

# Sage Software University Getting Started Guide



## Welcome to Sage Software University!

Sage Software University is your one-stop shop for all your Sage Software training needs.

The screenshot shows the Sage Software University homepage. At the top, there is a navigation bar with links for UNIVERSITY HOME, FAQ, CONTACT US, and SAGE SOFTWARE HOME. Below this is the Sage Software logo and the text 'Sage Software University'. A secondary navigation bar includes 'COURSES AND REGISTRATION', 'PROGRAMS', 'PROMOTIONS AND ANNOUNCEMENTS', and a 'Select Product Line' dropdown menu. The main content area features a large banner with the text 'Sage Software University' and 'Committed to Providing High-Quality Training to Ensure Your Success'. Below the banner is a 'Quick Links' section with links to 'Customer Getting Started Guide', 'Find Training Near You', 'Before You Attend Class', and 'Training Survey for Simply Accounting by Sage Customers'. The page is divided into four main sections: 'Courses and Registration', 'Programs', 'My University', and 'Promotions and Announcements', each with a brief description and a 'Learn more' link. On the right side, there are two additional call-to-action boxes: 'Learn more about the types of training we offer' and 'Got a Question? Read the FAQ'.

UNIVERSITY HOME | FAQ | CONTACT US | SAGE SOFTWARE HOME

sage software

Sage Software University

Simply Accounting by Sage

COURSES AND REGISTRATION | PROGRAMS | PROMOTIONS AND ANNOUNCEMENTS | Select Product Line

### Sage Software University

Committed to Providing High-Quality Training to Ensure Your Success

◆ [Simply Accounting by Sage](#)

#### Quick Links

- ▶ [Customer Getting Started Guide](#)
- ▶ [Find Training Near You](#)
- ▶ [Before You Attend Class](#)
- ▶ [Training Survey for Simply Accounting by Sage Customers](#)

#### ◆ Courses and Registration

Browse our list of course offerings, choose your courses, and register today using our convenient online registration system.

[Learn more](#) ▶

#### ◆ Programs

Learn about programs that can help you grow your business. We offer programs for both business partners and customers.

[Learn more](#) ▶

#### ◆ My University

Join your online training sessions, launch your exams, view your billing information, or review your training and exam history.

[Learn more](#) ▶

#### ◆ Promotions and Announcements

Take advantage of our special offers and find out what's new at Sage Software University.

[Learn more](#) ▶

Learn more about the types of training we offer.

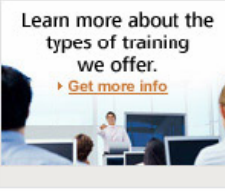

▶ [Get more info](#)

Got a Question?

[Read the FAQ](#)

## Getting Started

To find the training course that you are interested in, click **Courses and Registration**.

<p>› <b>Courses and Registration</b></p> <p>Browse our list of course offerings, choose your courses, and register today using our convenient online registration system.</p> <p><a href="#">Learn more</a> ›</p>	<p>› <b>Programs</b></p> <p>Learn about programs that can help you grow your business. We offer programs for both business partners and customers.</p> <p><a href="#">Learn more</a> ›</p>	<p>Learn more about the types of training we offer.</p> <p>› <a href="#">Get more info</a></p> 
<p>› <b>My University</b></p> <p>Join your online training sessions, launch your exams, view your billing information, or review your training and exam history.</p> <p><a href="#">Learn more</a> ›</p>	<p>› <b>Promotions and Announcements</b></p> <p>Take advantage of our special offers and find out what's new at Sage Software University.</p> <p><a href="#">Learn more</a> ›</p>	<p>Got a Question?</p> <p><a href="#">Read the FAQ</a></p> 

This will take you to the Courses and Registration page. At this point, you will select the course that you are interested in.

<p>COURSES AND REGISTRATION</p>	<p>PROGRAMS</p>	<p>PROMOTIONS AND ANNOUNCEMENTS</p>	<p>Select Product Line</p>
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**Courses and Registration**

- › Find a Course
  - By Location
  - By Schedule
  - Course Catalog
  - Advanced Search
- › Training Types
- › Assessments

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- › Customer Logon
- › My University
- › Change Password
- › Shopping Cart

## Courses and Registration

An investment in software training and education promotes a smoother, more efficient implementation, and helps you realize the promises of your new system more quickly. Training helps your staff immediately understand how to use the software to complete daily tasks and improve critical reporting processes.

› **Classroom:**

- [Introduction to Simply Accounting](#)
- [Simply Accounting - Beyond the Basic](#)
- [Power Microsoft Excel for Simply Accounting Users](#)
- [Consulting for Profit with Simply Accounting](#)
- [Power Reporting with Simply Accounting](#)

› **Anytime Interactive:**

- [Setting Up a New Business](#)
- [What's New in Simply Accounting 2007](#)
- [Payroll](#)
- [Reporting](#)

Once you select the course you are interested in, take a look at the upcoming training schedule. Click the **Register** button for the course that works best for you.

### ACC - Simply Accounting (SIM01) - Introduction to Simply Accounting

This instructor-led course is designed for Simply Accounting users who are looking for an introductory course. You will learn how to pay vendors, invoice customers, pay employees, look up reports, prepare bank reconciliations and much more. This course is taught using Simply Accounting 2007.

