

**sage** 50cloud  
Canadian Edition

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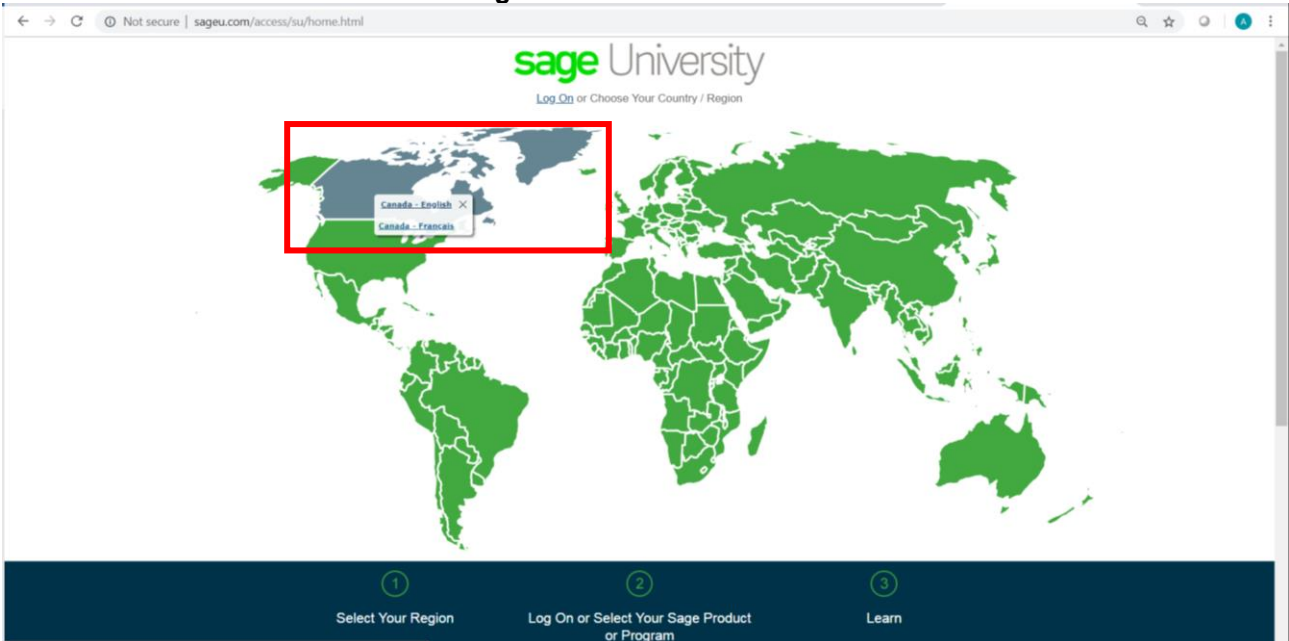
**sage** University

