



Sage Fixed Assets - Customers

Getting started with Sage University.

Learn how to create your Sage University profile, and how to find and load the training to your Sage University profile.

Sage

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Sage Business Care Plan and Learning Membership training discounts:

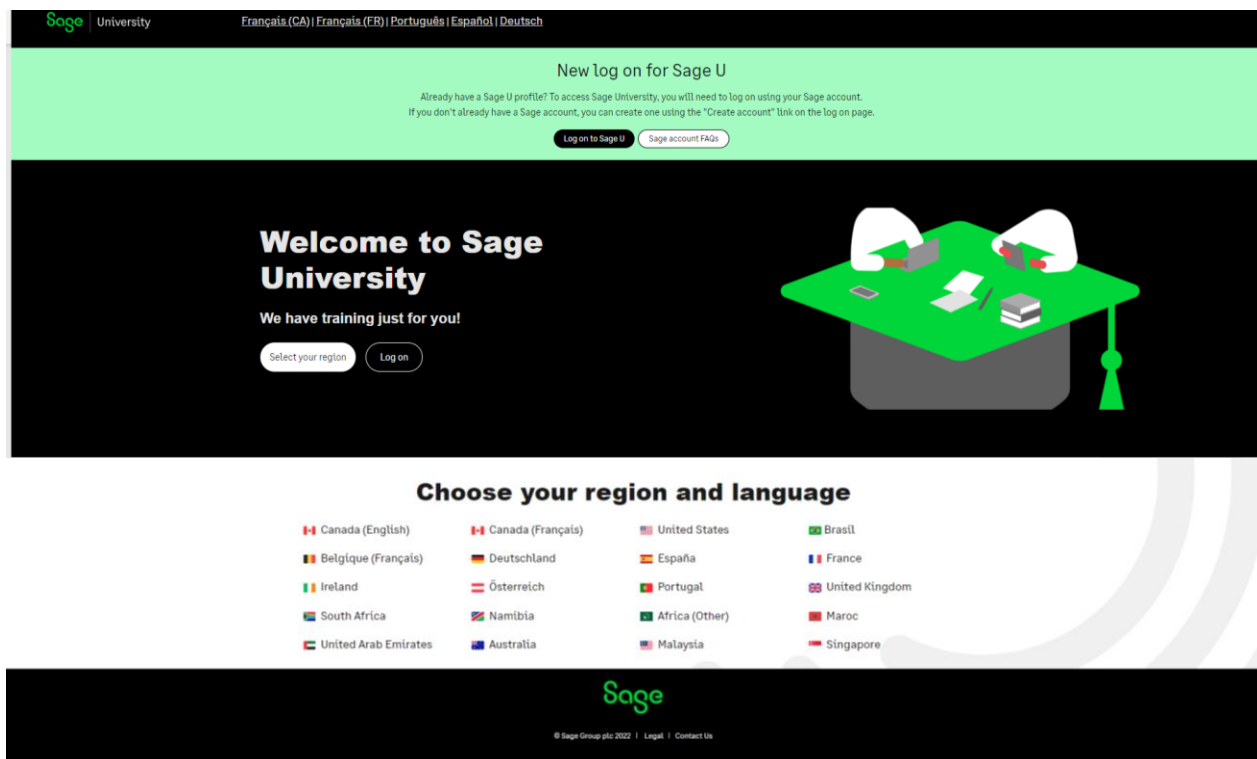
Depending on your Business Care Plan and/or Learning Membership, you will automatically receive the following discounts on Sage Fixed Assets Training:

<i>Plan:</i>	<i>Discounts:</i>		
	Anytime Learning / On-demand Training	Interactive eBook	Traditional eBook
Silver Business Care	10%	15%	15%
Gold Business Care	100%	20%	20%
Learning Membership	100%	100%	100%

