

Anytime Learning Orientation Guide

Sage ACS Solutions



Introduction

Anytime Learning offers pre-recorded, interactive training delivered through a Web browser that provide an innovative way to learn new features or to reinforce concepts learned in the classroom. This guide will help you access your Anytime Learning sessions. If you have any technical issues when viewing an Anytime Learning session, send an e-mail to training.acs@sage.com. Include a phone number where we can contact you.

E-mail Communications

You will receive an e-mail confirmation for each Anytime Learning session for which you registered. Each e-mail has a link to [Sage Software University](#), where you can view and return to your Anytime Learning sessions(s) through your profile on "My University".

Company-Wide Access

When you purchase an Anytime Learning subscription, or are receiving Anytime Learning with your **Gold** or **Plus Maintenance and Support Plan** subscription, anyone at your company is eligible to add the session to their profiles at no charge, up to the number of user licenses you have for your software. Each person can view the sessions as many times as needed for the lifetime of your company's subscription.



NOTE: Company-wide access is available only for Anytime Learning sessions that are listed for a designated subscription period. Recertification sessions are not available for company-wide access.

Here's how it works:

- After you receive your confirmation e-mail, you can begin viewing the session right away through your profile on "My University".
- If you have purchased Anytime Learning directly from the website, within **two to three business days**, the session will be available at no charge for other users at your company.
- If you are receiving Anytime Learning as part of your Gold or Plus Maintenance and Support plan, users at your company have **immediate access**
- Each user who wants to view the session must create a personal profile on Sage Software University, and complete the registration process to add the session to his or her profile.

ACS92GL0 Sage MAS 90 and 200 General Ledger Course ver. 4.10

Purchase this 12-month Anytime Learning course subscription to learn the important fundamentals of the Sage MAS 90 and 200 General Ledger module.

This course is 280 minutes long and contains 4 lessons that you can start and stop at any time. Click **Full Details** to learn more.

[Anytime Learning - ACS](#) [Full Details](#)

Course Fee: \$0.00 (USD) [Register](#)



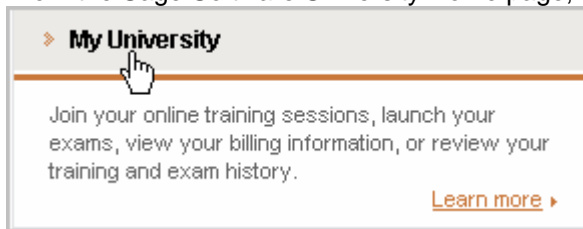
NOTE: No communication will be sent from Sage Software to alert other users at your company of the session availability. You may want to provide other users at your company with the course name for easy searching on Sage Software University.

Company-Wide Access – New User Setup

Before you register for the Anytime Learning session purchased by your company, you need to create a profile on Sage Software University (www.sagesoftwareuniversity.com/acs).

To create a Sage Software University profile and register for the Anytime Learning session purchased by your company:

1. Open a Web browser and go to www.sagesoftwareuniversity.com/acs .
2. The Sage Software University Home page appears.
3. From the Sage Software University Home page, click **My University**



NOTE: You can search for the course you want before creating a profile, or you can create one right away. This example provides steps for creating one right away.

4. From the left navigation, click **Customer Logon**.



NOTE: Business Partners will create a profile and logon using the Partner Logon (Orange button on Home Page).

5. The Customer Logon page appears. Log in.
6. If you don't have a logon, click the **Click here to create a new profile!** link.



Customer Logon

[I don't know my username/password.](#)

[Click here to create a new profile!](#)

User Name

Password

Promo Code (If Applicable)

7. Enter a first name, last name, and e-mail address. Click **Continue** when finished.



NOTE: It is critical you use the company e-mail address domain used when initially setting up your Anytime Learning. No public domains are allowed, for example @yahoo.com, @aol.com, @msn.com, etc.

Customer Logon

Step 2: Enter your first name, last name and e-mail address.

First Name

Last Name

E-mail

Promo Code (If Applicable)

The Customer Logon page (Step 3) appears.

8. Enter a username and password, and then click **Continue**.

Customer Logon

Step 3: Enter your username and password.

User Name

Password

Confirm Password



NOTE: Your username and password will be sent to your e-mail address. Save this information for your records. You will use this profile each time you access Sage Software University.

9. The Customer Logon page (Step 4) appears.

10. Click **Continue**.

First Name Last Name

Customer Logon

You will receive an e-mail with your username and password shortly.

The Sage Software University Home page appears.

11. From the Sage Software University Home page, click **Anytime Learning**.



12. Choose your **MAS Product**.

13. Find the courses your company has purchased. Click on the link of the course.

14. Click **Register** next to the course schedule for which you want to register. The price should be **\$0.00**.

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This course is 280 minutes long and contains 4 lessons that you can start and stop at any time. Click **Full Details** to learn more.

[Anytime Learning - ACS](#) [Full Details](#)

Course Fee: \$0.00 (USD) **Register**



NOTE: If the Course Fee does not appear as a \$0.00 amount, your company may not be set up yet. Try again in 2-3 additional business days. If it still is not working as described, contact us at training.acs@sage.com.

The screen refreshes.

15. Register for any other courses as needed. When you are ready to checkout, click the **Checkout** link at the top of your screen.

[First Name] [Last Name]

Registration

To register for courses or assessments below, click **Register**, and then proceed to **Checkout**.