**Instructions:**  
**Sage 50 2019**  
Level 2: Accounting Modules  
**For CPA ACAF**

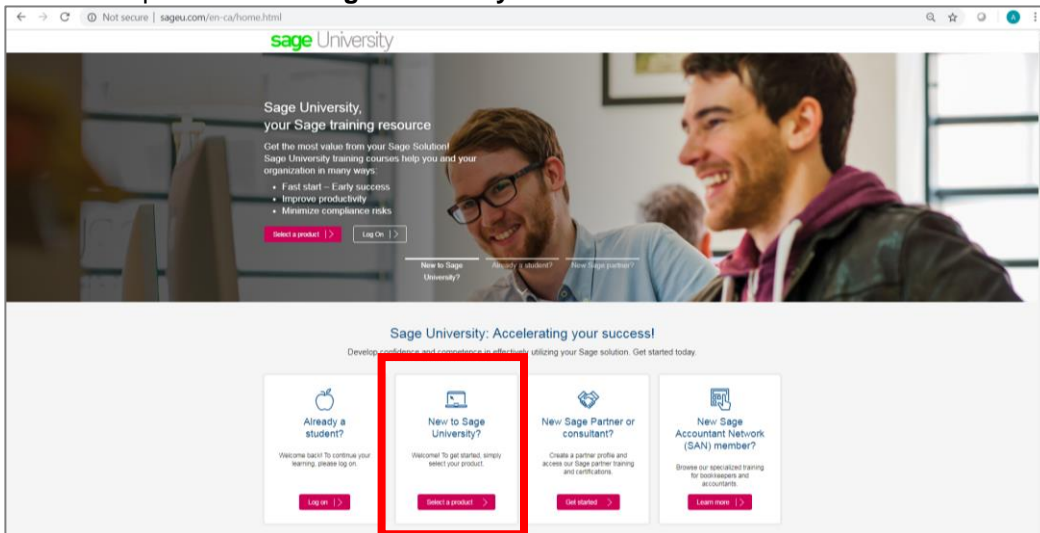


# Instructions on how to load the anytime learning training and the assessment for the Sage 50 Level 2: Accounting Modules

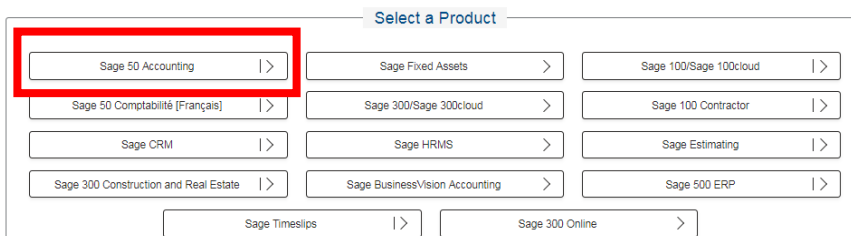
1. Go to: [www.sageu.com](http://www.sageu.com)
2. Click on Canada and select **Canada – English**.



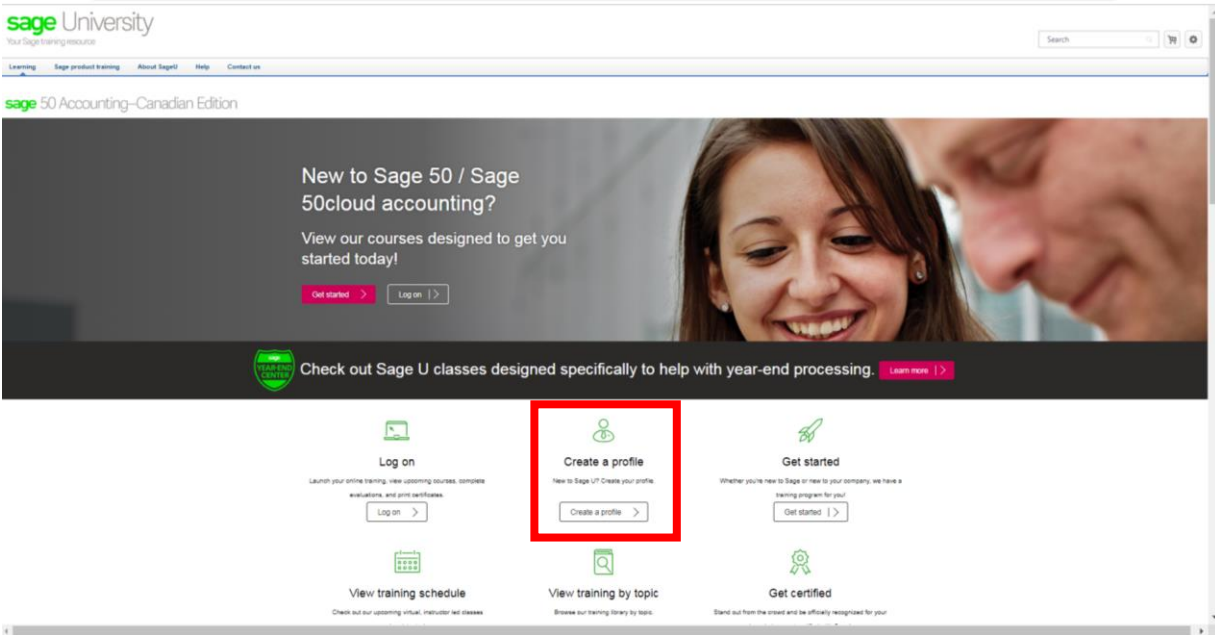
3. Select the option: **New to Sage University?**



