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:	

• Sage 50 – Learn the Basics, which includes:
 	
    o *Basic Installation*
    o *Introduction to Bookkeeping*
    o *Navigating in Sage 50*
    o *Setting up a company*
    o *Get started with General Ledger*
    o *Get started with Customers*
    o *Get started with Vendors*
    o *Get started with Inventory*
    o *Get started with Projects*
    o *Get started with Payroll*
	✓

• Sage 50 to Sage 50cloud	✓
• Remote Data Access	✓
• Year-End and Compliance Training	✓
• 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:

3. Under **New to Sage University?**, select **Select a product**

4. Select **Sage 50 Accounting** under additional products:
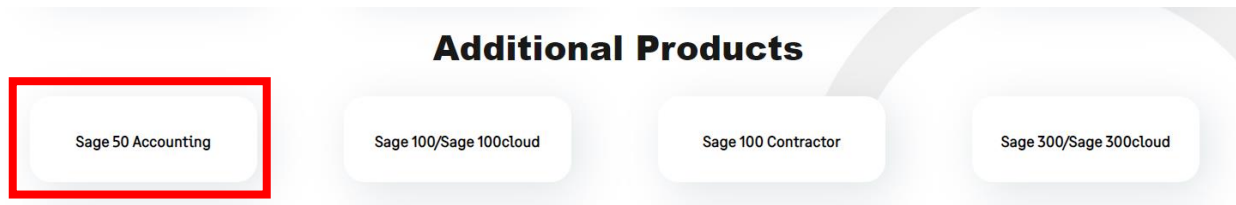
5. Now select: Create a Profile:

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.

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

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

8. Next, create your **Sage account** by completing the below form and then select: **Sign up**:

9. You will receive an email from: **donotreply@notify.sage.com**. The email will include your verification code, similar to the example below:

Verification code

Hello

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:

831801

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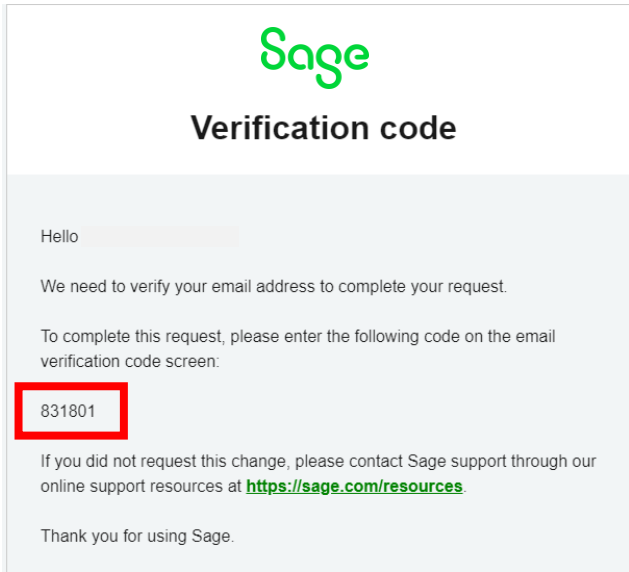
Store your log in details in a safe place. Next time you log onto Sage University, there will be no need to create a profile.

