



Sage 50 and Sage 50cloud - Customers

Getting started with Sage University.

Learn how to create your Sage University profile, what **free** training is available to you as a Sage 50 customer, and how to find and load the training to your Sage University profile.

Sage



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Available Free Training from Sage University:

The following training is available to Sage 50 customers at no charge:

Training courses:	
<ul style="list-style-type: none">• Sage 50 – Learn the Basics, which includes:<ul style="list-style-type: none">○ <i>Basic Installation</i>○ <i>Introduction to Bookkeeping</i>○ <i>Navigating in Sage 50</i>○ <i>Setting up a company</i>○ <i>Get started with General Ledger</i>○ <i>Get started with Customers</i>○ <i>Get started with Vendors</i>○ <i>Get started with Inventory</i>○ <i>Get started with Projects</i>○ <i>Get started with Payroll</i>	✓
<ul style="list-style-type: none">• Sage 50 to Sage 50cloud	✓
<ul style="list-style-type: none">• Remote Data Access	✓
<ul style="list-style-type: none">• Year-End and Compliance Training	✓
<ul style="list-style-type: none">• Releases and Updates	✓

Creating your Sage University profile

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:

The screenshot shows the Sage University login page. At the top, there is a navigation bar with the Sage logo and the word 'University'. Below this, there are language options: Français (CA) | Français (FB) | Português | Español | Deutsch. The main heading is 'New Log on for Sage U'. Below this, there is a message: '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.' There are two buttons: 'Log on to Sage U' and 'Sage account FAQs'. Below this is a large green banner with the text 'Welcome to Sage University' and 'We have training just for you!'. There are two buttons: 'Select your region' and 'Log on'. To the right of the banner is an illustration of a graduation cap with books and a tassel. Below the banner is a section titled 'Choose your region and language' with a grid of country and language options. At the bottom, there is a footer with the Sage logo and the text '© Sage Group plc 2022 | Legal | Contact Us'.

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

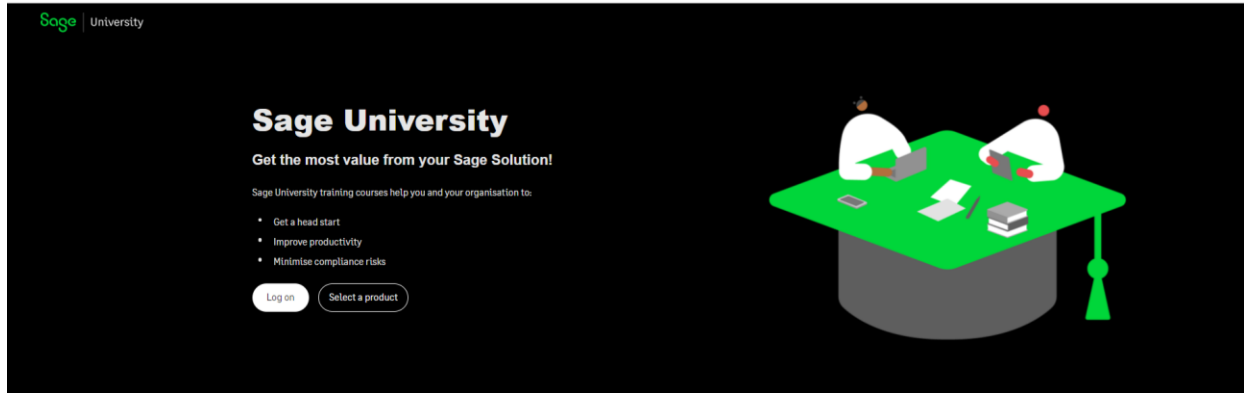
Choose your region and language

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 **New to Sage University?**, select **Select a product**

