Sage University Learner Home

This document serves as an overview and navigation guide of the Sage University Learner Home page.

To access Learner Home go to **My University > My learner home**.

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Bird's Eye View

Adding Subjects

Adding your subjects on Learner Home, enables you to customise your user experience. Selected subjects will be used to tailor training content suggested in displayed carousels. This can be done via the **Welcome banner** and the **Your Subjects** and **Inspired by Your Subjects** sections.

- To add your subjects, click on **Add Subjects** on the **Welcome banner** and **Inspired by Your Subjects** section. You can also click on **Add** in the **Your Subjects** section.
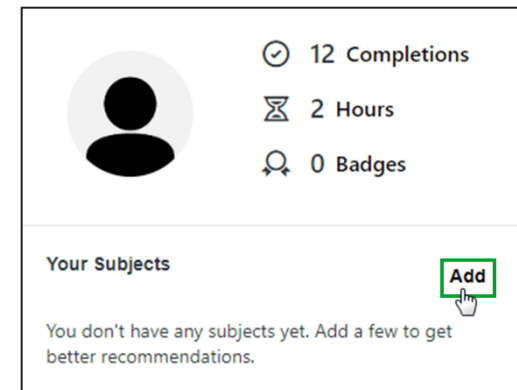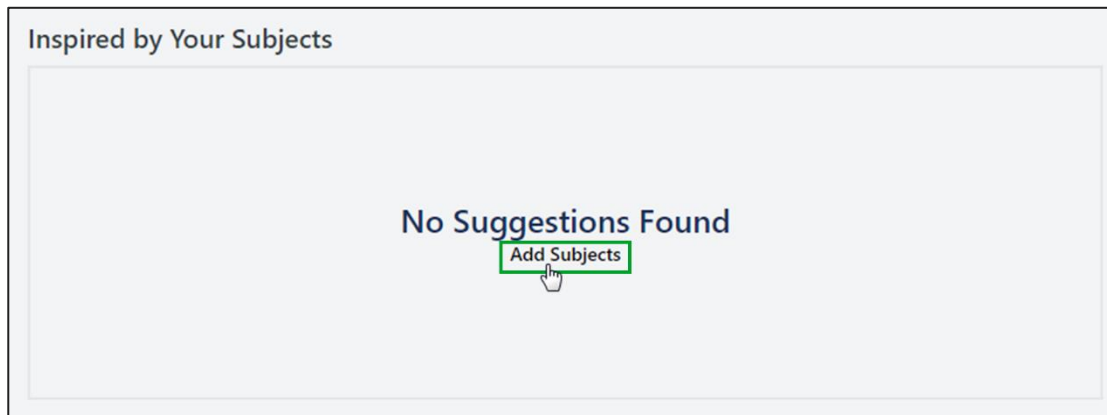
- Click on the **Search** tab. In the **Search for Subjects** field type **Africa** and select your subject/s from the suggestions displayed.

Your Subjects

Search [1]   Browse

Select subjects to help personalize your recommendations.

🔍 Africa [2]

Sage Africa

Sage Africa Authorized Training Center

Sage Accounting (South Africa)

_Sage 300 People (Africa) [3]

| Sage X3 - Partner Training ☐ | Sage X3 - Introduction and Overview ☐ |

| Sage X3 - What's New in v12 Patch ☐ | Sage X3 - cloud ☐ | UKI X3 Getting Started ☐ |

| Sage X3 (UKI) ? ☐ | UKI - EM - Getting Started ☐ | Global X3_Promotion (FREE) ☐ |

| NA_Promotion (FREE) ☐ | SF - Modules Nouveautés Sage X3 ☐ | Sage Asia Partner - X3 Promo ☐ |

| Sage X3 - Update 11 ☐ | SF - Abonnements formation - 50C & ... ☐ | Sage X3 - Manufacturing ☐ |

Sage X3 - Distribution ☐

Cancel   **Save**

- The selected subjects will be displayed. Click on **Save**.