The Checkout Confirmation page appears.

16. Complete your profile information, and click **Continue**.

*First Name	[First Name]
*Last Name	[Last Name]
*E-mail	[myemailaddress@domain.com]
Title	<input type="text"/>
*Company	My Company Name
Account Number	999999999999
*Phone	555-555-5555
Fax	<input type="text"/>
*Street 1	1010 Main Street
Street 2	<input type="text"/>
*City	City
*State	Arizona <input type="button" value="v"/>
*Zip	85024
*Country	United States <input type="button" value="v"/>



The Registration Completed page appears.

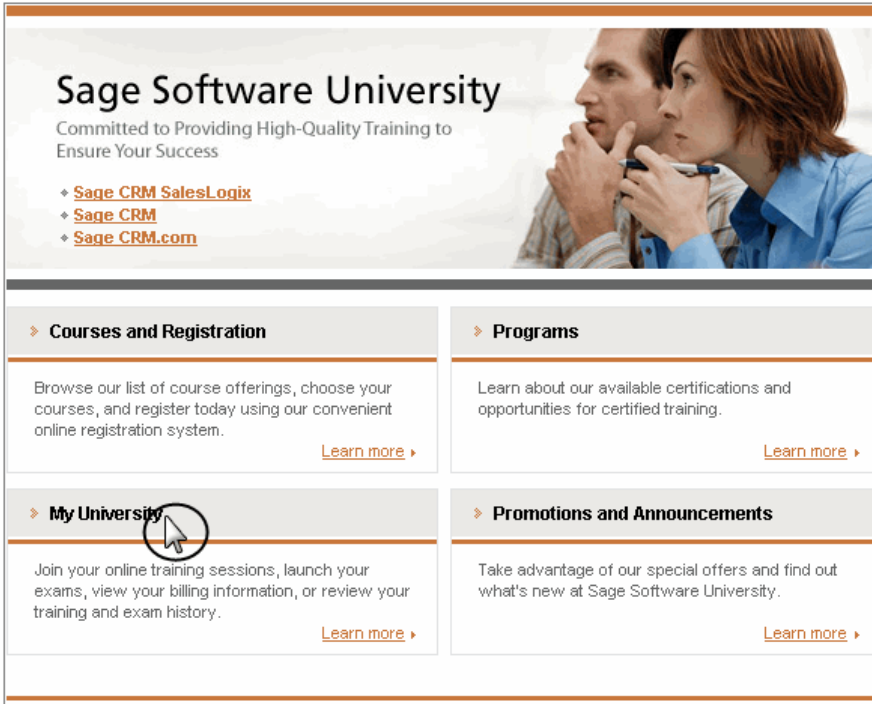
17. Click the **My University** link to view the course in your profile at any time.

Each time you return to Sage Software University, the course is available for you to view at your convenience. You can also modify your contact information, username and password, and view past registrations.

Viewing an Anytime Learning Session

You can start and stop an Anytime Learning session at any time and come back to it later. Complete the following steps to launch an Anytime Learning session.

1. Open a Web browser and go to <http://www.sagesoftwareuniversity.com/acs>.
2. Click **My University**.



3. Enter your username and password, and then click **Continue** (if prompted).



NOTE: You may bypass the log on prompt and be taken directly to your profile.

4. From your profile, click **View Anytime Learning** next to the session name.

Registrations			
Registration Number	Course Name	Location	Status
265-104-20-4.95	CRMX-8-62200 - 12 MONTHS - Sage CRM SalesLogix v6.2 LAN Client End User Full Details	Anytime Learning - CRM View Anytime Learning	Confirmed

A new Web browser will open and the Anytime Learning lesson will automatically start.

Navigating an Anytime Learning Session

Use the following tips to navigate an Anytime Learning session.

- The first lesson of each course has Navigation instruction, please refer to that lesson for details.
- Use the Player menu at the bottom of the screen to pause, resume, fast-forward, or rewind.



NOTE: The fast-forward and rewind buttons move the session frame-by-frame. To advance at a more rapid pace, drag the slider bar (slowly) to the right. If you see a blank screen, the movie needs to catch up to the new location you selected.

- To advance to the next lesson in the session, use the “Lessons” menu at the top of the screen and select the lesson name that you want to view.



Frequently Asked Questions

Question: Do I need any special software to view Anytime Learning?

Answer: No, all you need is a browser. We recommend using Internet Explorer 6.0 or later.

Question: What monitor resolution do I need?

Answer: The Anytime Learning sessions support resolutions greater than or equal to 800x600 pixels.

Question: The sessions are taking a really long time to load. How can I speed them up?

Answer: You must have high-speed Internet access to view Anytime Learning sessions. Anything lower than high-speed (such as dial-up) is not fully supported.

Question: Am I licensed to view Anytime Learning sessions with other employees at my company?

Answer: Yes! When you purchase an Anytime Learning subscription, anyone at your company is eligible to add the session to their profiles at no charge, up to the number of Software user license you have purchased. Each person can view the sessions as many times as needed for the lifetime of your company's subscription.

Question: What happens when my subscription expires?

Answer: The "View Anytime Learning" link available from your profile will no longer be available. If you are receiving this training as part of your Gold or Plus Maintenance and Support plan, when you renew your Gold or Plus plan, your Anytime Learning subscription will also be renewed, automatically.