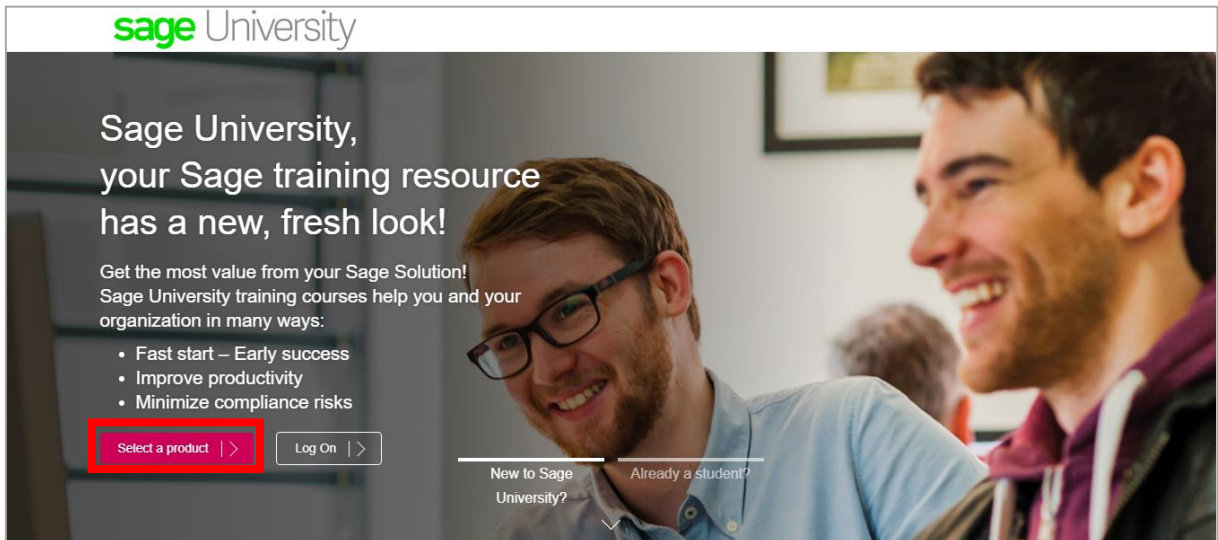


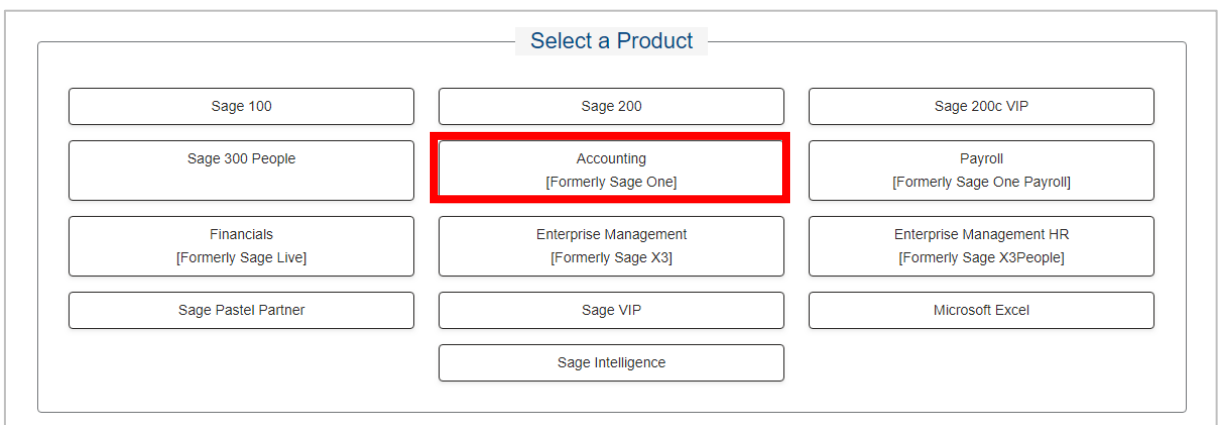
## How to create a profile on Sage University