Your Subjects

Search   Browse

Select subjects to help personalize your recommendations.

🔍 Search for Subjects

Selected

_Sage 300 People (Africa) ✅

Suggestions

_Sage X3 ☐   X_Accounting and ERP Products ☐   Sage X3 - What's New ☐

Sage X3 - What's New in v12 & Patch ... ☐   Sage X3 Partner - Getting Started Cou... ☐

Sage X3 - Partner Training ☐   Sage X3 - Introduction and Overview ☐

Sage X3 - What's New in v12 Patch ☐   Sage X3 - cloud ☐   UKI X3 Getting Started ☐

Sage X3 (UKI) ? ☐   UKI - EM - Getting Started ☐   Global X3_Promotion (FREE) ☐

NA_Promotion (FREE) ☐   SF - Modules Nouveautés Sage X3 ☐   Sage Asia Partner - X3 Promo ☐

Sage X3 - Update 11 ☐   SF - Abonnements formation - 50C & ... ☐   Sage X3 - Manufacturing ☐

Sage X3 - Distribution ☐

Cancel   **Save**

- You can also select subjects from the **Browse** tab. Click on the tab, make your subject selection/s and click on **Save**.
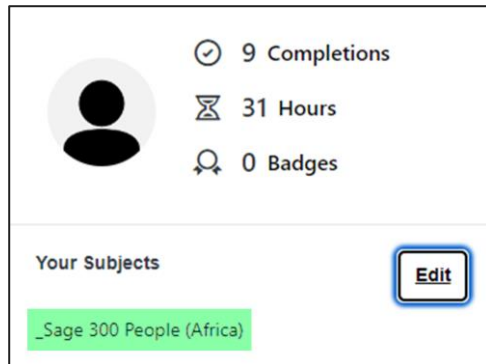
Your Subjects

Search   Browse [1]

☐	_AutoEntry	>
☐	_Sage 100 / Sage 100cloud	>
☐	_Sage 100 Contractor	>
☐	_Sage 100 Evolution	
☐	_Sage 200	>
☐	_Sage 300	>
☐	_Sage 300 Construction and Real Estate	>
☑	_Sage 300 People (Africa) [2]	
☐	_Sage 50 / Sage 50cloud	>
☐	_Sage 500	>
☐	_Sage Accounting	>

Cancel   Save

- The subjects you have selected will be displayed in the **Your Subjects** section.

- To make changes to your subject selections, you can click on **Edit**.

- *Suggested training*, based on your selected subjects, will be displayed in your **Inspired by Your Subjects** carousel.
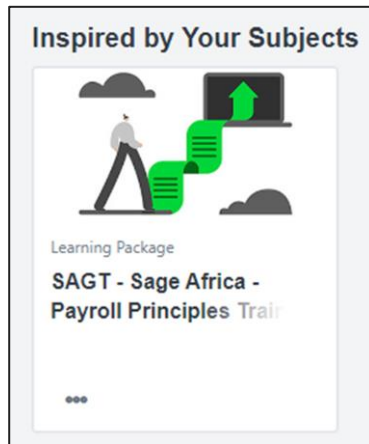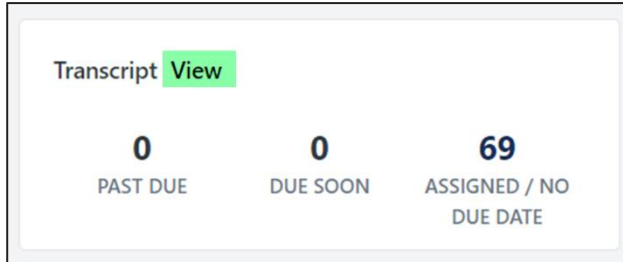
Additional Information:

- Above the **Your Subjects** section, the training you have completed and the cumulative number of hours for the training will be displayed.

