

Sage People Learning Services Customer Brochure

Version 26.03



Sage

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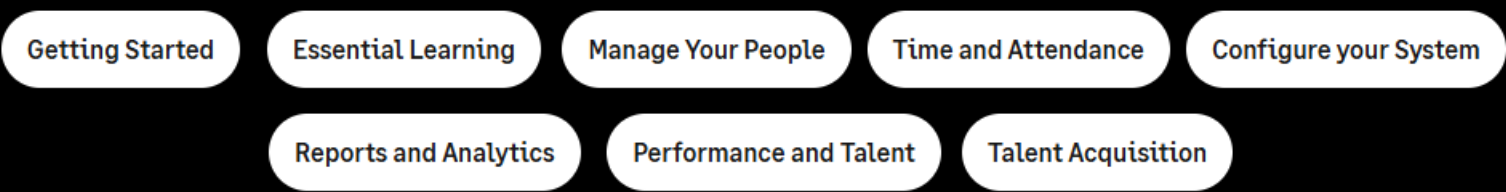
Make the most of Sage People with Sage University

Sage People is a powerful cloud-based HR and People Management system that can be tailored to fit your business needs. By completing Sage People training, you'll gain the skills to confidently manage the system on your own—helping you get the most out of its features and run your HR processes more efficiently.

Anytime eLearning

Sage People learning content is hosted on Sage University and is designed for flexibility—perfect for those who prefer to learn at their own pace. You can start, pause, rewind, or revisit any course at any time, making it easy to fit learning around your schedule and revisit key topics when needed. Whether you're new to Sage People or looking to enhance your skills, the learning journey is structured to support you every step of the way—empowering you to become a confident, self-sufficient user.

All eLearning content is included at no extra cost and is organized into clear, user-friendly sections to help you find exactly what you need:



SageU Customer Learning Journey

Sage People

Whether you are new to Sage People or an experienced user, we have the right training for you and your business!

Hi

Access your transcript for your active courses or browse training.

[View my transcript](#)



Sage University is your gateway to Sage Product training. All the anytime learning you need to get you started and keep you going with your Sage People Learning journey, can be found here.

What would you like to do today?

 Getting Started	 Essential Learning	 Manage your People	 Time and Attendance	 Configure your System
 Reports and Analytics	 Performance and Talent	 Talent Acquisition	 Additional Resources	 Virtual Instructor led training

SageU Customer Learning Journey



Select a learning path to view recommended elearning.

Getting Started

Essential Learning

Manage Your People

Time and Attendance

Configure your System

Reports and Analytics

Performance and Talent

Talent Acquisition

Additional learning opportunities

Product release demos

Function Focus

Virtual Instructor Led Training

On the learning path page, you will find not only the Sage People learning paths with the associated recommended elearning, but also some additional learning opportunities in the form of product release demos and Function Focus content.

A screenshot of the 'Getting Started' learning path page. The page has a white background with a light blue header. The main content area is titled 'Getting Started' in bold black text. Below the title is a blue box with a white leaf icon and the text 'Getting Started with Sage People'. To the right of this box is a paragraph of text: 'Begin your learning with Getting Started with Sage People. This course is the foundation which will prepare you for additional courses. Once you've completed the course, complete the Getting Started knowledge check to earn your Getting Started with Sage People Badge.' Below this paragraph is a video player icon and the text 'Getting Started with Sage People'. At the bottom of the page are two blue buttons: 'Return to top' and 'Return to home page'.

Our Learning Paths

- Getting Started
- Essential Learning
- Manage Your People
- Time and Attendance
- Configure your System
- Reports and Analytics
- Performance and Talent
- Talent Acquisition

Learning Paths	What you can expect to learn
Getting Started	- Begin with the basics and set yourself up for success with a strong foundation in Sage People.
Essential Learning	- Build core knowledge with must-have skills for day-to-day system use.
Manage your People	- Learn how to oversee employee records, and lifecycle processes with confidence.
Time & Attendance	- Understand how to track time, manage absences, and configure policies to support your workforce.
Configure Your System	- Gain the know-how to tailor the platform to your organization’s needs.
Reports & Analytics	- Learn how to generate insights from your data to drive smarter decisions.
Performance & Talent	- Explore how to support employee growth, feedback, and development goals.
Talent Acquisition	- Master the tools for recruiting and onboarding top talent efficiently.
Additional Resources	- Access extra materials to deepen your knowledge or explore features in more detail.