4. Next, select: **Sage 50 Accounting** as your product.



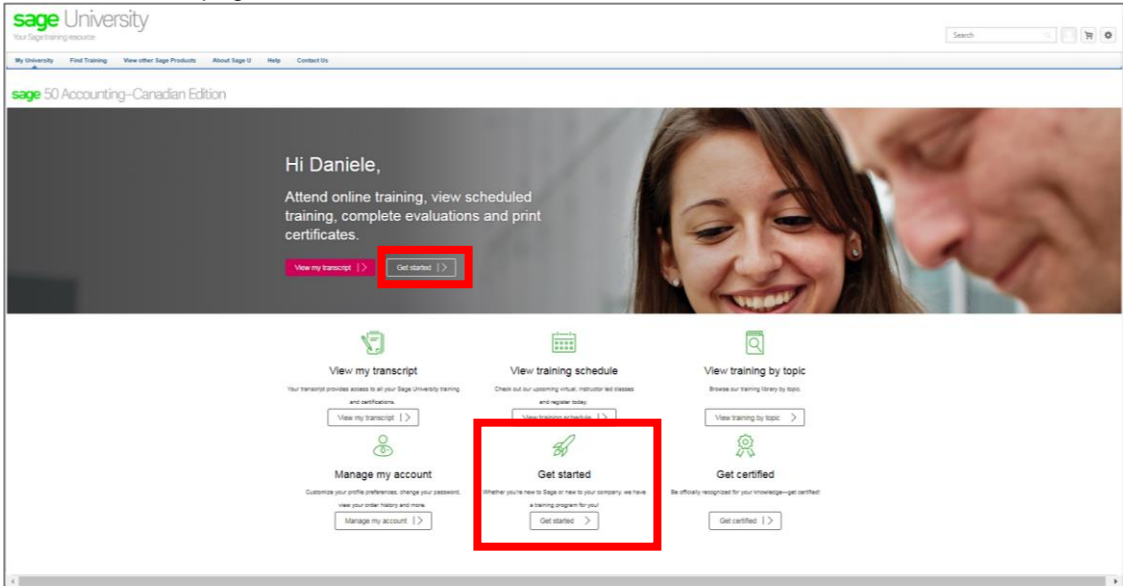
5. Create your profile by selecting: **Create a profile**



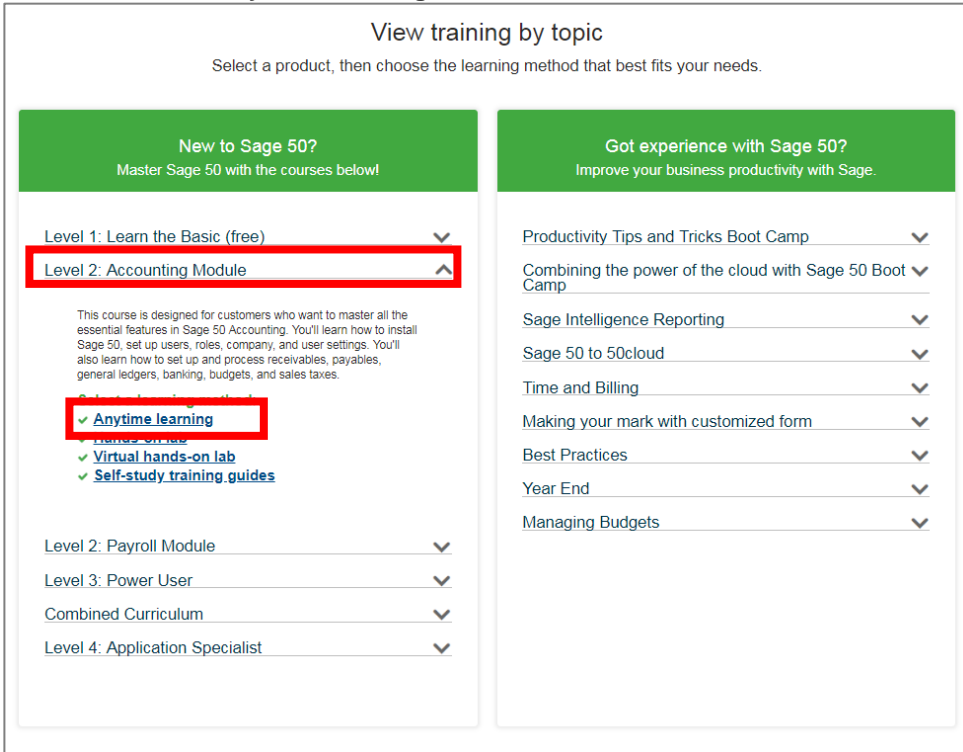
6. **IMPORTANT:** It is important that you enter your Account ID (or number) as **4006791709**. This will inform the Sage University System that you are an APAC student and will unlock your discounts.