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

Enter the code

Enter the code we sent to s

Code

Verify email

Cancel

Didn't get a code? Resend code
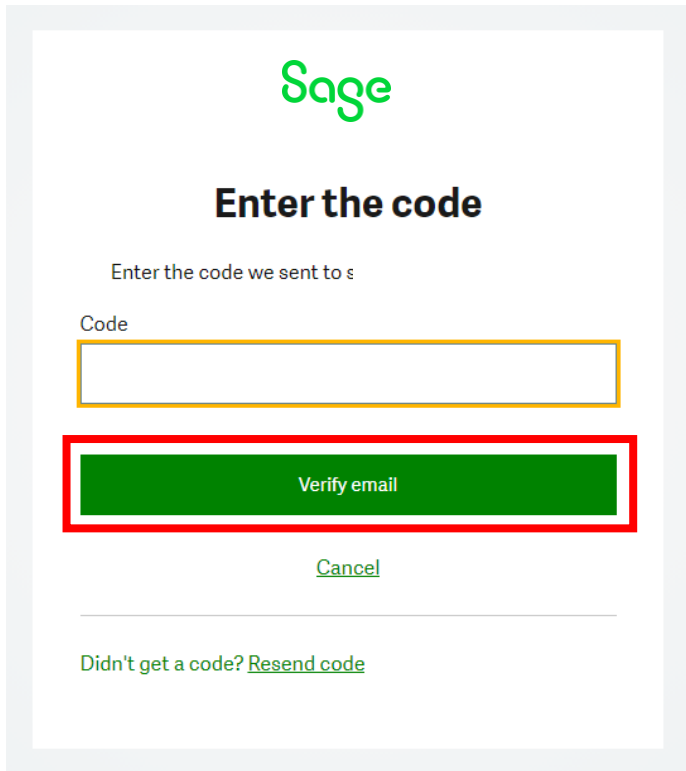
11. Complete your profile. **Important:**
    - Enter your **Sage Account ID**
    - Your Relationship to Sage should be: **I am a customer**
    - Accept the terms and conditions and then select **Submit**

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 cuxstomer ❗

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

Account Number
4 ❗

Company Name _____ ❗

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 ❗

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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.

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

2. Select: **Basic Installation**

New to Sage 50cloud?

We recommend the following to get you started.

Free	Free	Free	Free	Free
Basic Installation	**Introduction to Bookkeeping**	**Navigating in Sage 50**	**Setting up a Company**	**Get started with General Ledger**
View Training	View Training	View Training	View Training	View Training
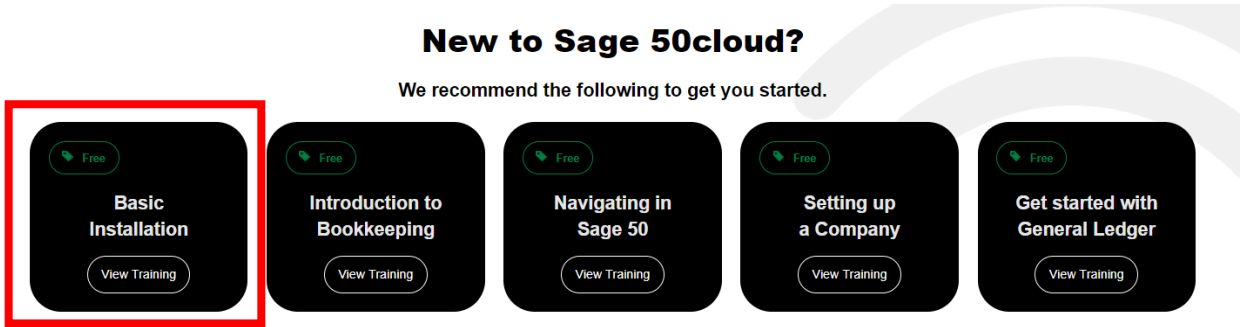
3. You are now ready to take the training. Simple select: **Launch**