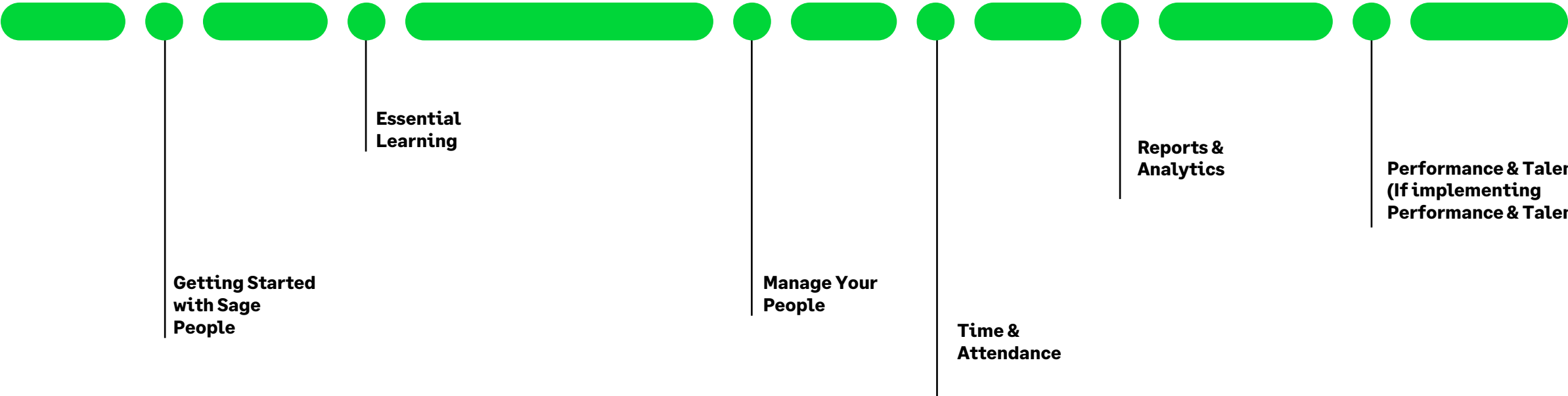
Persona Based Training

All our training can be completed by anyone, but we have grouped learning paths to best suit different personas within a Sage People context. To help you understand what that means, we have outlined what each persona might do in a real-world setting . . .

Learning Services Persona	Typical real-world job titles that represent this persona	The Sage People security profile for this persona	Typical day to day tasks this persona will undertake
HR Manager	HR Business Partner, HR Manager, HR Generalist, HR Lead	HR Manager, HR Administrator	Add/Terminate team members, approve HR requests, change, update salaries, data admin/integrity, send PDF and Forms, share HR communications, access & edit reports, maintain absence records
System Administrator	HRIS Analyst, HR Systems Administrator	System Admin	Add new fields, use formulas to drive automation, create email templates & letterheads, configure policies and test enhancements, edit page layouts and system 'look'
Talent Acquisition	Recruitment Administrator, Recruitment Manager	Recruit Manager, Recruit Admin	Raise vacancies, send/approve vacancies, advertise vacancies, add agencies to the system, progress/assess candidates, send jobs offers.