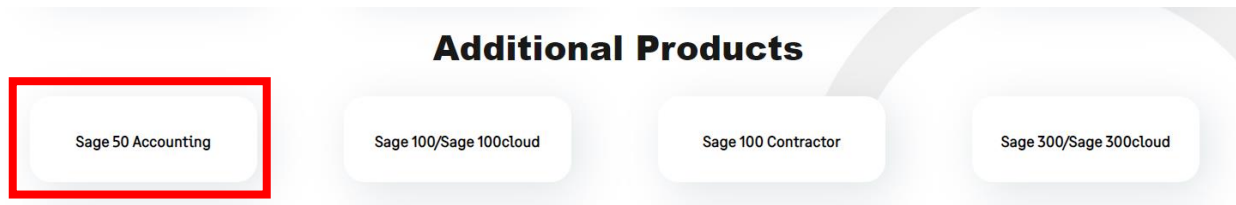


Sage University: Accelerating your success!

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. Select **Sage 50 Accounting** under additional products:



5. Now 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.

Sage
Log in

Email address
Password

Log in

Forgot password?
New user? [Create account](#)

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

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

New user? [Create account](#)

8. 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

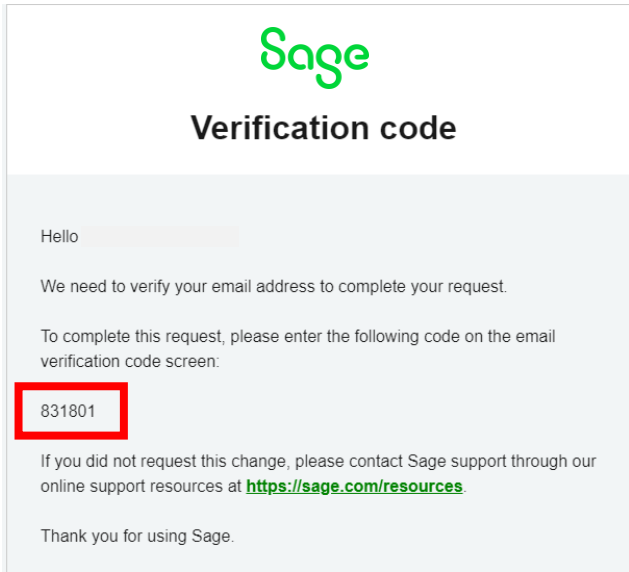
Password

Confirm password

Sign up

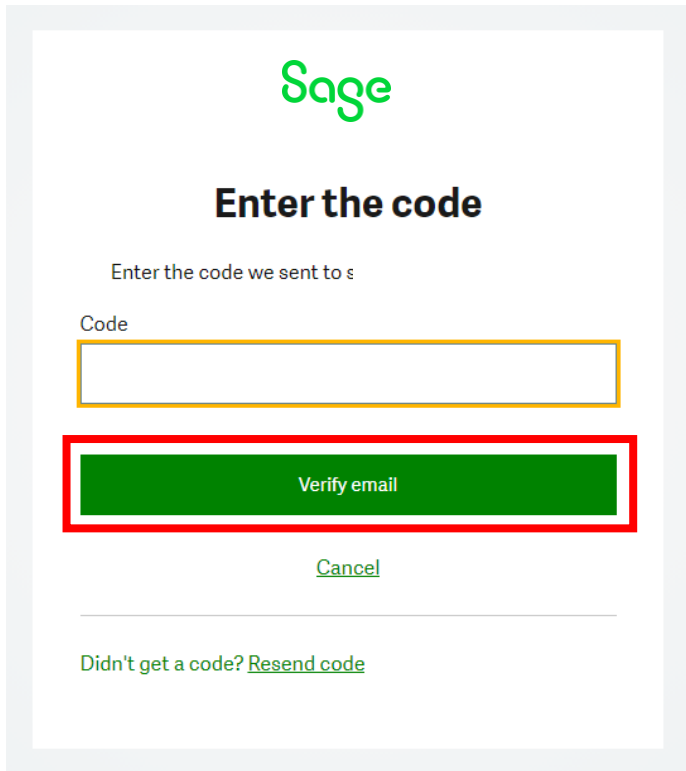
Please ensure you enter the correct email address in order to receive your verification code. Please also check your junk/spam folder for the email.

9. 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.

