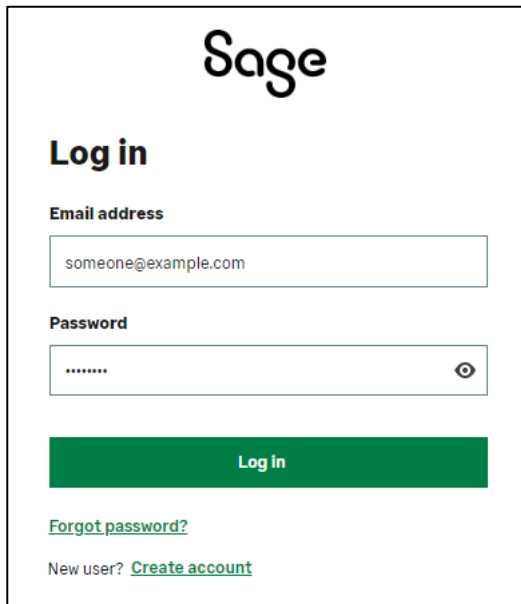


## Changing my email address

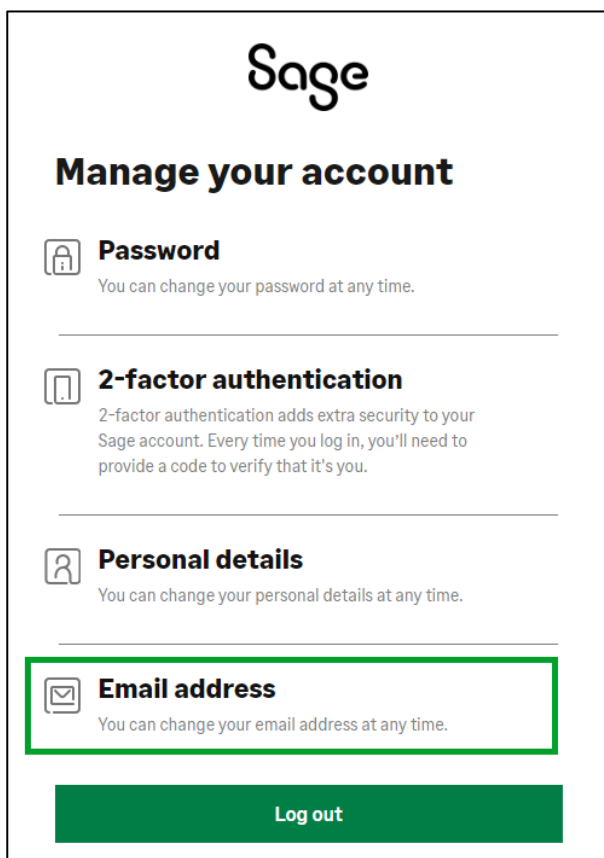
To change your email address, follow the steps below:

- Click [here](#) to access the **Manage your account** screen.
- On the **Log in** page, enter your **login credentials** (your registered Sage University email address and password) and click on **Log in**.



The screenshot shows the Sage Log in page. At the top is the Sage logo. Below it is the heading "Log in". There are two input fields: "Email address" containing "someone@example.com" and "Password" containing ".....". A green "Log in" button is below the fields. At the bottom, there are links for "Forgot password?" and "New user? Create account".

- The **Manage your account** screen will be displayed. Click on the **Email address** option:



The screenshot shows the Sage Manage your account page. At the top is the Sage logo. Below it is the heading "Manage your account". There are four sections: "Password" (with a lock icon), "2-factor authentication" (with a mobile phone icon), "Personal details" (with a person icon), and "Email address" (with an envelope icon). The "Email address" section is highlighted with a green border. Below the sections is a green "Log out" button.

- Enter your new email address, confirm the email address, and click on **Continue**.

# Sage

## Email address

Enter a new email address.

**New email address**

**Confirm new email address**

**Continue**

**Cancel**

- A verification code will be emailed to your new and confirmed email address. **Check your email Inbox or your Junk mailbox.**

# Sage

## Verify your email address

Hello, [Your Name](#)

Thanks for signing up to Sage. Your account set up is nearly complete, we just need to verify you can access this email address.

Enter the verification code on the **Verify your email address** screen.

Your code is:

[000000](#)

If this was not you, [contact Sage Support](#).

For help setting up your Sage account, [go to our help articles](#).

Kind regards,

Sage

© 2022 The Sage Group plc or its licensors. All rights reserved.

- Enter the verification code received to verify your new email address and click on **Continue**.

**Sage**

## Verify your email address

Enter the code we sent to [someone@example2.com](mailto:someone@example2.com)

Enter your 6-digit code

**Continue**

Cancel

Did not get a code? [Resend code](#)

- You will receive an email confirming that you have changed your email address.

**Sage**

## You've changed your email address

Hello,

You've changed the email address linked to your Sage account. Your email address has changed from [someone@example.com](mailto:someone@example.com) to [someone@example2.com](mailto:someone@example2.com).

If this was you, no further action is required.

If this was not you, [contact Sage Support](#).

Kind regards,  
Sage

© 2022 The Sage Group plc or its licensors. All rights reserved.

- Go to [sageu.com/logon](https://sageu.com/logon) and log in again with your new email address.

---

**Sage**

© Sage Group plc or its licensors. All rights reserved.

**Document Version:** April 2023