Welcome to Sage University!

Sage University is a quick way to access Sage 100 Contractor training. This educational website makes it easy for you to chart your own course for your company’s online learning plan. From here you can access several types of training:

- Realtime Learning is live, instructor-led training that you access through the Internet.
- Anytime Learning sessions are recorded lessons that you access on the Web any time of day.
- Replay Learning sessions are recordings of live classes that we make available for you.

In order to register for Sage courses, you first need to create a My University profile. Through your profile, you can join Realtime, Anytime, and Replay Learning sessions, or register for a Getting Started, Essentials, or Customer Choice training subscription. You can also view your billing information and past training. This guide helps you with these activities and more.

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Get Started

Before you register for courses, you need to create a profile and customer logon on Sage University.

- **Set Up a My University Profile**

  1. Open a Web browser and go to www.sageu.com. Click **Customer Training**.
  2. Under **Construction and Real Estate**, click **Sage 100 Contractor**.
  3. On the left, click **My University**. Then, click **Logon**.

  4. In the **Sage University Logon** window, click **Create a Profile**.

  5. Enter your **First Name**, **Last Name**, and **Email** address.

**NOTE:** Do not enter your personal email address. Enter the email address you use at work, with your company’s corporate email domain, such as YourName@AnyCompany.biz. If your company does not have a unique email domain, contact us for assistance in setting up your profile. Click the **Contact Us** link in the left panel on the web page for our phone number and email address.
6. If you’re using a Promo Code to get a tuition discount, enter it in the **Promo Code** field. Then click **Continue**.

![Diagram](image)

**NOTE:** If you already have a profile, when you click **Continue**, the system sends you an e-mail with your logon information.

7. In the next window, enter a **User Name** and **Password** of your choice. Confirm the password; then click **Continue**.

![Diagram](image)

8. In the next window, a message reminds you to look in your email for a notification that your training profile has been created. Click **Continue**.

![Diagram](image)

9. Next, you need to log on to Sage University to purchase a training subscription, search for and register for courses, or add purchased subscriptions to your My University profile. Follow the instructions on the next page to log on.

You’ll find an e-mail in your inbox containing your user name and password. Save this information for your records, as you will use it each time you access Sage University.
To Log On to Sage University

If you have already created a Sage University Profile, follow these steps each time you need to access Sage University:

2. Under Construction and Real Estate, click Sage 100 Contractor.
3. On the left, click My University. Then, click Logon.

4. Enter your User Name and Password. Enter a Promo Code if you have one. Click Continue.

NOTE: A Promo Code is input to receive a discount when offered, or to accommodate certain company setup situations.

What Do You Want to Do Next?

- To purchase a training subscription, see page 5.
- To search for courses and register for courses, see page 10.
- To add purchased recorded training (Anytime Learning or Replay Learning) to your My University profile, see page 17.
Purchase a Training Subscription

Sage offers a variety of training subscriptions to give new and advanced users the resources needed to take full advantage of Sage 100 Contractor’s many key features at a lower cost than if classes were purchased separately.

Training Subscriptions

The Getting Started and Essentials subscriptions are designed to get new customers up and running quickly using recorded sessions. These subscriptions include recorded Anytime Learning courses with hands-on activities, as well as recorded Replay Learning classes that cover basic bookkeeping and accounting principles and concepts. These subscriptions can be used by all employees of the subscribing company for an entire year.

The Getting Started subscription includes all of the recorded training from the Essentials subscription plus 5 purchase credits to register for 5 live, online classes of your choice. These prepaid credits are valid for an entire year, and can be used by anyone in your organization who has the Purchase Credit/Access Key.

The Customer Choice subscription entitles subscribing companies to 10 live, online classes during the subscription year. When you purchase this subscription, we send you a Purchase Credit/Access Key. With over 50 Realtime Learning classes to choose from, you select the training for your employees based on their need.

To Purchase a Training Subscription

Follow these steps to purchase and register for a training subscription.

1. If you are not already logged on to Sage University, log on, as described on page 4.

2. From the left navigation bar, click Subscriptions.

3. Click New Subscriptions.
4. In the main part of the window, find the subscription you want to purchase, and click **Register Now**.

5. The registration window appears, with details of the training you selected. Click **Register**.
6. The item is now in your Shopping Cart. Click either the **Shopping Cart** link or the **Checkout** button (upper right corner of the page) to view the contents of your shopping cart. Your **Shopping Cart** window opens.