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.
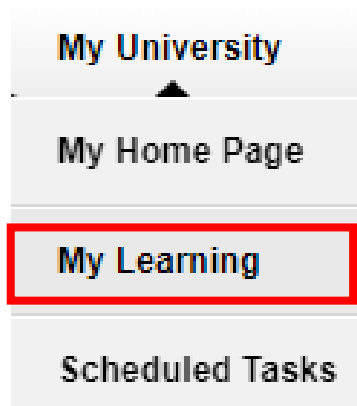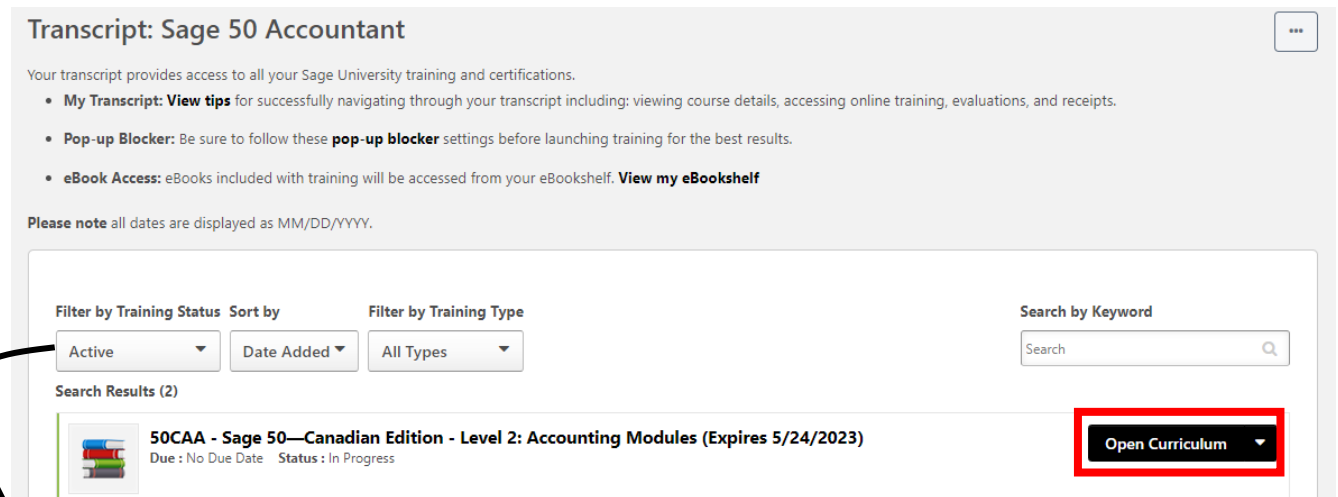
C$30.00 C$0.00

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**

My University
▲

My Home Page

My Learning

Scheduled Tasks

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   Sort by   Filter by Training Type   Search by Keyword

Active   Date Added ▾   All Types ▾   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 ▾