- The number of badges you have earned will also be displayed.

Transcript
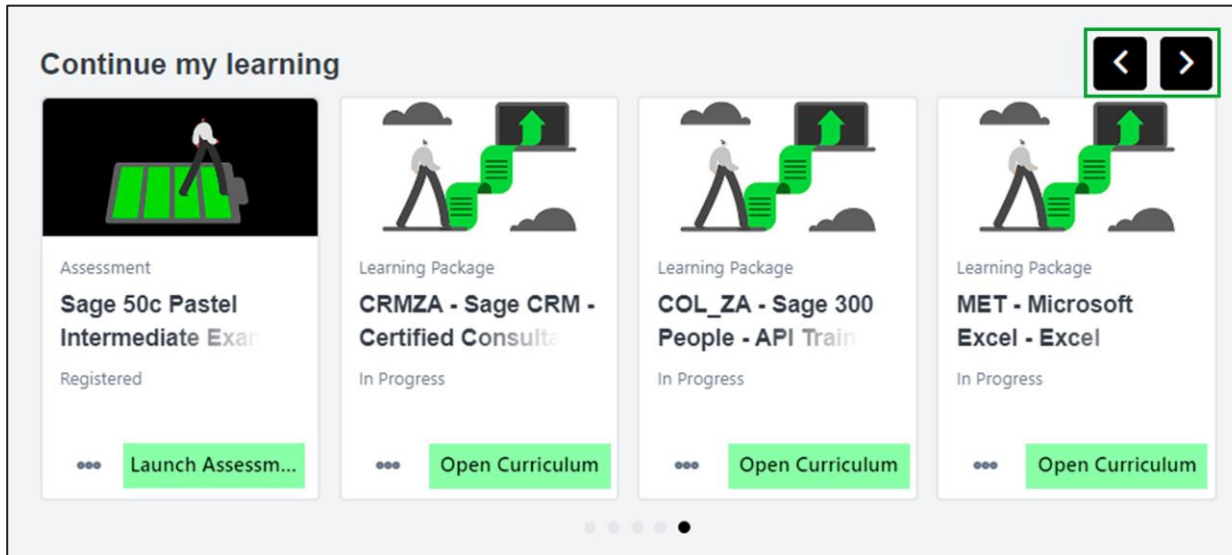
- To access and view your transcript, click on **View** in the **Transcript** section.

Transcript View

0
PAST DUE

0
DUE SOON

69
ASSIGNED / NO
DUE DATE

- The **Continue my learning** section, represents your transcript in the form of a carousel.

- **Only 20 training sessions will be displayed in the carousel.**

- You can also launch your training directly from your learner home screen, by clicking on the training instruction.

Continue my learning

Assessment

**Sage 50c Pastel
Intermediate** Exam

Registered

⚬⚬⚬   Launch Assessm...

