


How do I access my eBook?

For ease of access, the eBooks are loaded on the transcript itself.

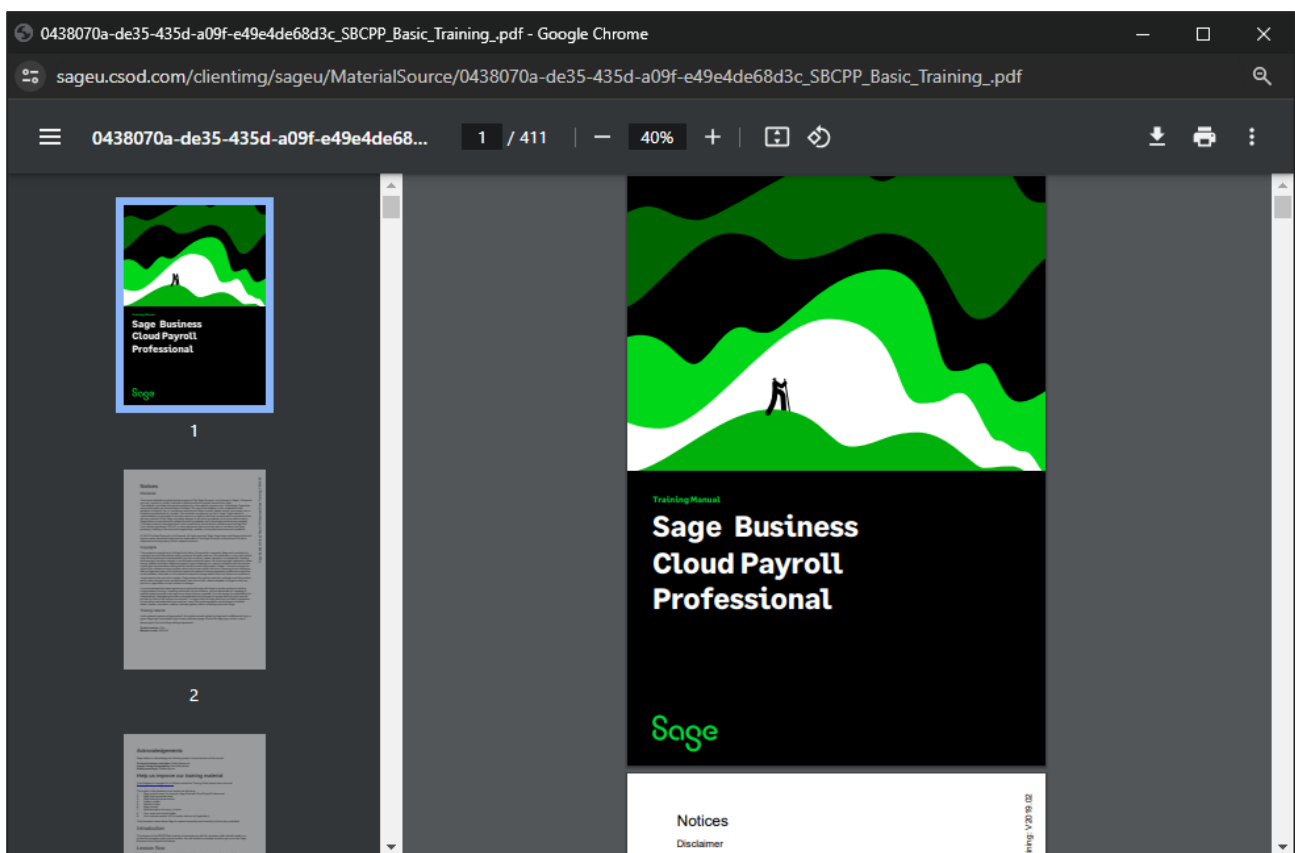
- Click [here](#) to access your Sage University transcript.
- On the **Log in** page, enter your **login credentials** (your registered Sage U email address and password) and click on **Log in**.
- Your transcript will be displayed.
- Click on **Launch** next to the eBook for your training session.



