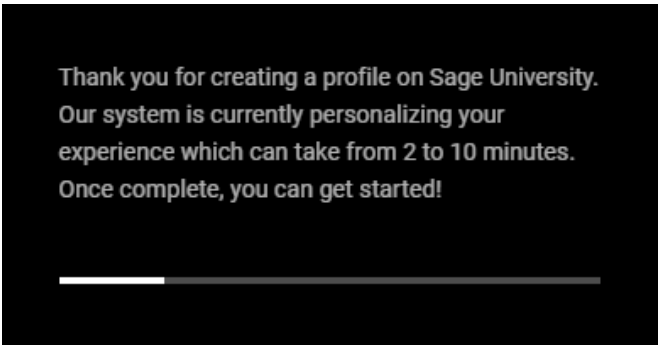
If you complete your registration, you are accepting our Sage University [Terms of Use](#) and acknowledging our [Privacy Notice](#) and [Cookie Policy](#).

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

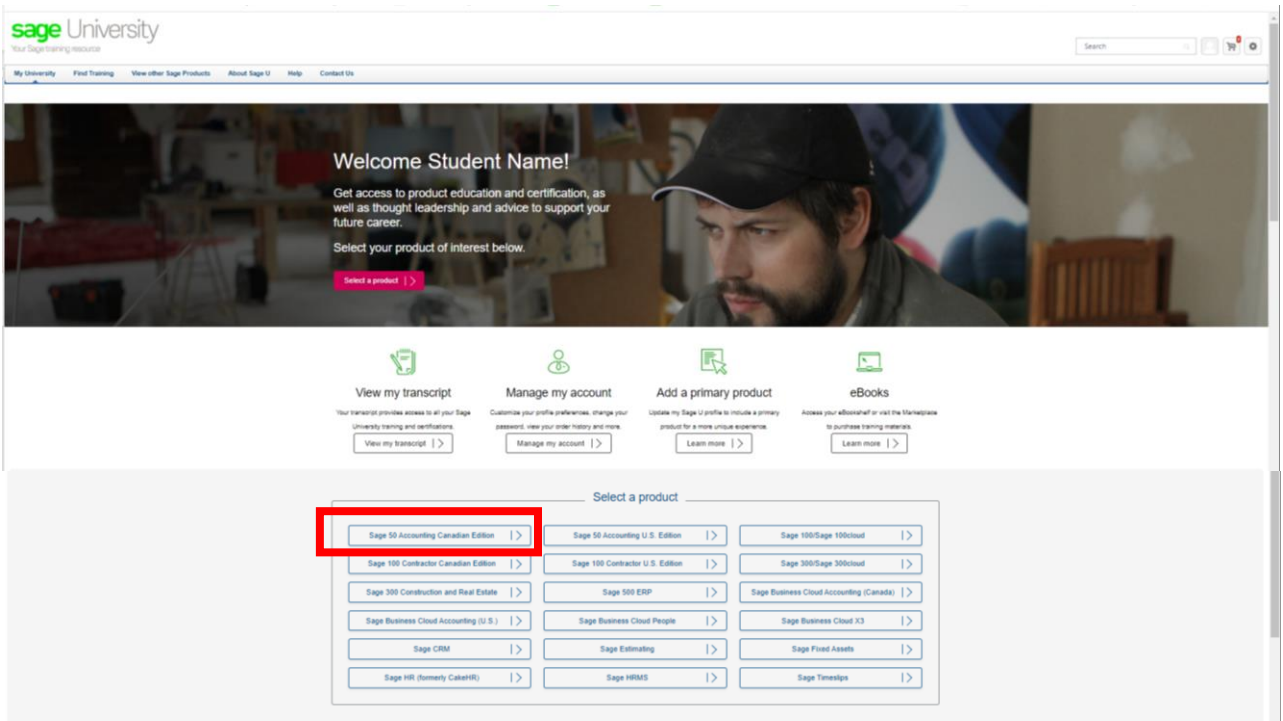
[Need Help?](#)

SUBMIT

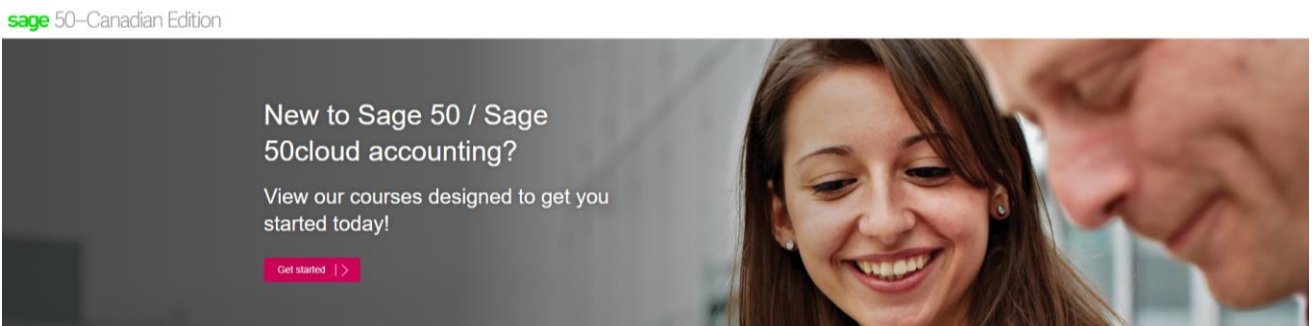
9. It will take a few minutes to set up your profile. You will receive the following message while you wait:



10. Select: Sage 50 Accounting Canadian Edition





11. Select: Complimentary training




### Sage 50 Accounting (formerly Simply Accounting)

Sage 50 is easy-to-use accounting and business management software that provides you with the tools you need to manage your financial transactions and streamline your operations.