The image shows the Sage University profile creation form. On the left, there are four sections: 'Already have a Sage U profile?' (with a 'Login here' link), 'New to Sage University?' (with a 'Login' button), 'Your Sage Account number' (with instructions to enter the account number or NA), and 'Select your country using the icon' (with instructions to select the country). On the right, there is a registration form with the following fields: First Name, Last Name, Email Address, Language (set to English (US)), Primary Product Line (set to Sage 50 Accounting—Canada Edition), Sage Account # (highlighted with a red box), Student ID, Company Name, Phone, Street 1, Street 2, City, State/Province (dropdown menu), and Zip/Postal Code. At the bottom, there are fields for New password and Confirm password, with instructions: 'Passwords must be 6 - 20 characters', 'Passwords cannot have leading or trailing spaces', and 'Passwords cannot be the same as the Username, User ID, or email address'. There are also links for 'Already a user? Login here' and 'Return to Browsing? Click here', and 'Cancel' and 'Log In' buttons.

7. On the welcome page, select **Get Started**.



8. On the getting started page, scroll down to the **View training by topic** section , select: **Level 2: Accounting Module** and then **Anytime learning**.



9. Select **Request** to load the anytime learning package to your transcript.  
**IMPORTANT:** The price of this package should be \$0. If it is showing a value, this means your profile has not been setup correctly with the Account ID as **4006791709**. Please email [sageuniversity@sage.com](mailto:sageuniversity@sage.com) for assistance to correct your profile.

The screenshot shows the 'Training Details' page for a Sage 50 training course. The course title is '50CAA - Sage 50—Canadian Edition - Level 2: Accounting Modules (Anytime Learning)'. A red box highlights a blue 'Request' button. Below the button, there is a description of the course, a list of learning objectives, and pricing information. The price is listed as '€5499.00 C\$0.00'. The page also shows the number of topics (82), duration (5 hours and 8 minutes), and expiration (12 months after purchase).

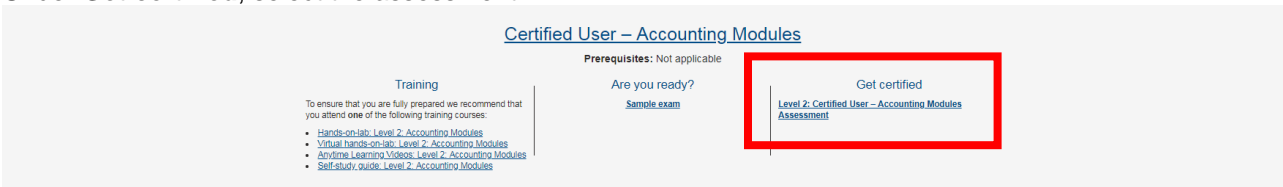
10. After you have completed your learning and you are ready to write the assessment. Log back into Sage University and select **Get certified**.

The screenshot shows the Sage University user dashboard for a user named 'Daniele'. The dashboard features a header with the Sage University logo and navigation links. Below the header, there is a personalized message and a grid of six action buttons: 'View my transcript', 'View training schedule', 'View training by topic', 'Manage my account', 'Get started', and 'Get certified'. A red box highlights the 'Get certified' button, which is accompanied by a ribbon icon and the text 'Be officially recognized for your knowledge—get certified!'.