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



11. Complete your profile. **Important:**

- Enter your **Sage Account ID**
- 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

**Select: I am a customer
Please enter your account ID, which
usually starts with a 4**

Company Name

Account Number

4

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

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

13. You now have access to Sage University. Scroll down and select **Sage 50 Accounting CA Edition**

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

The screenshot displays the Sage University website interface. At the top, the navigation bar includes 'Sage | University', 'Sage U Help', and a search bar. Below the navigation, a main banner features the text 'Training is applicable to Sage 50 & Sage 50cloud - Canadian Edition' and 'Sage 50cloud Accounting training'. A 'View training' button is present. The main content area is titled 'Select a topic to view training options' and contains a grid of 12 topic cards. The first two rows have white cards with icons and 'Learn more' buttons. The third row has dark cards with green icons and buttons labeled 'AutoEntry', 'Download', 'View', and 'Voir les formations'. Below this is an 'Additional Information' section with three cards: 'Sage 50 Expert Services', 'Welcome Centre', and 'Become a training manager'. A footer banner reads 'Need training? Have questions? Want guidance? We're here to help.'

Training is applicable to Sage 50 & Sage 50cloud - Canadian Edition

Sage 50cloud Accounting training

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

[View training](#)

Select a topic to view training options

- New to Sage 50cloud? Start here**
We have a range of **FREE** training to help you get up and running with your learning journey.
[Learn more](#)
- Moving from Sage 50 Desktop to Sage 50cloud?**
Learn how to use the features only applicable to Sage 50cloud with this **FREE** course.
[Learn more](#)
- Using Remote Data Access?**
This **FREE** course will teach how you and remote colleagues can work in Sage 50cloud from anywhere.
[Learn more](#)
- Running a year-end in Sage 50cloud?**
Our **FREE** course will guide you through the year-end process step-by-step in Sage 50cloud.
[Learn more](#)
- Become a Pro in Sage 50cloud**
Our comprehensive learning packages, will help you become a pro of Sage 50cloud in no time.
[Learn more](#)
- Want to learn more about a specific feature?**
Our popular individual training topics will help get you up and running in no time in Sage 50cloud.
[Learn more](#)
- Already a pro in Sage 50cloud?**
Learn about the latest features or get certified in Sage 50cloud.
[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**
[AutoEntry](#)
- Download training catalogue**
[Download](#)
- Sage 50 Course Curriculum Exercise Files**
[View](#)
- Voir nos formations en français**
[Voir les formations](#)

Additional Information

- 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](#)
- Welcome Centre**
Complete, step-by-step online resources on Sage City for new and existing customers.
New customers can find assistance with installing and setting up Sage 50 for the first time, plus more.
Existing customers can find assistance with upgrading your software, updating your software and FAQs.
[View Resources](#)
- Become a training manager**
As your organization's training manager, you can help keep track of your team's training efforts.
[Learn more](#) [Request designation](#)

Need training? Have questions? Want guidance? We're here to help.

Loading training or an assessment to your Sage University profile

1. For this demonstration, we are going to select the **New to Sage 50cloud? 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 area with the text "Training is applicable to Sage 50 & Sage 50cloud - Canadian Edition" and "Sage 50cloud Accounting training". A "View training" button is visible. To the right of the text is an image of a smiling man in a workshop. Below the banner, there is a section titled "Select a topic to view training options" with a grid of eight cards. The first card, "New to Sage 50cloud? Start here", is highlighted with a red border. The other cards include "Moving from Sage 50 Desktop to Sage 50cloud?", "Using Remote Data Access?", "Running a year-end in Sage 50cloud?", "Become a Pro in Sage 50cloud", "Want to learn more about a specific feature?", "Already a pro in Sage 50cloud?", and "Prefer a training guide?". Each card has a "Learn more" button, except for the last one which has a "Log on" button.