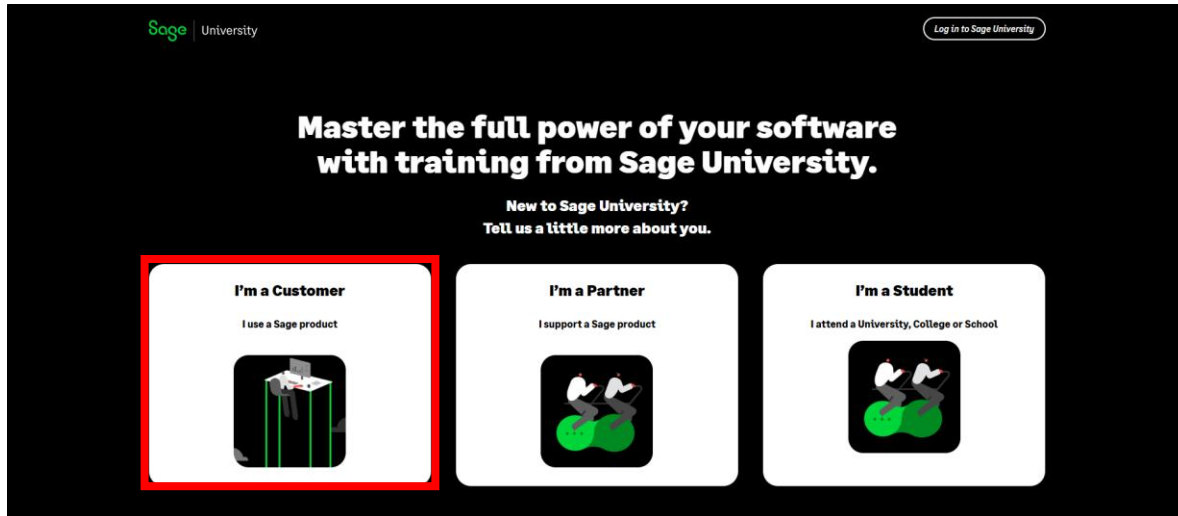
Creating your Sage University profile

NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

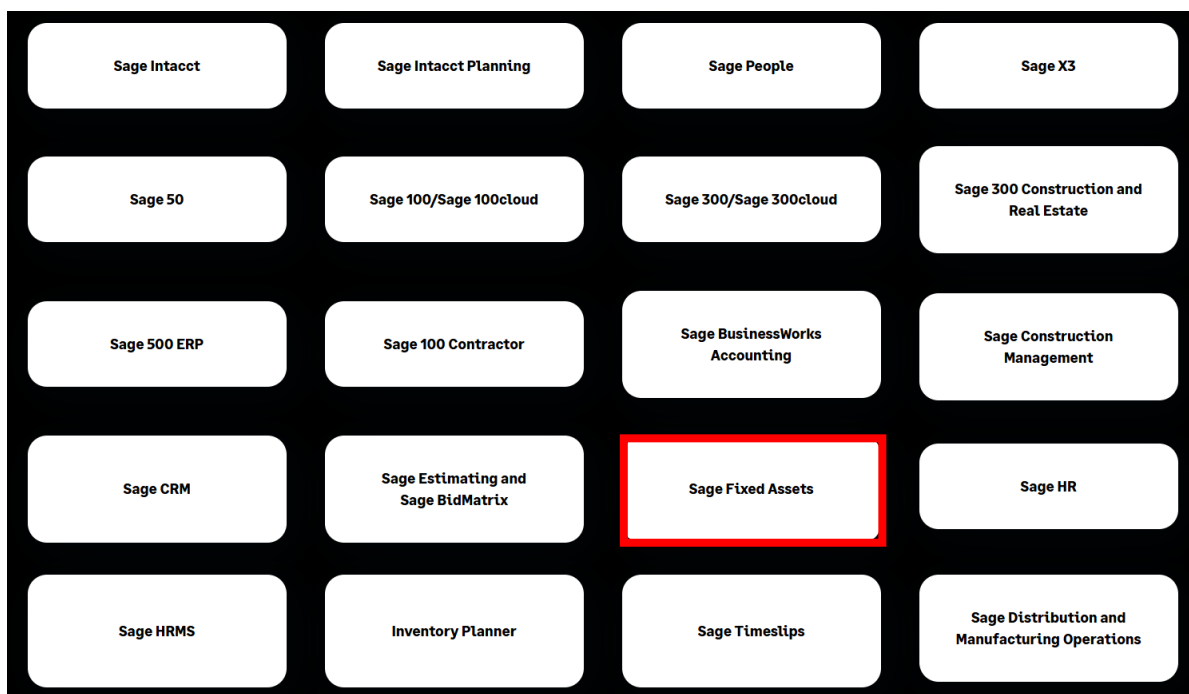
1. Go to www.sageu.com
2. Choose your region and language:



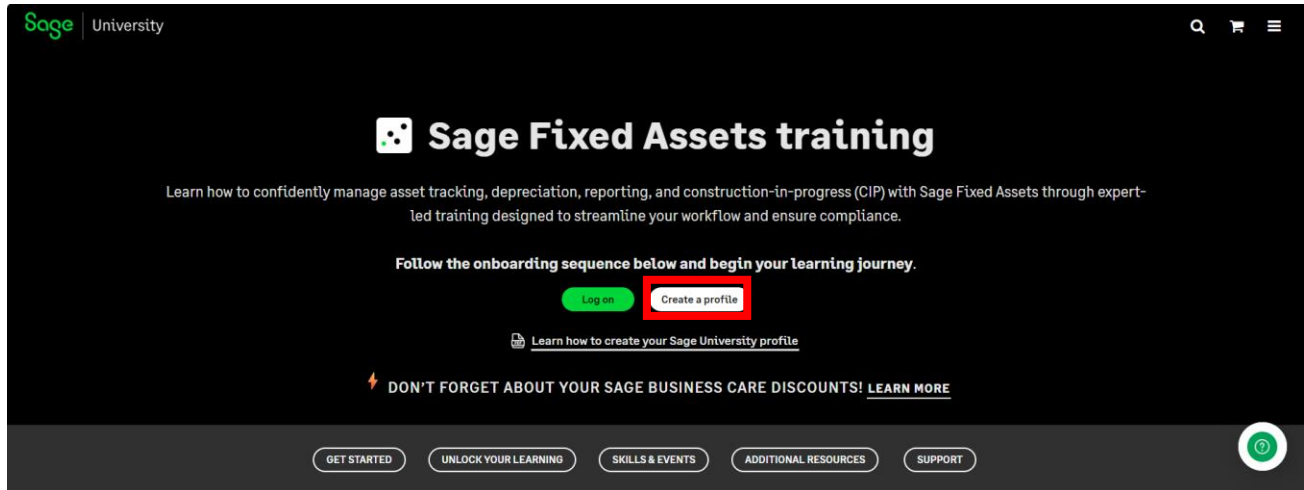
3. Under **New to Sage University?**, select **I'm a Customer**.



4. Under **Sage Customer training**, select **Sage Fixed Assets**:



5. Now select: **Create a Profile:**



6. To create a Sage University profile, you will need to log on to your Sage account. If you don't already have a Sage account, you can create one. Start with entering your email address.

Note: You will need access to your email to retrieve a validation code to create your Sage account.

Once you've logged on to your Sage account, complete the Sage University [profile creation form](#) and **get started!**

NOTE: Creating a Sage University profile is a one-time task. Once complete, you will simply log on to access Sage University.

7. You are now ready to take training.

Sage University

Sage Fixed Assets training

Learn how to confidently manage asset tracking, depreciation, reporting, and construction-in-progress (CIP) with Sage Fixed Assets through expert-led training designed to streamline your workflow and ensure compliance.

Follow the onboarding sequence below and begin your Learning journey.