11. Scroll down and select **Certified User – Accounting Modules**.



12. Under **Get certified**, select the assessment



[Certified User – Accounting Modules](#)

Prerequisites: Not applicable

Training

To ensure that you are fully prepared we recommend that you attend one of the following training courses:

- [Hands-on-lab: Level 2: Accounting Modules](#)
- [Virtual hands-on-lab: Level 2: Accounting Modules](#)
- [Anytime Learning Videos: Level 2: Accounting Modules](#)
- [Self-study guide: Level 2: Accounting Modules](#)

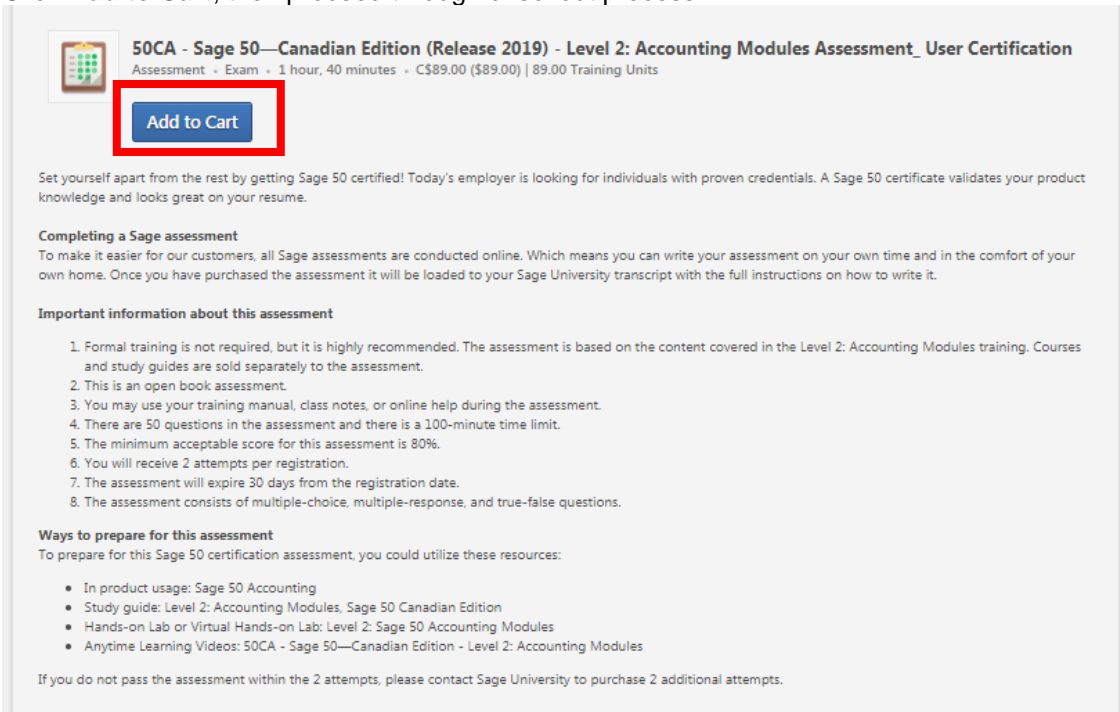
Are you ready?


[Sample exam](#)

**Get certified**

[Level 2: Certified User – Accounting Modules Assessment](#)

13. Click **Add to Cart**, then proceed through checkout process.



 **50CA - Sage 50—Canadian Edition (Release 2019) - Level 2: Accounting Modules Assessment\_ User Certification**  
Assessment - Exam - 1 hour, 40 minutes - C\$89.00 (\$89.00) | 89.00 Training Units

**Add to Cart**

Set yourself apart from the rest by getting Sage 50 certified! Today's employer is looking for individuals with proven credentials. A Sage 50 certificate validates your product knowledge and looks great on your resume.

**Completing a Sage assessment**  
To make it easier for our customers, all Sage assessments are conducted online. Which means you can write your assessment on your own time and in the comfort of your own home. Once you have purchased the assessment it will be loaded to your Sage University transcript with the full instructions on how to write it.