7. To complete the registration and purchase process, click **Checkout**. Then follow the steps in the procedure “Finalize Your Registration,” on page 14.

8. Click the **My University** button at the top of the window. If you purchased an Essentials or Getting Started subscription, or an Anytime Learning subscription, you can launch
the Anytime or Replay Learning courses from your My University Profile page by clicking the View Anytime Learning or View Replay orange button.

9. If you purchased a Customer Choice training subscription, or the Getting Started subscription, you will receive an email containing your Purchase Credit/Access Key, which can be used to register for Realtime Learning courses. To register for courses using a Purchase Credit/Access Key see the following page.
› **To Register for Courses Using a Purchase Credit/Access Key**

1. Follow the instructions in the topic “Find Courses and Register for a Course,” on the next page, and then complete the registration process by following the instructions in the topic “Finalize Your Registration,” on page 14.

2. During the registration process, when you scroll through the list of courses, notice that the number of purchase credits are indicated with the pricing information.

Registering for a course will reduce the number of Customer Choice courses or purchase credits you have remaining by the number indicated under **Your Price**.

3. At the completion of the registration process, you have the opportunity to enter your Purchase Credit/Access Key as the method of payment. An e-mail is sent to the primary contact each time the Purchase Credit/Access Key is used.
Find Courses and Register for a Course

After you have created a profile on Sage University, you can register for courses.

NOTE: You will need to enter your Sage Account ID (referred to as your Account ID #) to register for a course. Locate that number now so you will have it handy during checkout.

1. If you are not logged on to Sage University, log on now, following the directions on page 4.
2. From the Sage University Sage 100 Contractor home page, click Product Training to display a list of categories.
3. Click the category that interests you.

You’ll see the list of courses for each category, including the course description, pricing, and if the course is a Realtime Learning course, details about when the course is offered.

If you plan on using a Purchase Credit/Access Key to pay for a Realtime Learning course, notice that the number of **Purchase Credits** are indicated with the pricing information.

Click the **Course Details** link for additional information about the course.

Scroll down to view additional courses in the category.

4. Click **Register** next to each course you want. When you click **Register**, the course is added to your Shopping Cart, and the **Register** button changes to **Remove from Cart**.

5. To view courses from other categories, click the appropriate category from the navigation list on the left.
6. To review the contents of your **Shopping Cart**, either click the **Shopping Cart** link at the top of the window next to your user name, or click the **Checkout** button in the upper right corner of the window.

![Shopping Cart Image](image)

7. Your **Shopping Cart** window opens.

![Shopping Cart Details](image)
8. Delete a course from your cart by clicking the appropriate **Remove from Cart** button. To add to your cart, follow the previous steps 1 through 4.

9. When you are satisfied with the contents of your shopping cart, click the **Checkout** button (at either the top or bottom of the web page).

10. Complete your registration by following the instructions, “Finalize Your Registration,” on the next page.

**NOTE:** If you have registered for more courses than you have Purchase/Access Credits available, you will need to remove some of the courses for which you registered, complete the checkout process using your Purchase Credit/Access key, and then register for the remaining courses using a separate method of payment.
Finalize Your Registration

This assumes that you have already reviewed your Shopping Cart, and that you have clicked **Checkout** in the **Shopping Cart** window.

1. After you click **Checkout** in the **Shopping Cart** window, a new window opens, with the heading **Contact Information**. Below your shopping cart list, complete your contact information.

2. Make sure you enter your Sage **Account ID#**. When you finish entering your contact data, click **Continue**.

3. Enter your billing information in the next window. After you have registered for your first course, your contact and billing information is retained so you won’t have to type it again each time.
NOTE: Payment options may vary by course. Credit card information is processed through a secure server.

You can select the check box to indicate that your billing information is the same as your contact information.

4. If you are using Purchase Credits to pay for courses, click the Purchase Credits button, and enter your company’s Purchase Credit/Access Key in the box labeled Credit Key.

NOTE: You cannot use both methods of payment, Purchase Credits and Credit Card, together in one payment transaction. If you do not have enough Purchase Credits for all your selected courses, then remove as many courses as needed to use your Purchase Credits before continuing. After completing the registration, register for your remaining courses using a credit card.
5. Click **Submit**. The **Registration Completed** window confirms your registration. Print this page for your records.

- If you registered for a Realtime Learning course, you can click **Sync to Outlook** if you want the course to appear on your Outlook calendar.