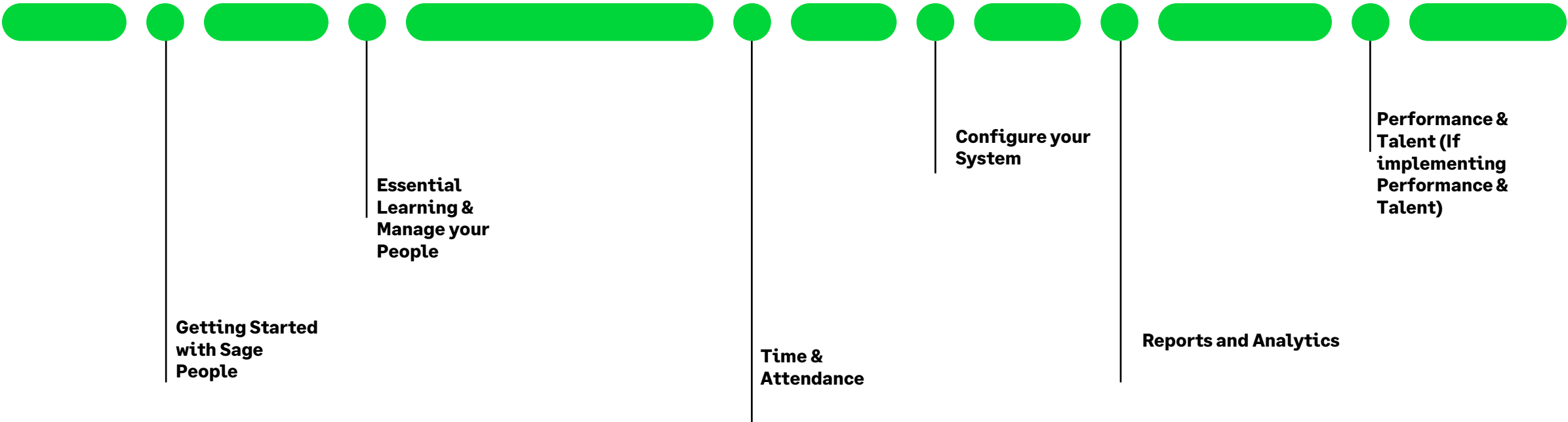
HR Manager

For those with a role that matches the HR Manager Persona, we recommend taking the following courses in the following order.



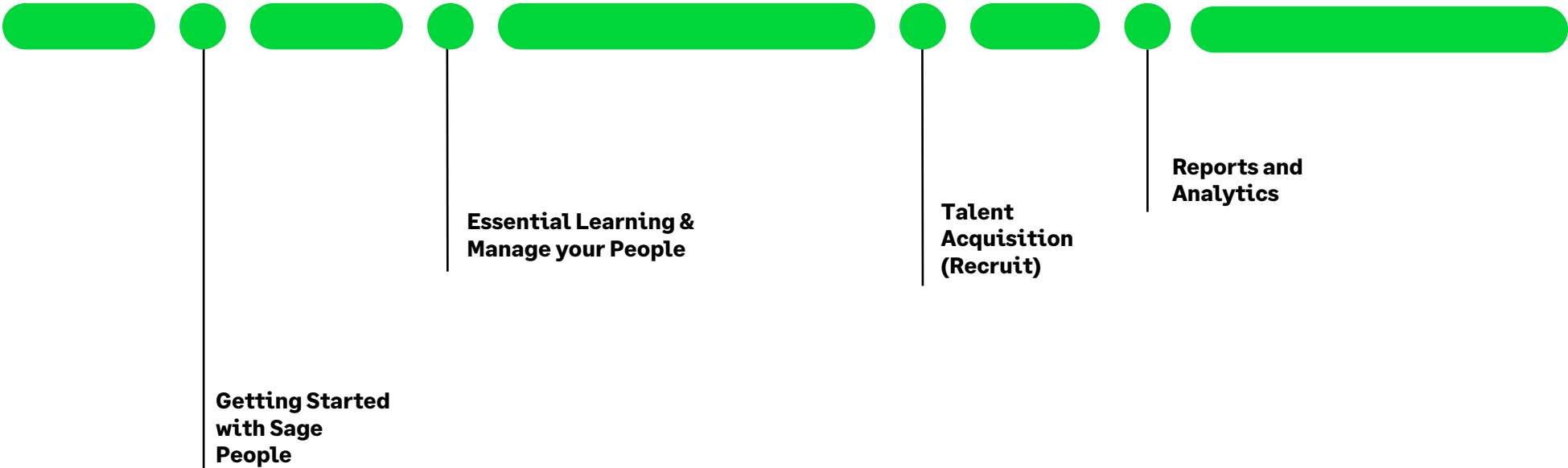
System Administrator

For those with a role that matches the System Administrator Persona, we recommend taking the following courses in the following order.