[Log on](#) [Create a profile](#)

[Learn how to create your Sage University profile](#)

⚡ **DON'T FORGET ABOUT YOUR SAGE BUSINESS CARE DISCOUNTS! [LEARN MORE](#)**

[GET STARTED](#) [UNLOCK YOUR LEARNING](#) [SKILLS & EVENTS](#) [ADDITIONAL RESOURCES](#) [SUPPORT](#)

START, LEARN, STAY INFORMED | Get started, stay updated with new releases. [BROWSE ALL SAGE FIXED ASSETS TRAINING](#)

Get Started with Sage Fixed Assets

Benefit from our collection of free learning resources designed to assist you in onboarding with Sage Fixed Assets.

[Learn more](#)

What's New

Stay informed with the latest release information.

[Learn more](#)

Year-End Procedures

View Year-end Procedures training to learn how to tackle required tasks.

[Learn more](#)

DIVE DEEPER INTO TRAINING | Unlock comprehensive training with your Learning Membership. [LEARN ABOUT LEARNING MEMBERSHIPS](#)

Depreciation

Reporting

Tracking

[Learn more](#)

Maintenance

EXPERT INSIGHTS | Curated content and live events on feature topics.

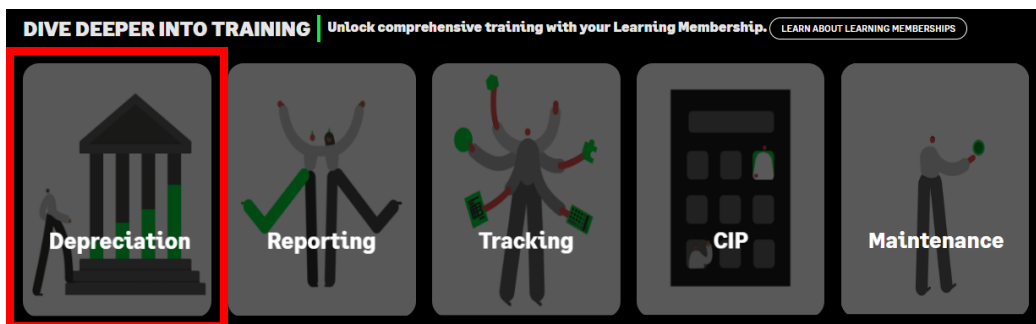
Recorded Webinars

Boost productivity with our on-demand webinars! Learn key features, best practices, and expert tips to get the most out of Sage Fixed Assets - anytime, anywhere.

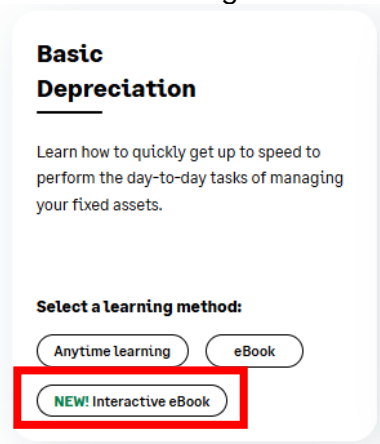
[Learn more](#)

Loading training or an assessment to your Sage University profile

1. For this demonstration, we are going to select the **Depreciation** option.



2. Select a learning method:



3. You are now ready to take the training. Simply select: **Launch**

ONDEMAND

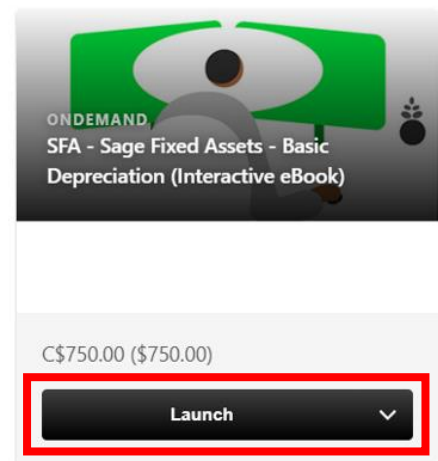
SFA - Sage Fixed Assets - Basic Depreciation (Interactive eBook)