Sage University

My University Find Training Employee Resources Manage Instructor Led Training Reports Content Admin My Team Administrative Support

Sage U Help

Search

Training is applicable to Sage 50 & Sage 50cloud - Canadian Edition

Sage 50cloud Accounting training

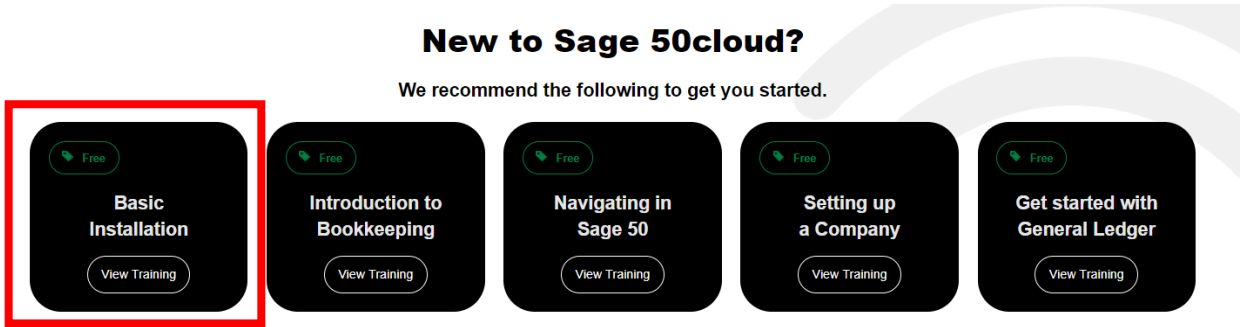
We have a variety of learning and resources available. Learn more below or log on if you already have a Sage University profile.

View training

Select a topic to view training options

- New to Sage 50cloud? Start here**
We have a range of **FREE** training to help you get up and running with your learning journey.
[Learn more](#)
- Moving from Sage 50 Desktop to Sage 50cloud?**
Learn how to use the features only applicable to Sage 50cloud with this **FREE** course.
[Learn more](#)
- Using Remote Data Access?**
This **FREE** course will teach how you and remote colleagues can work in Sage 50cloud from anywhere.
[Learn more](#)
- Running a year-end in Sage 50cloud?**
Our **FREE** course will guide you through the year-end process step-by-step in Sage 50cloud.
[Learn more](#)
- Become a Pro in Sage 50cloud**
Our comprehensive learning packages, will help you become a pro of Sage 50cloud in no time.
[Learn more](#)
- Want to learn more about a specific feature?**
Our popular individual training topics will help get you up and running in no time in Sage 50cloud.
[Learn more](#)
- Already a pro in Sage 50cloud?**
Learn about the latest features or get certified in Sage 50cloud.
[Learn more](#)
- Prefer a training guide?**
Choose between an eBook or hardcopy. Log onto Sage University to access the Marketplace.
[Log on](#)

2. Select: **Basic Installation**



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

ONDEMAND
50CA - Sage 50—Canadian Edition - Basic Installation
Last Updated 05/12/2022 Duration 6 minutes

Details
In this video, we will walk you through the steps of a typical Sage 50 installation.

Duration: It will take 6 minutes to view this video.

Expiration: 12 months from request date.

[Show More](#)

ONDEMAND
50CA - Sage 50—Canadian Edition - Basic Installation

Registered

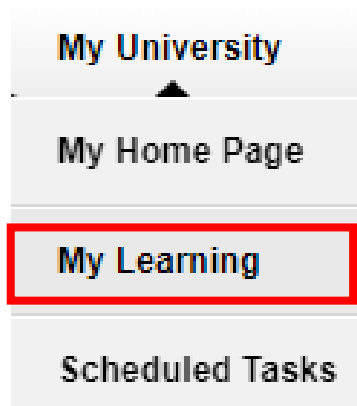
Training has been successfully registered to [your transcript](#).