Talent Acquisition

For those with a role that matches the Recruiter Persona, we recommend taking the following courses in the following order.



Credentials

Badges recognize and reward your personal accomplishments

- You can earn a badge for each of the learning paths on Sage University.
- Once you have met the requirements for a badge, you will receive a congratulatory email with downloadable badges for you to share on social media via Accredible *
- Tangibly demonstrating your knowledge through badges, can increase your prospects of career advancement, demonstrate professional development and enhance your credibility and reputation within the industry.



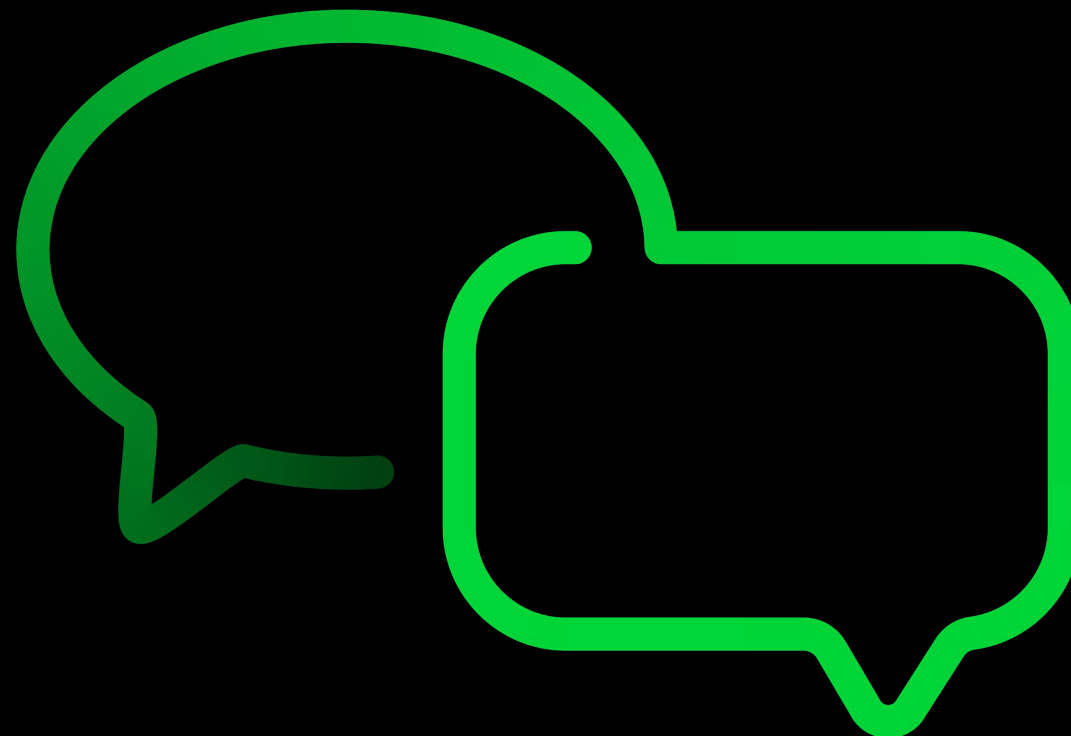
*Accredible is the industry leading platform for creating, issuing, and managing secure Digital Certificates and Badges. Accredible enables you to share your SageU achievements via your social and professional networks.