Last Updated 04/04/2025

Details

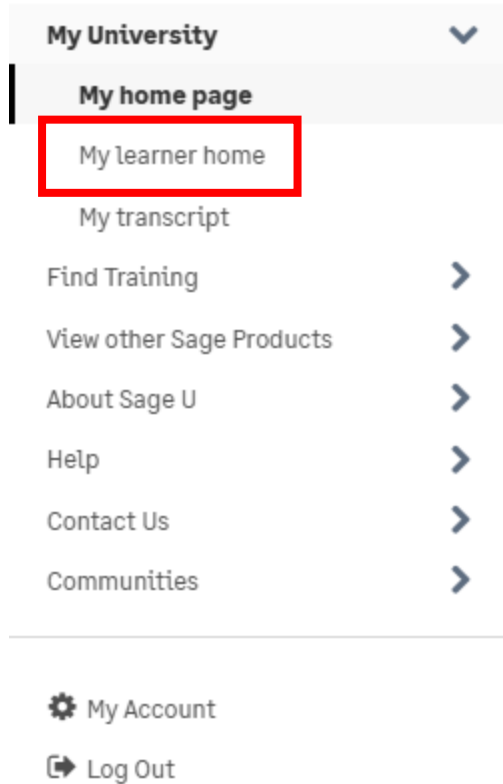
Take advantage of the flexibility of this on-demand, interactive eBook-based learning experience, designed to make you feel like you're in class with other students. Although access to the Sage Fixed Assets product is not included, this training offers comprehensive guidance to help new users quickly build essential skills for managing fixed assets.

This course provides an overview of the basic functionality of the Depreciation program, focusing on features that will help you quickly get up to speed and enable you to perform the day-to-day tasks of managing your fixed assets.

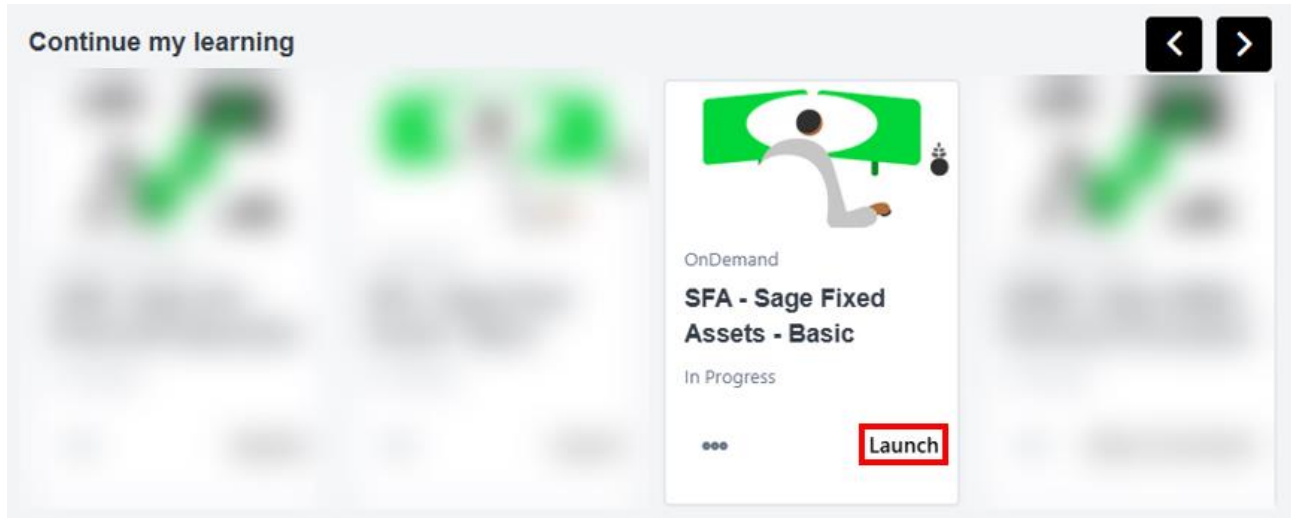


Where to access your training:

1. After you have logged into Sage University. On the top right-hand corner, select: **My University** and then **My learner home**.