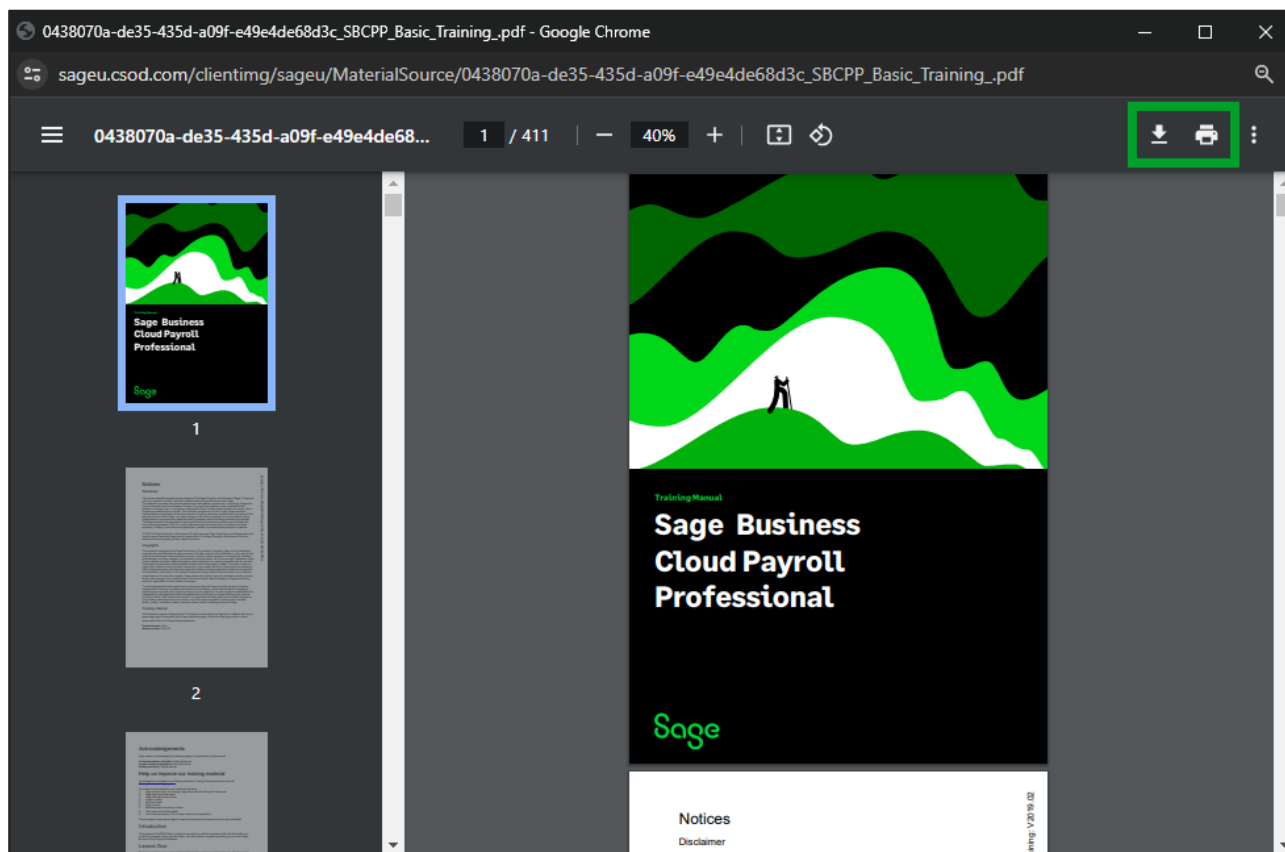
E-BOOK / MANUAL - SBCPP - Basic Training
 Due : No Due Date Status : Registered Training Type : Additional Resource

Launch

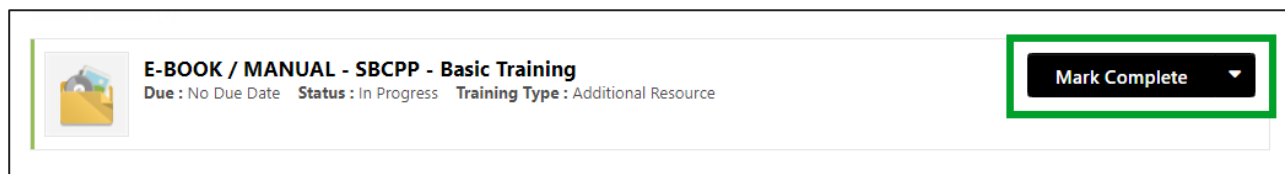
- A new window will open, displaying your eBook and its contents.