Credentials

You can earn the following badges

Learning Paths	How to obtain your badge
Getting Started	- Complete the Getting Started learning path to earn your Getting Started with Sage People Badge.
WX Branding	- Complete the WX Branding Knowledge Check to earn your Sage People WX Branding Badge.
Communication	- Complete the Communication Knowledge Check to earn your Sage People Communication Badge.
Core Sage People	- Complete the Core Sage People Knowledge Check to earn your Sage People Core Badge.
Managing Team Data	- Complete the Managing Team Data Knowledge Check to earn your Sage People Managing Team Date Badge.
Data Tools	- Complete the Data Tools Knowledge Check to earn your Sage People Data Tools Badge.
Pulse Surveys	- Complete the Pulse Surveys Knowledge Check to earn your Sage People Pulse Survey Badge.
Absence and Vacation	- Complete the Absence and Vacation Knowledge Check to earn your Sage People Absence and Vacation Badge!
Time and Attendance	- Complete the Time and Attendance Knowledge Check to earn your Sage People WX Branding Badge.
Field Admin	- Complete the Field Admin Knowledge Check to earn your Sage People Field Admin Badge.
Look and Feel Admin	- Complete the Look and Feel Knowledge Check to earn your Sage People Look and Feel Badge.
Automation	- Complete the automation course to earn your Sage People Automation Badge.
Reports and Analytics	- Complete the Reports and Analytics Knowledge Check to earn your Sage People Reports and Analytics Badge.
Performance and Talent	- Complete the performance knowledge check to earn your Sage People Performance Badge.

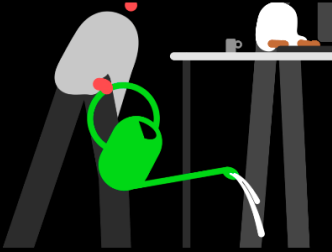
FAQs



How Can I Access SageU?

1. Click the link below:
www.sageu.com/sagepeople

2. Select the country/region closest to where you live.
Please do not select "Other"



Sage People

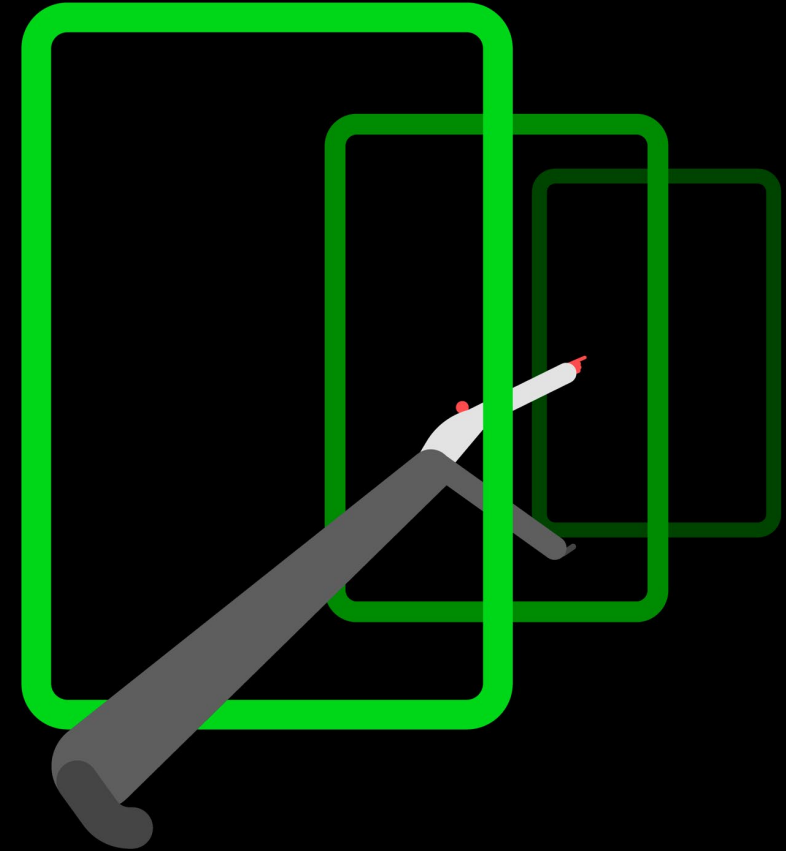
Welcome to Sage University!

Select your country/region to view training options for Sage People.