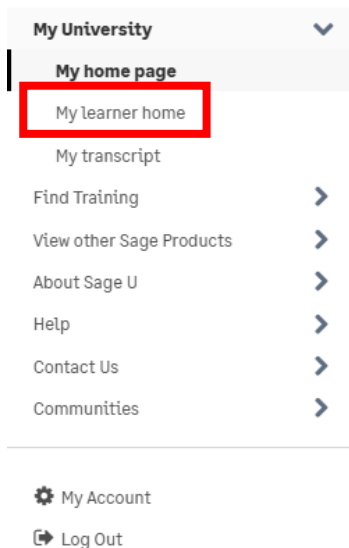


2. Under the **Continue my learning** section, select the **Launch** or **Open Curriculum** option:



How to print a Certificate of Completion:

1. After you have logged into Sage University. On the top right-hand corner, select: **My University** and then **My learner home**.



2. On the top left-corner, click on **Completions**, then change your **Filter by Training Status** to **Completed**. Then select the drop-down box on the right side and choose **View Certificate**.

The screenshot shows a user profile with a placeholder icon, 10 Completions (highlighted with a red box), 42 Hours, and 2 Badges. Below this is a training completion filter section with 'Completed' selected in the 'Filter by Training Status' dropdown (highlighted with a red box). The main content area displays 'SFA - Sage Fixed Assets - Basic Depreciation (Interactive eBook)' with completion details: 'Completed : 11/1/2024', 'Status : Completed', 'Training Type : OnDemand', and 'Training Status : Completed'. On the right, a dropdown menu is open, showing 'View Completion Page', 'View Certificate' (highlighted with a red box), 'Expired', 'Renew Subscription', 'View Training Details', and 'Move to Archived Transcript'. A black callout box with white text states: 'Note: You will only have the option to print a certificate once you have fully completed the training'.

3. A pop-up screen will open, displaying your certificate. You can then choose to print or save it as a PDF.

Accessing my eBook

An eBook learning uses digital books with interactive features like videos and quizzes to support and enhance education.

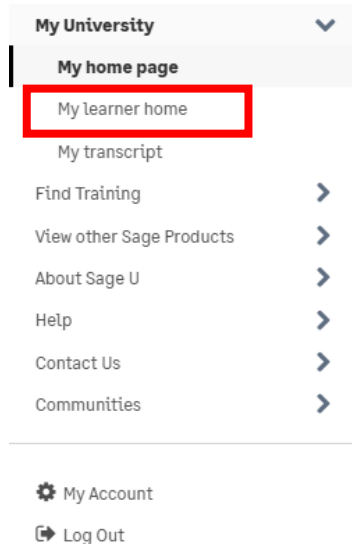
What are the benefits of using an eBook?

- It is an eco-friendly option
- You can track notes, highlight key information, and even bookmark pages to refer to later
- You can zoom in and zoom out as well as quickly navigate through the pages
- Engaging videos
- Interactive practice exercises
- Knowledge-building quizzes
- Anywhere you can access Sage University, you can access your eBook

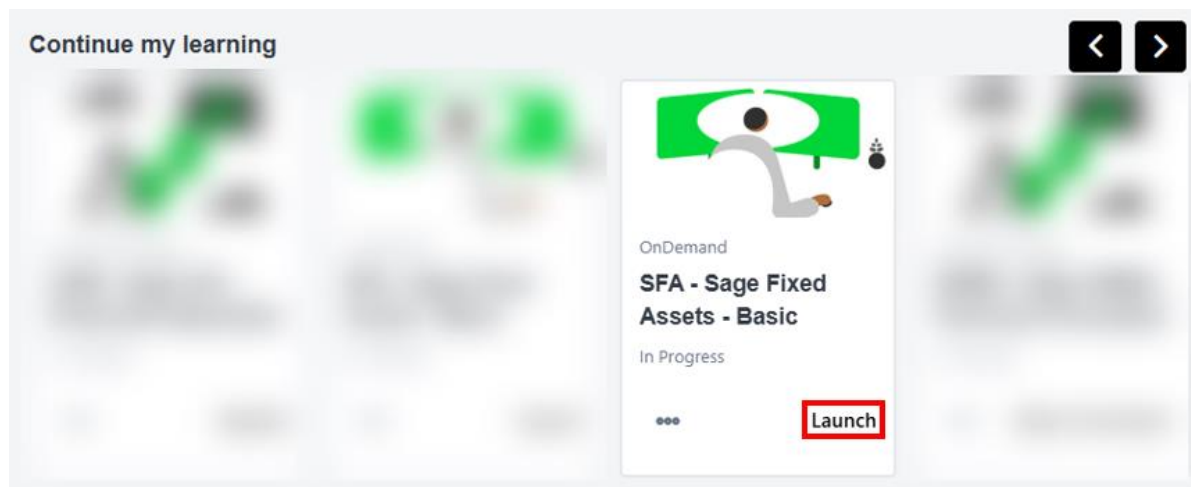
How do I access my eBook?