**Note: if you already have a profile, you can log in from the home page and follow the steps from page 3 step 13.**

1. Access the internet and enter the following address: <https://sageu.com/africa>
2. The following web page will open:



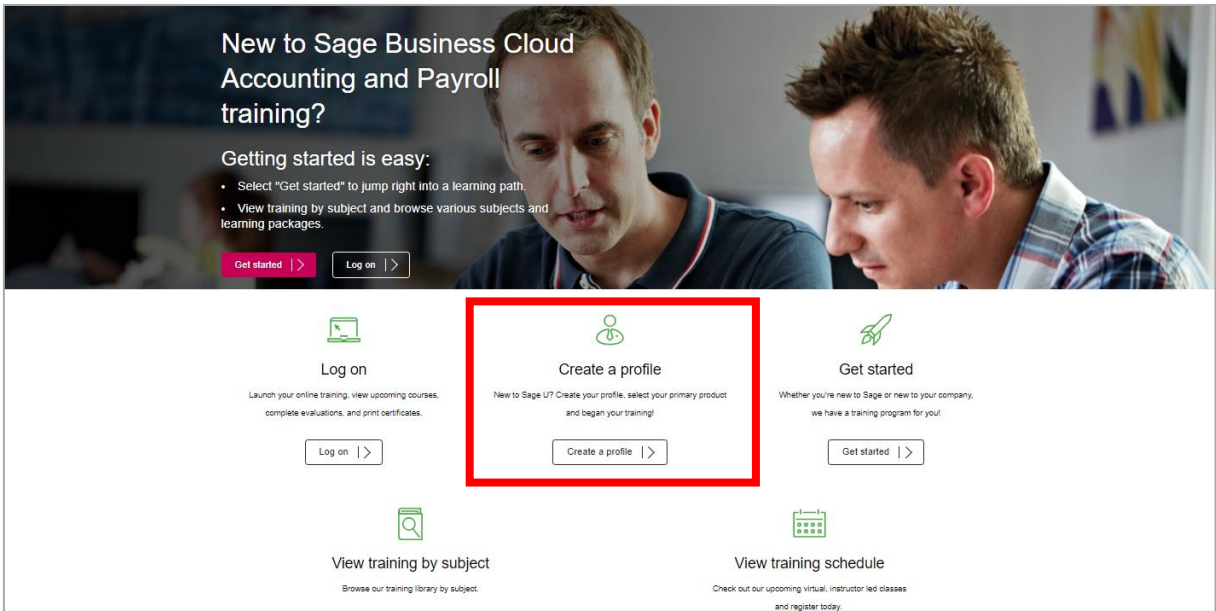
3. Click **Select a product** if you do not have a profile. (Click **Log On** and enter your login details if you already have a profile. Continue to **page 3 step 13** for further instructions.)
4. The following screen will display:



5. Select **Accounting** (see highlighted block above).
6. Click on **Accounting (Formerly Sage One)** (see highlighted block above).

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7. The following screen will display:

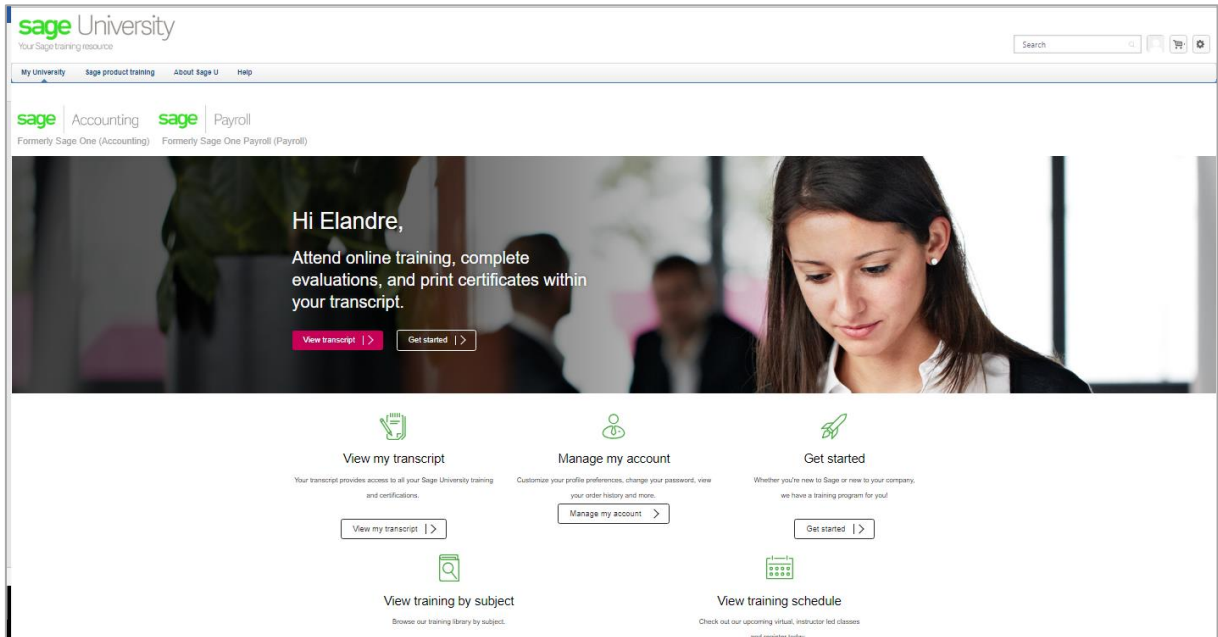


8. Click **Create a Profile** (see highlighted block above).  
 9. The following screen will display:

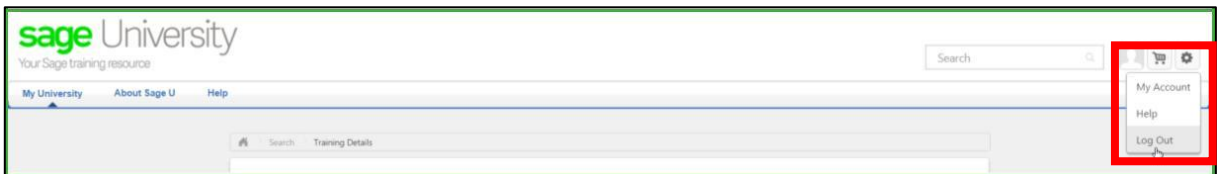
10. Complete the form and then click **Login**.

## Accounting Adviser Assessment Guide

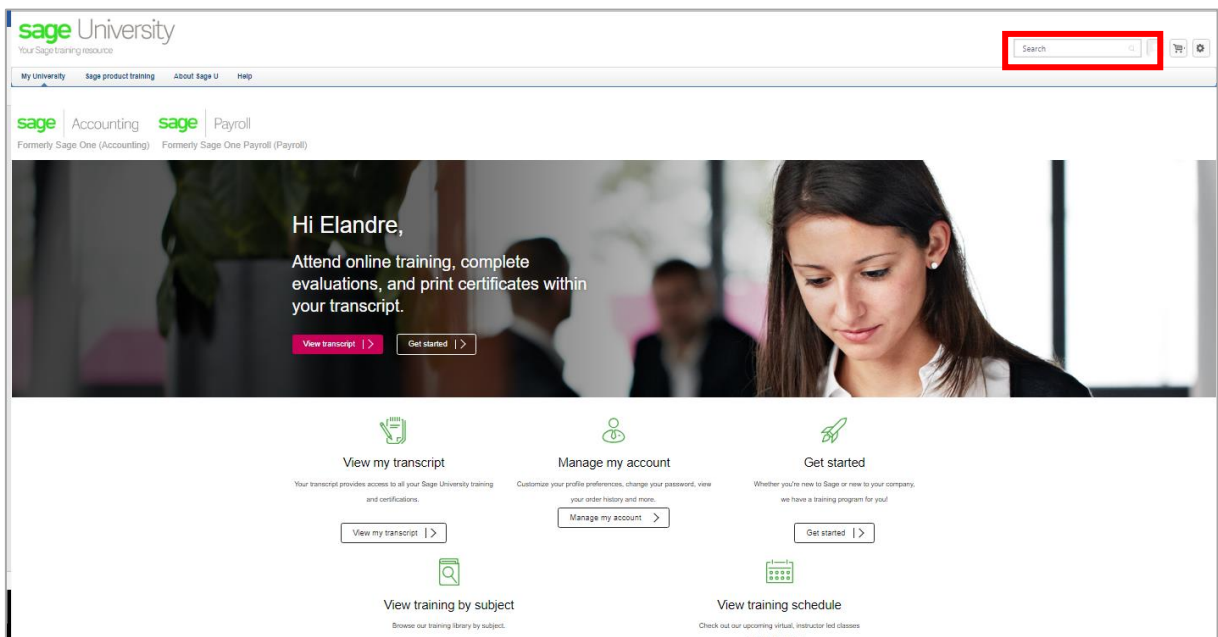
11. The system will direct you to your home page.



12. To **Log out** of the system, select the **Options** icon on the far right, and **Log Out**. (Otherwise, continue with the steps below.)