€530.00 C\$0.00

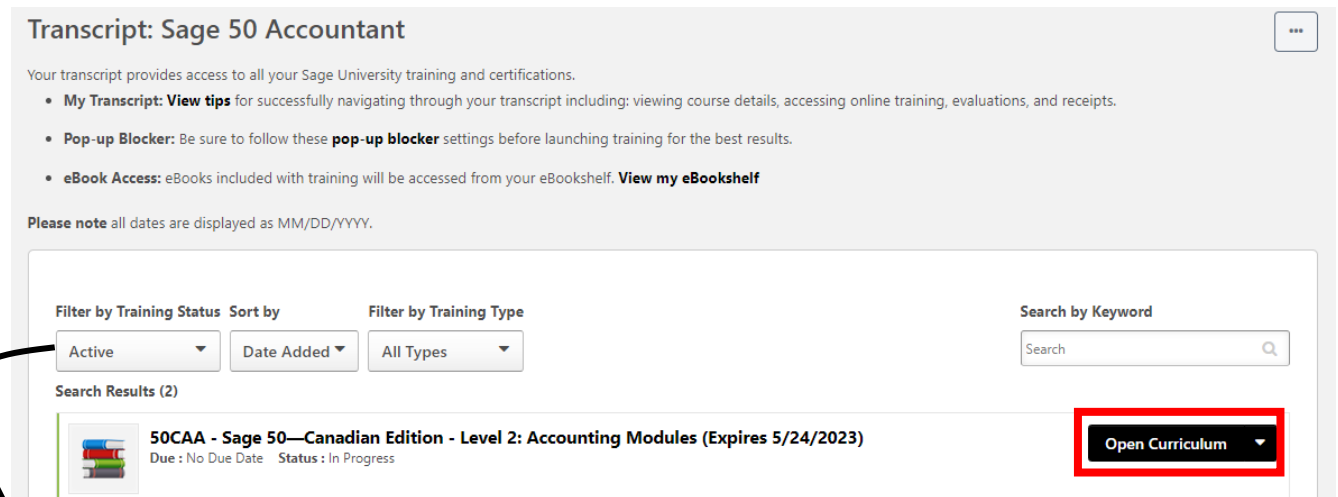
Launch ▾

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: Sage 50 Accountant


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

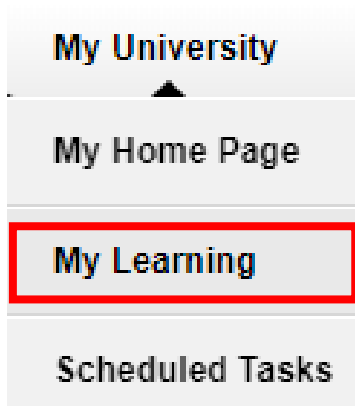
Search Results (2)

	50CAA - Sage 50—Canadian Edition - Level 2: Accounting Modules (Expires 5/24/2023) Due : No Due Date Status : In Progress	Open Curriculum ▼
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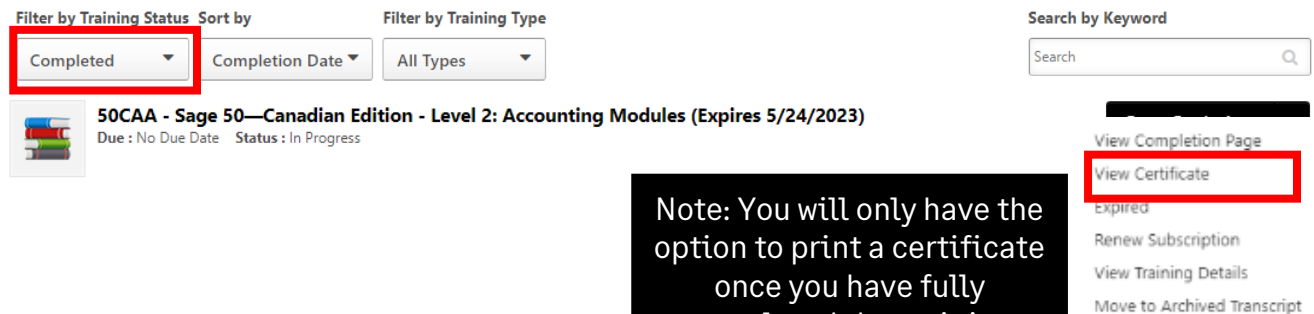
Drop down and select the **Completed** option to show your completed training