- If you registered for an Anytime Learning subscription or a training package, you can click **My University** to view the recordings. On the **My University Profile** page, on the **Registrations** tab, click the **View Anytime Learning** or **View Replay** orange button to launch a course.
What Do You Want to Do Next?

- To view an Anytime or Replay Learning course from your profile, see page 21.
- To connect to a Realtime Learning course from your profile, see page 20.
- To update your My University profile, see page 22.

Add Purchased Recorded Training Courses to Your My University Profile

The Getting Started Training Subscription and the Essentials Training Subscription include Anytime Learning and Replay Learning courses that can be shared by employees of the subscribing company. The same is true of other Anytime Learning subscription your company purchases. Each employee that wants to view the courses must register for them to add them to their My University profile. Follow these steps to add the recorded courses to your My University profile.

1. Log on to Sage University as described on page 4.
2. In the left navigation bar, click Subscriptions, and then click Current Subscriptions.
3. Click Register Now next to the subscription you want.
4. Click **Register** next to each course you want to add to your My University profile.

   ![Course Registration](image)

   **NOTE:** Your Price should show **$0.00**. If a different amount appears for the price and you have purchased this subscription, contact our Training Coordinator (Training.Sage100c@sage.com) for assistance, or click **Contact Us** on the left menu for our phone number.

5. At the bottom of the list of courses, click **Checkout**.

6. The **Shopping Cart** window shows all the courses that will be added to your My University profile. Click **Checkout**.

   ![Shopping Cart](image)
7. Click **Continue**, and then click **My University**. Your profile page opens.

You can now launch recorded online courses from your profile page by clicking the **View Anytime Learning** or **View Replay** orange button.

![My University Profile]

**NOTE:** After you view an Anytime Learning or Replay Learning course, it may move to the **Past Registrations** tab, depending on the subscription. Your training continues to be viewable on the **Past Registrations** tab, until your subscription expires.

**What Do You Want to Do Next?**

- To view an Anytime or Replay Learning course from your profile, see page 21.
- To connect to a Realtime Learning course from your profile, see page 20.
- To update your My University profile, see page 22.
Prepare for a Realtime Learning Course

Don’t wait until the day of your course to prepare for it. Follow these instructions a week or several days before your course date.

1. Log on to Sage University following the instructions on page 4.

2. In the QuickLinks box on the right, click the link “Getting Ready for Realtime Learning.”
   a. Click the link to the Realtime Learning Guide, and review the guide. There are steps in this guide that you should complete before your course date.
   b. Click the Training Data link, and download the Sample Company Training Data. Most Realtime Learning courses use this training data.

3. If your course includes printable materials, you will find the link to the materials in an email that you receive one week prior to your class. Download any course materials several days before the course date, and print them out.

Connect to a Realtime Learning Course from Your My University Profile

1. Log on to Sage University following the instructions on page 4.

2. From the Sage University home page, click My University. On the Registrations tab, you see your courses listed.

   NOTE: Be sure to scroll through your list of courses to locate the correct course. If you exit a course while it is in progress and try to rejoin the session, the link may have moved to the Past Registrations tab. Check both the Registrations and Past Registrations tabs when you search for an in-progress course.
3. Click **Join** to join the class. Notice that you can also click **Sync to Outlook** to add the course to your Outlook calendar.

   The teleconference information is included for the audio portion of the class. Be sure to review all of the instructions you received in e-mails to ensure that you have completed the tasks to prepare for Realtime Learning.

**View Recorded Courses (Anytime Learning or Realtime Learning)**

After you have added an Anytime Subscription or Replay Learning course to your profile, you can view the courses.

1. Log on to Sage University following the instructions on page 4.
2. On the **Registrations** tab, locate the subscription or course that you want to view.
3. Click **View Anytime Learning** or **View Replay**

   **NOTE:** If you cannot find your course on the **Registrations** tab, click the **Past Registrations** tab and look for it there. After you view an Anytime or Replay Learning course, it may appear under this tab depending upon the subscription.
Update Your My University Profile

After you create your My University profile, you can view Anytime or Replay Learning courses, join Realtime Learning courses, and update your profile contact or billing information.

1. If you are not logged on to Sage University, log on following the instructions on page 4.

2. From the Sage University Sage 100 Contractor home page, click My University, then click Profile. Click the Contact Info tab.

3. Review and correct your information on this page. You can also click Billing Information and correct the information that appears on that page.

4. When your information is correct, click Submit.