11/19/07

08:30 AM - 04:30 PM

Seats Left 37

Montreal, QC

Full Details

**Price: \$299.00 (CAD)**

Purchase Credits: 299






Then, click **Checkout**.




### Registration

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

#### ACC - Simply Accounting (SIM01) - Introduction to Simply Accounting

This instructor-led course is designed for Simply Accounting users who are looking for an introductory course. You will learn how to pay vendors, invoice customers, pay employees, look up reports, prepare bank reconciliations and much more. This course is taught using Simply Accounting 2007.

11/19/07 08:30 AM - 04:30 PM Seats Left 37 <u>Montreal, QC</u> <a href="#">Full Details</a>	<b>Price: \$299.00 (CAD)</b> Purchase Credits: 299	<a href="#">Remove from Shopping Cart</a>
11/20/07 08:30 AM - 04:30 PM Seats Left 37 <u>Vancouver, BC</u> <a href="#">Full Details</a>	<b>Price: \$299.00 (CAD)</b> Purchase Credits: 299	
11/21/07 08:30 AM - 04:30 PM Seats Left 37 <u>Ottawa, ON</u> <a href="#">Full Details</a>	<b>Price: \$299.00 (CAD)</b> Purchase Credits: 299	
11/22/07 08:30 AM - 04:30 PM Seats Left 37 <u>Toronto, ON (West)</u> <a href="#">Full Details</a>	<b>Price: \$299.00 (CAD)</b> Purchase Credits: 299	

You will see the course has been added to your Shopping Cart. Verify that you are registering for the correct course and click **Checkout**.




**Shopping Cart: 1 Item(s)**

### Shopping Cart

Click Checkout to process your requests.

**CAD**

	Course Name	List Price	Total	
1	ACC - Simply Accounting (SIM01) - Introduction to Simply Accounting  <b>Course Details</b> Kitchener, ON November 01, 2007 08:30 AM - 04:30 PM Eastern Time (US & Canada)  <a href="#">Cancellation Policy</a>	299	Price: \$299.00 (CAD)	<a href="#">Remove from Shopping Cart</a>
		<b>299</b>	<b>\$299.00</b> (CAD)	

At this point, if you do not already have a Sage Software University profile created, you will be prompted to do so.

**Creating a Profile:** Click the link below to create your profile.

**Shopping Cart: 1 Item(s)**

**Login / Create Your Profile / Forgot Password**

To register, you must create a profile. You can create a new profile in 2 easy steps.

**Step 1:** Enter your first name, last name, and e-mail address.

**Step 2:** Create a new user name and password. Be sure to keep this information for future use.

[Click here to create your profile!](#)

If you forgot your user name or password, [click here.](#)

**If you already set up your profile enter your user name and password below.**

**User Name**

**Password**

Promo Code

1. Enter a first name, last name, and e-mail address, and then click **Continue**.

**Shopping Cart: 1 Item(s)**

**Login / Create Your Profile / Forgot Password**

**First Name**

**Last Name**

**Email**

Promo Code



**NOTE:** It is recommended to use a company e-mail address.

2. Select a user name and password, and then click **Continue**.

**Shopping Cart: 1 Item(s)**  
**Login / Create Your Profile / Forgot Password**  
Please enter your username and password.

**User Name**

**Password**

**Confirm Password**

[← Back](#) [⚙ Reset](#) [→ Continue](#)



**NOTE:** Your user name 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.

3. You should see your name on the page. Click **Continue** to complete your checkout.

First Last **Shopping Cart: 1 Item(s)**  
**Login / Create Your Profile / Forgot Password**  
You will receive an email with your username and password. Click Continue.

[← Back](#) [→ Continue](#)

4. Complete the required profile fields. Sage Software stores this information on Sage Software University for future use. When finished, click **Continue**.

First Last

### Checkout - Contact Information

Please enter your contact information. Fields with an asterisk(\*) are required.

Course Name	Purchase Credits	Price	
<b>ACC - Simply Accounting (SIM01) - Introduction to Simply Accounting</b> <a href="#">Full Details</a> Montreal, QC 11/19/07 08:30 AM - 04:30 PM Eastern Time (US & Canada)	299	Price: \$299.00 (CAD)	<a href="#">Remove from Shopping Cart</a>
<b>If applicable, taxes will be added to the total.</b>	<b>299.00</b>	<b>\$299.00 (CAD)</b>	

**\*First Name**

**\*Last Name**

**\*E-mail**

Title

**\*Company**

Account Number

**\*Phone**

Fax

**\*Street 1**

Street 2

**\*City**

**\*State**

**\*Zip**

**\*Country**

5. Lastly, enter your payment information and **Finish** your registration. At that time, you will receive a Registration Complete message followed by a Confirmation email.

6. You can sync the schedule to Outlook from the registration window, or you can click the **My University** link to view the course in your profile at any time later.

Each time you return to Sage Software University, the courses you have registered for are listed within your “My University” profile. If the course is an Anytime Interactive course, it will be available for you to view at your convenience until the course expires. You can also modify your contact information, username and password, and view past registrations.