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**



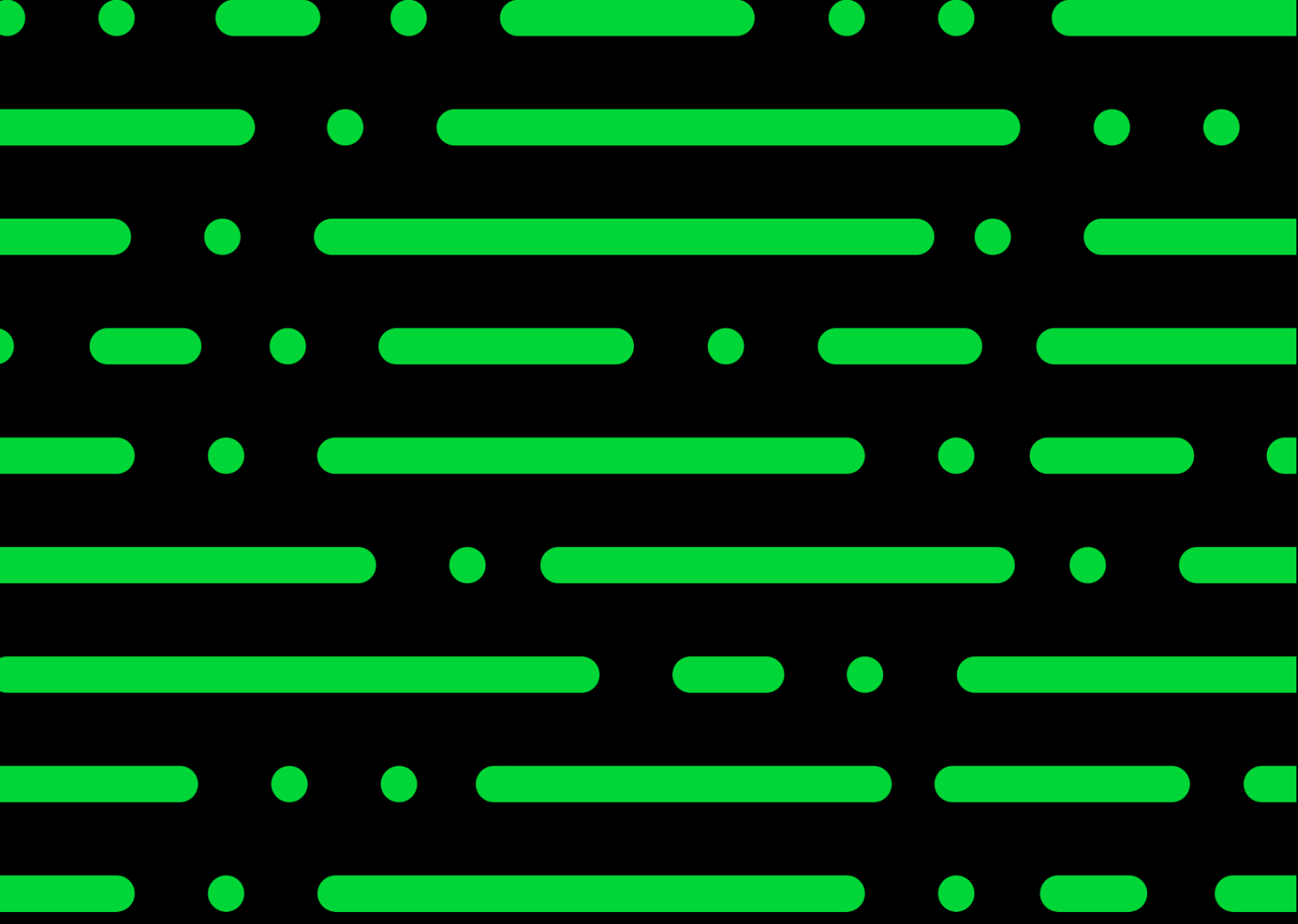
2. Change your **Filter by Training Status** to **Completed**. Then select the drop-down box on the right side and choose **View Certificate**



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
sageuniversity@sage.com

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