Learning Package

**CRMZA - Sage CRM -
Certified Consult**

In Progress

⚬⚬⚬   Open Curriculum

Learning Package

**COL_ZA - Sage 300
People - API Train**

In Progress

⚬⚬⚬   Open Curriculum

Learning Package

**MET - Microsoft
Excel - Excel**
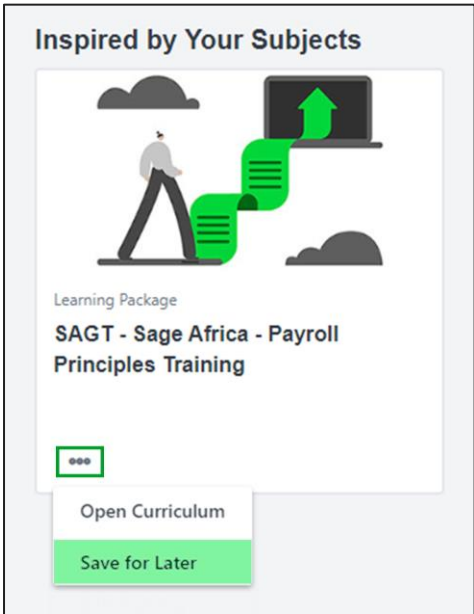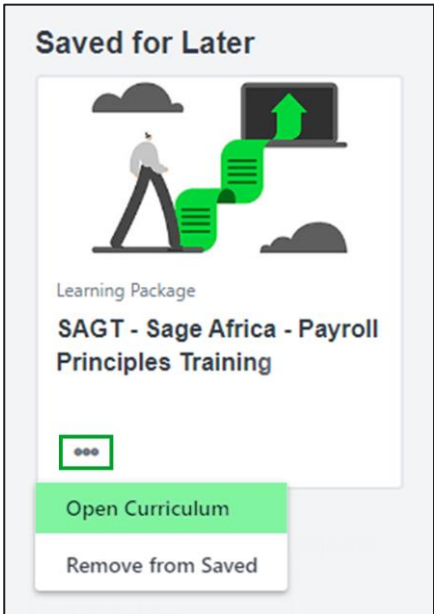
In Progress

⚬⚬⚬   Open Curriculum

Save Training for Later

- Sage University Learner Home allows you to save training for you to access at a later stage.

- Click on the ellipsis (**...**) and select **Save for Later**. **Inspired by Your Subjects** Learning Package **SAGT - Sage Africa - Payroll Principles Training** Open Curriculum Save for Later	- The saved training will show in the **Save for Later** section, where you can access it. **Saved for Later** Learning Package **SAGT - Sage Africa - Payroll Principles Training** Open Curriculum Remove from Saved

ⓘ Important information

- **The Saved for Later section will only be available if training has been selected to be saved.**

Learning Search

- To search for specific training, you would like to request, enter the name of the course / training into the **Search for learning** field and press **Enter**.

- All results associated with your search will be displayed. Refine your search by making use of the **Filters** on the left-hand side of the screen.

- Click on the training you would like to request.

- Scroll down to the **Upcoming Sessions** section. Click on the **View Details** drop-down arrow and select **Add to Cart**.

- Click on **Proceed To Checkout**.

Shopping Cart

Options ▼

Please Note: If you are not logged on, you will be prompted to do so when you *Proceed to Checkout*. If you do not have a profile, you can create one at that time.

Unless otherwise stated in the course description, when you purchase web-based training from Sage University, you are purchasing one viewing license.

Courses deemed "**Not Eligible**" during checkout are provided at no charge. Click on the course title for access.

	Currency	Training Units

Title	Learning Method	Recipient	Quantity & Price	Subtotal
MET - Microsoft Excel - Excel Inte...	MS Teams VILT		1 x R1,603.00	R1,603.00 ⊗
			Subtotal:	R1,603.00

Enter coupon code	Apply		Total:	R1,603.00

Proceed To Checkout

- In **Step 1**, select **Invoice** as the **Payment Method** and enter a **Reference Number**. Select both options in the **Additional Information** section and click on **Next**.

- In **Step 2**, click **Place Order**.

- In **Step 3**, click on **View Transcript**.

- The status of the training will display as "**Pending Payment**". A training consultant will contact you to discuss payment to finalise your training and make the training accessible.

| MET - Microsoft Excel - Excel Intermediate - Virtual (Starts 3/3/2023) | View Training D... ▼ |
| Due : No Due Date   Status : Pending Payment   Training Type : Session | |

- You can also search for **scheduled training**, by clicking on the **Scheduled Training Calendar** option.

- The **Events Calendar** will be displayed.

- Enter the name of the course in the **Title** field. The results for the search will be displayed.

- Click on the course you would like to attend.

- In the **Session Details** section, click on **Add to Cart** and follow the checkout steps.

Questions

Email: SageUniversityTraining@sage.co.za

View our **FAQs**

Sage

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