

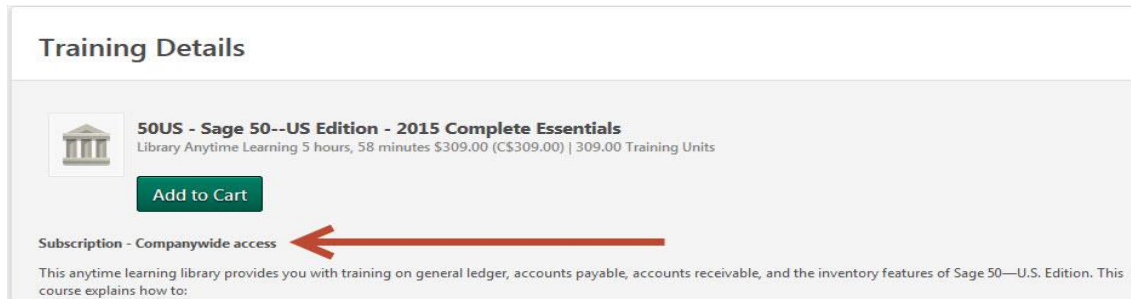
Companywide Subscription

Follow these steps to get access to companywide training.




Definition

A Sage University Companywide Subscription is an OnDemand (Anytime Learning) course or Library that is made up of multiple on demand videos. It is viewable by all profiles from the same company as long as the profile is set up with the same account number as the original purchaser. Companywide subscriptions can be identified in the training course details underneath the title and basic course information.



Training Details

 **50US - Sage 50--US Edition - 2015 Complete Essentials**
Library Anytime Learning 5 hours, 58 minutes \$309.00 (C\$309.00) | 309.00 Training Units

Add to Cart

Subscription - Companywide access

This anytime learning library provides you with training on general ledger, accounts payable, accounts receivable, and the inventory features of Sage 50—U.S. Edition. This course explains how to:

Information for purchaser

Purchasing a companywide subscription

A subscription is purchased the same way as any other course through Sage University. The first person in the organization identifies the training needed, adds it to their shopping cart, and proceeds through the checkout process. This will add the training to the purchaser's Sage University transcript immediately. The subscription will take **up to three business days** to be set up so that others within the organization can access the training. Once the setup is complete, the purchaser will receive an email with instructions for accessing the training and how to share the course with others within the company.

Information for additional users

Instructions to share the training

If your coworkers would also like access to the training, they will need to create their own profile (if they have not already done so). To create a profile, go to www.sageu.com and choose your Sage product from the **Find training by product** drop down box. Select the **create your profile** link midway down the page on the left side.

- When creating a profile, it is very important that the Sage account number be added so that the system will find the subscription that was purchased.
- The Sage account number is included in the email that is sent to the purchaser.

After logging on to their Sage University profile, additional users can search for the course that was purchased by typing the course title into the **Search** bar at the top right hand corner of the screen and pressing enter.




The purchased course will show up with the price struck out and a dollar amount of \$0.00. Click on the title.



100E - Sage 100 ERP - Financials & Operations Subscription v2013 - 2014
OnDemand | Anytime Learning | ~~\$1,760.00~~ \$0.00
Subscription - Company Wide Access This Anytime Learning bundle includes the General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliation, Payroll, Paperless Office, Inventory Management, Sales Order, and Purchase Order Anytime Learning Courses. View this 12-month Anytime Learning course subscription to learn the important fundamen...

Inside the training details, the course will have a **Launch** and/or **Request** button.



100E - Sage 100 ERP - Financials & Operations Subscription v2013 - 2014
OnDemand · Anytime Learning · ~~\$1,760.00~~ \$0.00

Launch **Request**

Subscription - Company Wide Access

Click on Launch or Request and the training will be added to your transcript and you can launch it from there in the future.

Notes

- Each person who wants to access the training will need to create their own profile to view it.
- The profile will need to have the same Sage account number as the original purchaser.
- Depending on your situation, it can take up to three business days to get access.
- To launch anytime learning courses, you will need to set your popup blockers to allow SageU.csod.com. Instructions on setting popup blockers can be found on your Sage University transcript.

If you have any questions or issues regarding companywide subscriptions please email sageuniversity@sage.com or call 1-855-SageUni (1-855-724-3864).