  
**Complimentary training**  
Are you just getting started with Sage 50? Begin with our complimentary training!  
[Get started](#)

  
**View all Sage 50 training**  
Browse our training library by type and subject.  
[View all training](#)

  
**Get certified**  
Be officially recognized for your knowledge—get certified!  
[Get certified](#)

12. All training under the **Complimentary Learning** section is free. For demonstration purposes, select **Learn the Basic**

The screenshot shows the Sage University website header with the logo and navigation links: Home, Sage product training, About Sage U, Help, Contact us. Below the header is a banner for 'sage 50 Accounting—Canadian Edition' with the text 'Getting started is simple' and 'Jump right into our complimentary getting started training or browse training by topic.' A green bar at the bottom of the banner contains the text 'Want to know more about our available Sage 50 training options?' and a 'Watch this quick video' button.

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.

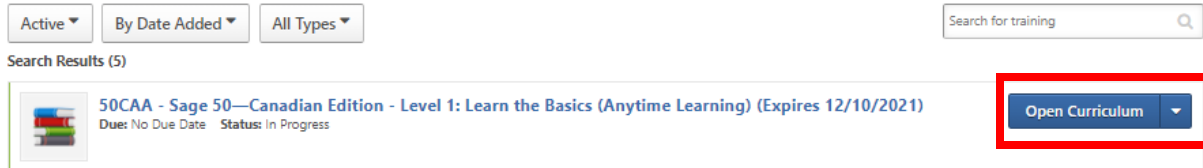
The 'Complimentary Learning' section features five course cards, each with a 'View details' button. The 'Learn the Basics' button is highlighted with a red box. The cards are: 'Learn the Basics' (FREE! New to Sage 50? Start with this package...), 'Sage 50 to Sage 50cloud' (FREE! Designed for customers who are moving from Sage 50 Accounting...), 'Remote Data Access' (FREE! Learn more about Remote Data Access...), 'Releases and Updates' (FREE! Learn about the features in our latest Sage 50 releases...), and 'AutoEntry' (FREE! AutoEntry seamlessly integrates with your Sage Solution...).

13. Select: **Request**

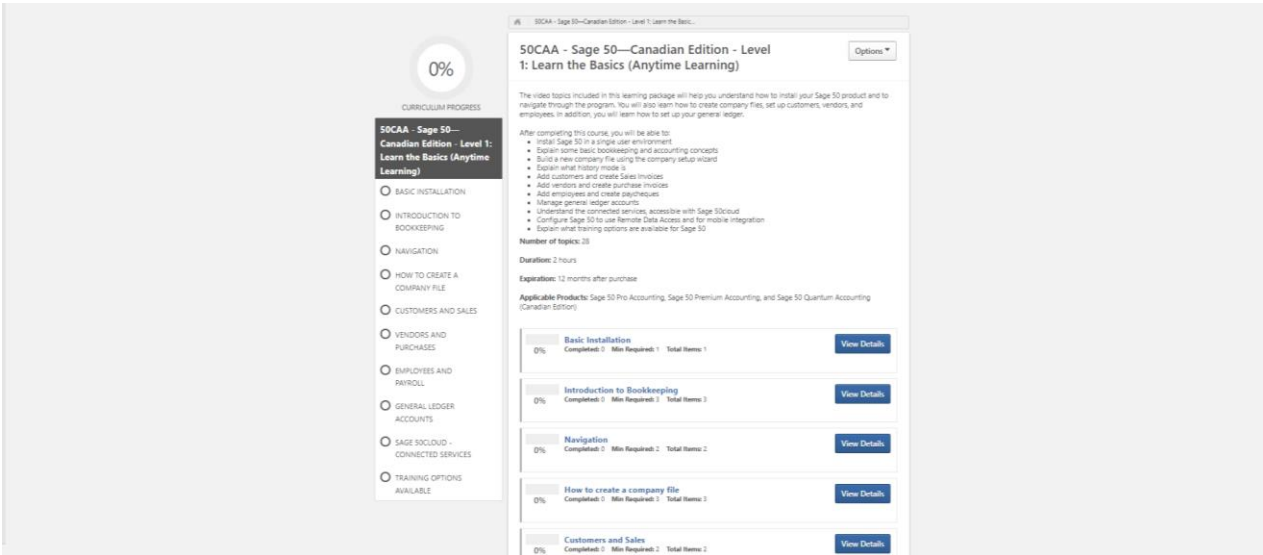
## Training Details

The training details page for '50CAA - Sage 50—Canadian Edition - Level 1: Learn the Basics (Anytime Learning)' shows a 'Request' button highlighted with a red box. The course is a Learning Package, eLearning/Anytime Learning, 1 hour, 25 minutes, priced at \$199.00 (now \$0.00). The description states: 'The video topics included in this learning package will help you understand how to install your Sage 50 product and to navigate through the program. You will also learn how to create company files, set up customers, vendors, and employees. In addition, you will learn how to set up your general ledger.' After completion, users can install Sage 50, explain bookkeeping concepts, build company files, and manage ledger accounts. There are 22 topics, a duration of 1 hour 25 minutes, and an expiration of 12 months after purchase. Applicable products include Sage 50 Pro Accounting, Sage 50 Premium Accounting, and Sage 50 Quantum Accounting (Canadian Edition).

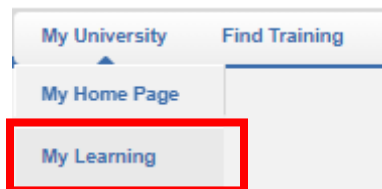
14. Note the course you selected showing on your transcript. Select: **Open Curriculum**.



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)