**Important information about this assessment**

1. Formal training is not required, but it is highly recommended. The assessment is based on the content covered in the Level 2: Accounting Modules training. Courses and study guides are sold separately to the assessment.
2. This is an open book assessment.
3. You may use your training manual, class notes, or online help during the assessment.
4. There are 50 questions in the assessment and there is a 100-minute time limit.
5. The minimum acceptable score for this assessment is 80%.
6. You will receive 2 attempts per registration.
7. The assessment will expire 30 days from the registration date.
8. The assessment consists of multiple-choice, multiple-response, and true-false questions.

**Ways to prepare for this assessment**  
To prepare for this Sage 50 certification assessment, you could utilize these resources:

- In product usage: Sage 50 Accounting
- Study guide: Level 2: Accounting Modules, Sage 50 Canadian Edition
- Hands-on Lab or Virtual Hands-on Lab: Level 2: Sage 50 Accounting Modules
- Anytime Learning Videos: 50CA - Sage 50—Canadian Edition - Level 2: Accounting Modules

If you do not pass the assessment within the 2 attempts, please contact Sage University to purchase 2 additional attempts.

14. Once payment has been processed you are ready to write your assessment.

**IMPORTANT:**

- Assessments are open book.
- You may use your training manual, class notes, or online help during the assessment.
- However, you **cannot run the anytime learning while in the assessment**. This will crash the system.
- There are 50 questions in the assessment and there is a 100-minute time limit.
- The minimum acceptable score for this assessment is 80%.
- You will receive 2 attempts per registration.
- The assessment will expire 30 days from the registration date.
- The assessment consists of multiple-choice, multiple-response, and true-false questions.

## Your Sage 50 Student Version

The Sage 50 student version is a fully functional, time-limited, and educative version of the software. It can be installed on a student's computer for studying and homework purposes.

### Please note the following:

- Students must register to receive a serial number and an activation code by email.
- Prior to downloading, please check with your instructor to ensure you download the correct year. The latest edition/year and two previous editions/years are available.
- Data from other Sage 50 products cannot be opened with this free download.
- Technical support is not included with the Sage 50 Premium Accounting Student Version. If you need assistance with Sage 50 Accounting, you can contact your course instructor. If you do not have a course instructor, you can purchase technical support from Sage at an additional fee.
- The student version is valid for 14 months from the date of registration.
- **Warning:** If you have previously installed a student version of Sage 50 on your computer, uninstall that version and run the Student Version Utility provided on the website before you install a newer Student Version of Sage 50.

Download the Student Version of Sage 50, free of charge, by following the steps on this link:

<http://na.sage.com/ca/about-us/education>

**NOTE:** The Sage 50 Level 2: Accounting Modules anytime learning package includes a comprehensive video on how to register, download, install and activate your Sage 50 student version.

## Downloading your Sage 50 certificate

To print your certification certificate, log on to your Sage University profile and go to **My Learning** under **My University**.

Select the **Certifications tab** on the left-hand side, then click the **Manage** option. **Print Certificate** appears on the right side of the screen.

## Continue your Sage 50 learning and save!

Boost your resume with certificates from Sage University by continuing your learning experience. Plus, you can save:

- Pay only \$55 for the Level 2: Payroll Module anytime learning package <sup>(1)</sup>
- Or save 50% on live in-person and online courses. Use the coupon code: **50CCPA50** at check-out <sup>(2)</sup>

### Terms and Conditions:

<sup>(1)</sup> The discount is pre-added onto your Sage University APAC/CPA profile and doesn't include the assessment cost.

<sup>(2)</sup> The 50% coupon code can only be used for Sage 50 Canadian live in-person or live online courses hosted on Sage University. It doesn't include anytime learning, assessments, training guides, eBooks or private training. Offer expires December 31<sup>st</sup>, 2019

For more information please visit [www.sageu.com](http://www.sageu.com) or email [sageuniversity@sage.com](mailto:sageuniversity@sage.com) or call **1-855-SageUni (1-855-724-3864)** today.



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