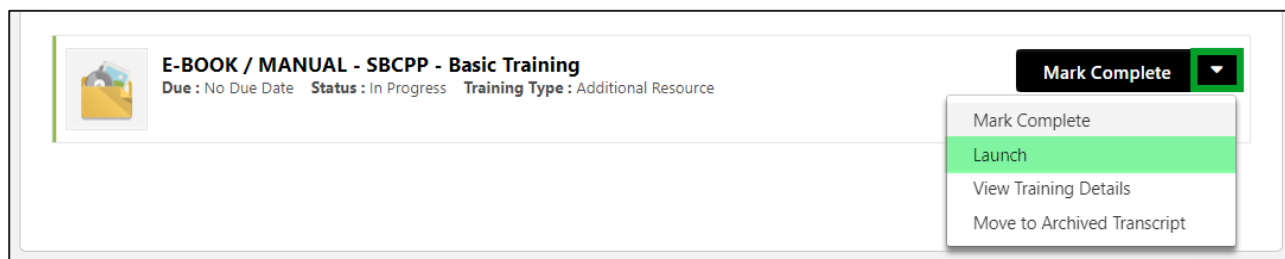
- To download or print your eBook, click on the **Download** or **Print** icon.



- Once you have opened your eBook, the option available for your eBook will change to **Mark Complete**.



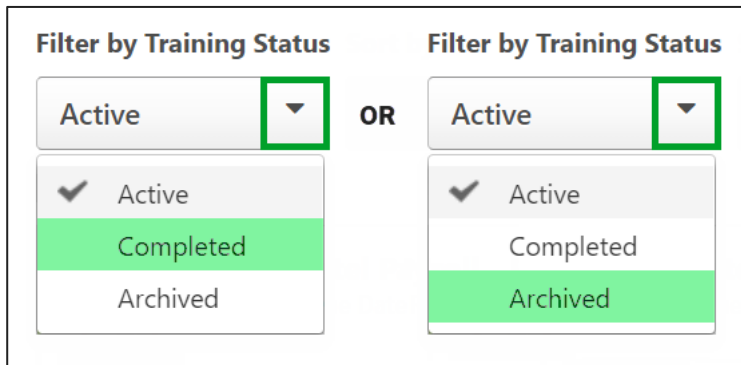
- To launch your eBook again, click on the **Mark Complete** drop-down arrow, and select **Launch**.



How do I access my eBook when I cannot see it on my transcript?

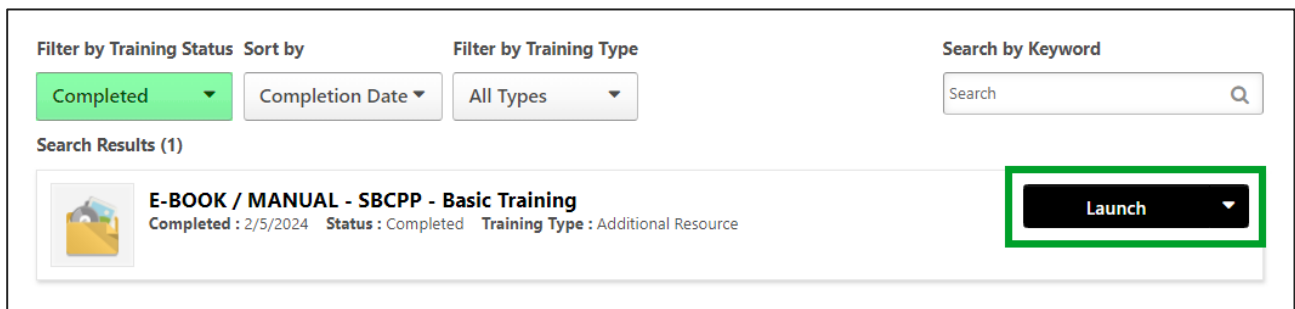
If your eBook is not available on your transcript, you have clicked on the **Mark Complete** option and it has automatically been moved to the **Completed** section of your transcript.

- Change the **Active** filter on your transcript to **Completed**.
*If your eBook is not displayed on the **Completed** section, change the **Active** filter to **Archived**.*



The image shows two identical 'Filter by Training Status' dropdown menus. Each menu has a main dropdown set to 'Active' and a list of options below: 'Active' (checked), 'Completed' (highlighted in green), and 'Archived'.

- Click on **Launch** next to the eBook.



The screenshot shows a search interface with filters for 'Completed', 'Completion Date', and 'All Types'. A search bar is on the right. Below, a search result for 'E-BOOK / MANUAL - SBCPP - Basic Training' is shown with a 'Launch' button highlighted in green.

Questions

Email: SageUniversityTraining@sage.co.za

View our [FAQs](#)

Sage

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

Document Version: February 2024