Select my region

Select your country/region

Australia	Canada	Ireland	United Kingdom
United States	Other		



3. Create a new account by selecting *New User? Create Account.*

Sage

Log in

Email address

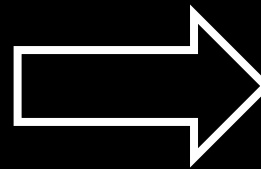
Password

Log in

[Forgot password?](#)

New user? [Create account](#)

4. Fill out your information. Please use your work email address.



Sage

Create your account

Your Sage account allows you to access all Sage products and services.

Email address

First name

Last name

Password

Confirm password

Sign up

Cancel

5. Verify your email address by entering the 6-digit code that has been sent to your email address.

Sage

Verify your email address

Enter the code we sent to
sagepeopletraining@outlook.com

Enter your 6-digit code

Continue

Cancel

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



6. Create your SageU profile by completing the form. You can request your account number from training@sagepeople.com.

Ensure that you choose “I am a customer” for the relationship to Sage and “Sage People” as the Primary Sage Product.

You can then sign into SageU to ensure your account is set up. You can find troubleshooting information here:

[Sage account - support](#)

sage University

Please complete this form to create your Sage University profile.

Required Field

Change form language
English

First Name ! Last Name !

email

Country
United Kingdom !

Select your Sage U display language
English !

What is your relationship to Sage?
I am a customer !

Primary Sage Product
Sage People !

Company Name ! Account Number !
Enter company name Enter Account Number

Phone

Street 1 ! Street 2

City !

Zip/Postal Code !

Time Zone !

How Do I Change Or Reset My Password?

Forgotten Password?

1. Select **Forgot password?** and enter the email address used for your Sage Account so we can send you a reset link

Make sure you enter your email address correctly or you won't receive the link. You'll only receive a password reset email if you have an account registered with us for the email address entered

2. Use the link in the email to load the 'Reset your password' screen. Enter and confirm your new password, then select **Submit** to set your new password

You'll need to create a password that meets our minimum security requirements

3. You can now log in to your SageU account using your new password.

How Do I Change Or Reset My Password?

Need To Change Your Password?

If you'd like to change your password, you can do this in the [User Account Management area](#)

1. Log in to Account Management using your current password
2. Select **Change Password**
3. Enter your current password and select **Continue**
4. Enter your new password, ensuring it meets our minimum password security standards
5. Select **Submit**
6. You'll receive an email confirming your password has been changed and you'll see a success message in the Account Management screen.

How Do I Change Or Reset My Password?

Our Minimum Password Security Standards

Your password needs to meet certain requirements to keep your account as secure as possible. From time to time, we may change the minimum password standards to ensure that your Sage account is protected.

For your password to be accepted, it must have at least 8 characters. The strongest passwords are always hard to guess but easy to remember. Your password doesn't need to be a single word, and can be any combination of characters, including :

- spaces
- numbers
- symbols

Security experts recommend that your password has at least 3 words.

How Do I Unblock My SageU Account?

Your account will be blocked if you enter an incorrect password too many times. If we detect unusual activity on your account, like an access attempt from an unexpected location, we may also automatically block your account.

You will receive an email containing a link to verify you have access to that email address. Clicking the link will unlock your account and allow you to try again.

If you've forgotten your password, you can reset it by using the forgot password link on the login screen.

What Do I Do If I Have not Received A Verification Email From SageU?

When you sign up to a Sage account, or if your password is reset, we'll need to confirm that you're the account holder. To do this, we'll send you an email with a unique link for you to follow.

If you've not received the email, it could be for one of the following reasons:

- It hasn't reached your inbox yet. Depending on your email provider, our emails can take up to 20 minutes to arrive
- It's been moved into a spam or junk folder automatically. Check your mailboxes to make sure it hasn't been moved
- Make sure your email client is set to allow emails from sage.com and sageID.admin@sage.com
- You may have typed your email address incorrectly. Start the process again, making sure you enter your email address correctly.

Let's get started!

Create your Sage University profile [here](#) to get your learning journey started.

Our [Sage People Community](#) is packed with resources and is a great place to share your thoughts and ideas.

The [Sage People Help Center](#) is home to all our product documentation.



<https://sageu.com/contact-us/>

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