All eBooks will appear on your transcript in Sage University. To view an eBook, simply:

1. After you have logged into Sage University. On the top right-hand corner, select: **My University** and then **My learner home**.

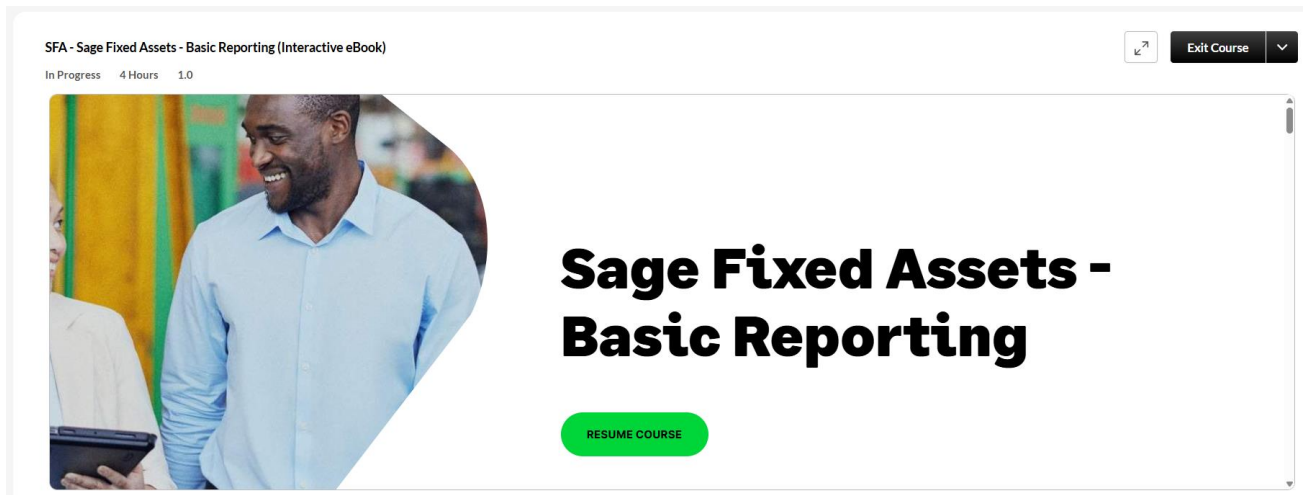


2. Your transcript will open. To continue the training, under the **Continue my learning** section, select the **Launch** or **Open Curriculum** option:



Once you viewed an eBook it will be moved to the completed list. To view it again, simply change the drop-down list from active to **completed**

- Once you click **Launch** or **Open Curriculum** the eBook will start to load. See example below:

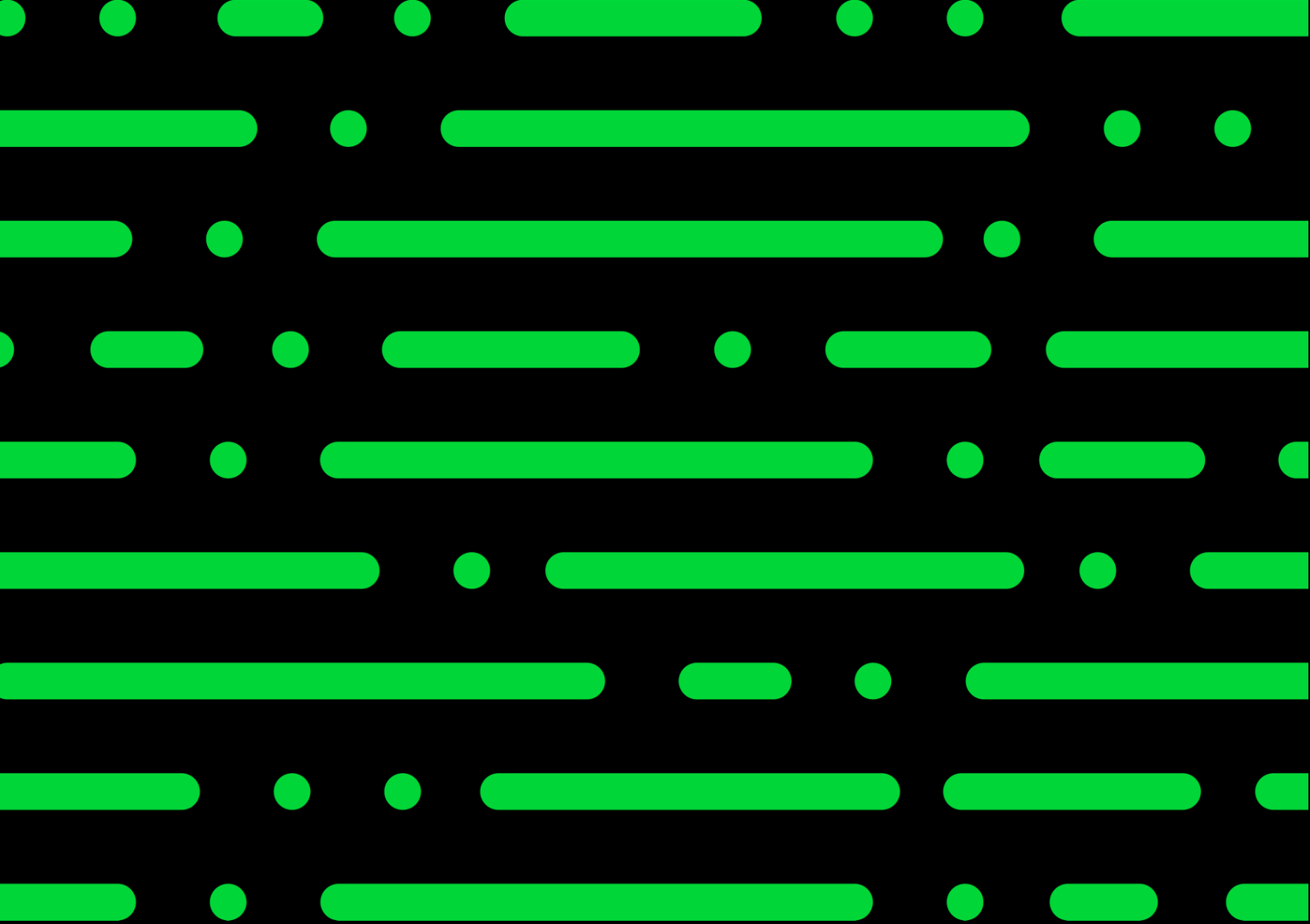


- You can launch more than one eBook at a time based on your needs.
- Once finished, simply close the window display.

If you receive a Pop-up Blocker notification, select the Allow or Agree for the content to load successfully. Based on the browser you are using, such a message can display either at the bottom, middle, left or right-hand corner of the screen.

Need help with Sage University?

1. Need help with your **Sage account** login? [Click here](#) to **view FAQs**
2. For help navigating Sage University, email **SageUniversity@Sage.com**



Sageu.com
sageuniversity@sage.com

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