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**
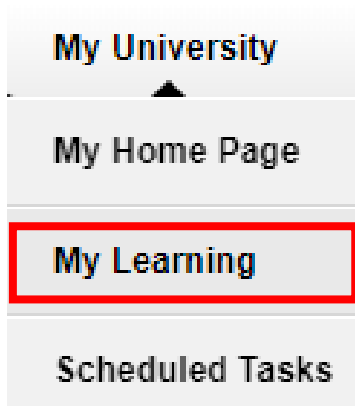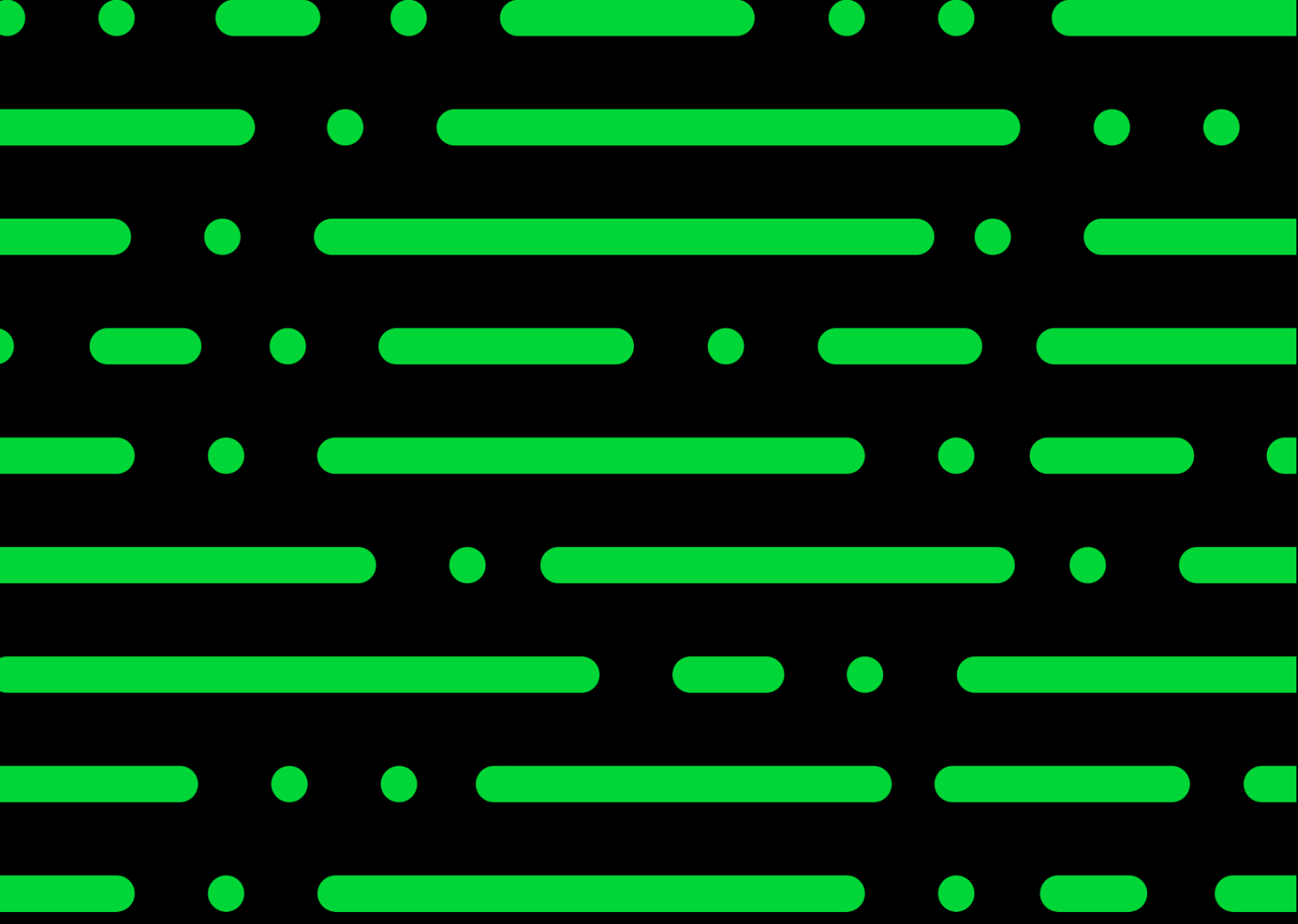

2. Change your **Filter by Training Status** to **Completed.** Then select the drop-down box on the right side and choose **View Certificate**

Note: You will only have the option to print a certificate once you have fully completed the training
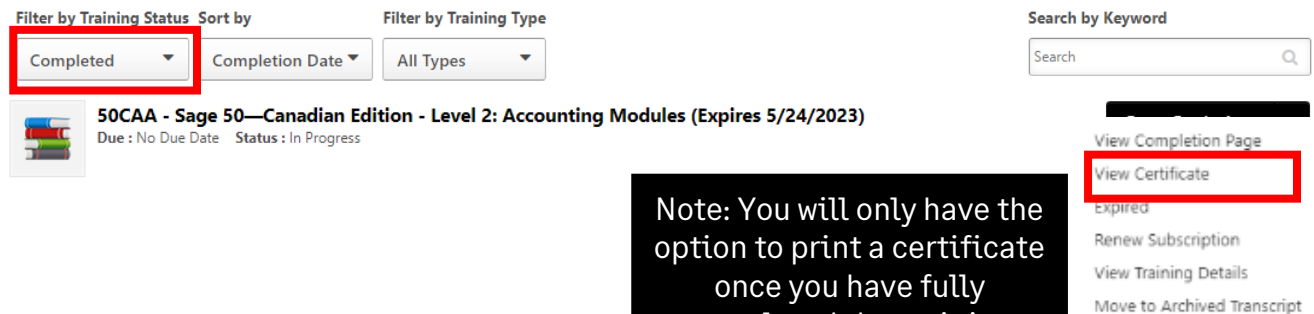
3. A pop-up screen will open, displaying your certificate. You can then choose to print or save it as a PDF.

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**

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