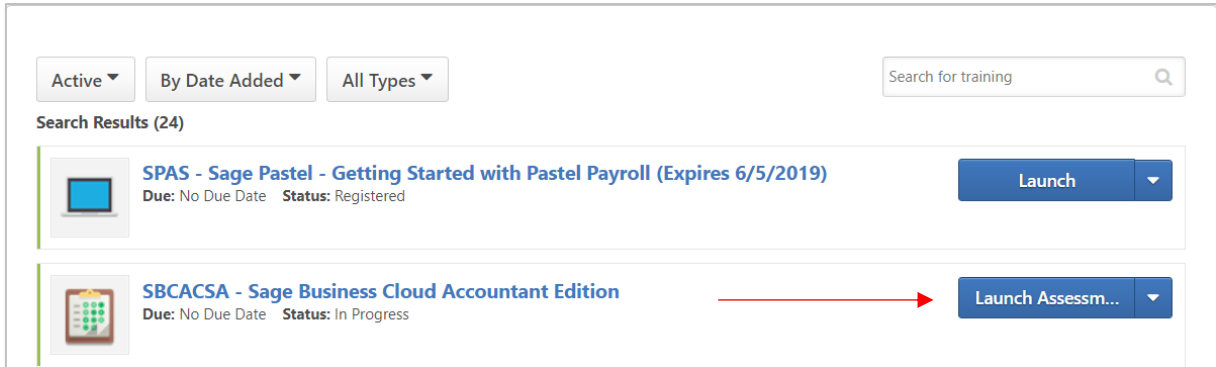


13. Click in the **Search** area.

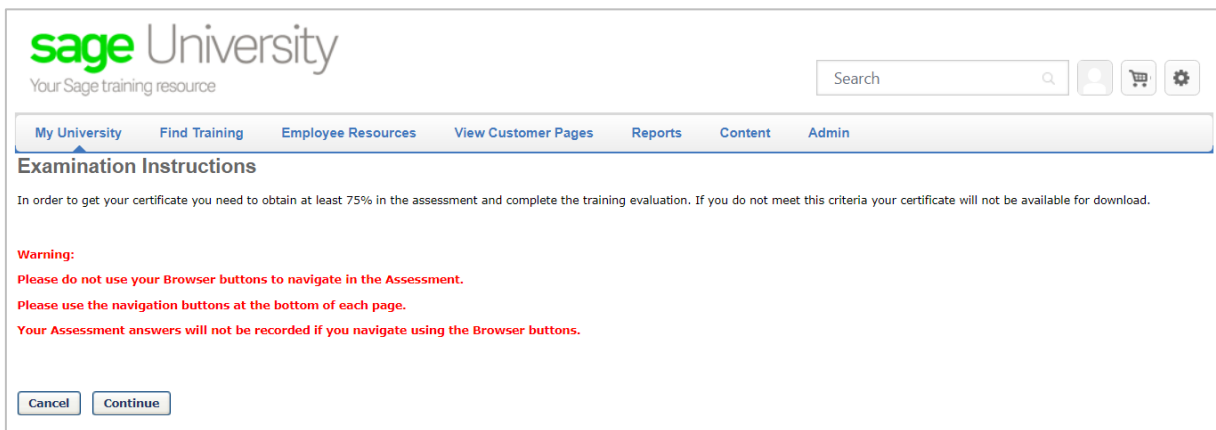


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14. Type in **SBCACSA – Sage Business Cloud Accountant Edition**, and select the correct option from the list.
15. Select the **Request** button.
16. The assessment will be assigned to your transcript, Select the **My University...My Home Page** option.
17. Select the **View my transcript** option, the following screen will display:



18. Select the **Launch Assessment** button, next to the correct assessment, the following screen will display:



19. Select the **Continue** button.
20. The assessment will start.

## Technical assistance

### Online assessment portal

- Technical assistance will be available from 8am until 4pm Monday - Friday.
- **There will be no support over the weekend.**
- If you close the assessment, the assessment will stop and will mark to the point that you have stopped the assessment. You will not be able to access the assessment and continue.
- Please make sure that you have a stable internet connection, if your internet disconnects while completing the online assessments, it will close, and you might not be able to reopen the assessment.

## Moderation

Moderation will not be offered on this assessment. Please make sure that you achieve the required pass mark.

## Memorandum

No memorandums will be provided in keeping with the various other product offerings as well as our international policies. This is also in line with other training organisation's and FET accredited colleges.

## Frequently asked questions

### **What are the minimum system requirements to access the assessment?**

PC (Desktop or Laptop): Flash Player 10.3 or later (<http://www.adobe.com/go/getflash>),

One of the following browsers: Windows: Internet Explorer 8 and later, Firefox (latest version), Google Chrome (latest version).

### **I am at home, but I have no internet connection. Will I be able to complete the assessment offline?**

No, the assessment can only be completed while you are connected to the internet.

### **Why must my browser allow pop-ups for Sage University?**

A pop-up is a small web browser window that appears on top of the website you're viewing. This assessment is set to open in a new window, and is therefore classified as a pop-up. If pop-ups are not allowed, your browser will not allow the assessment to open.

### **How many assessment attempts do I get?**

You get 1 attempt per exam.