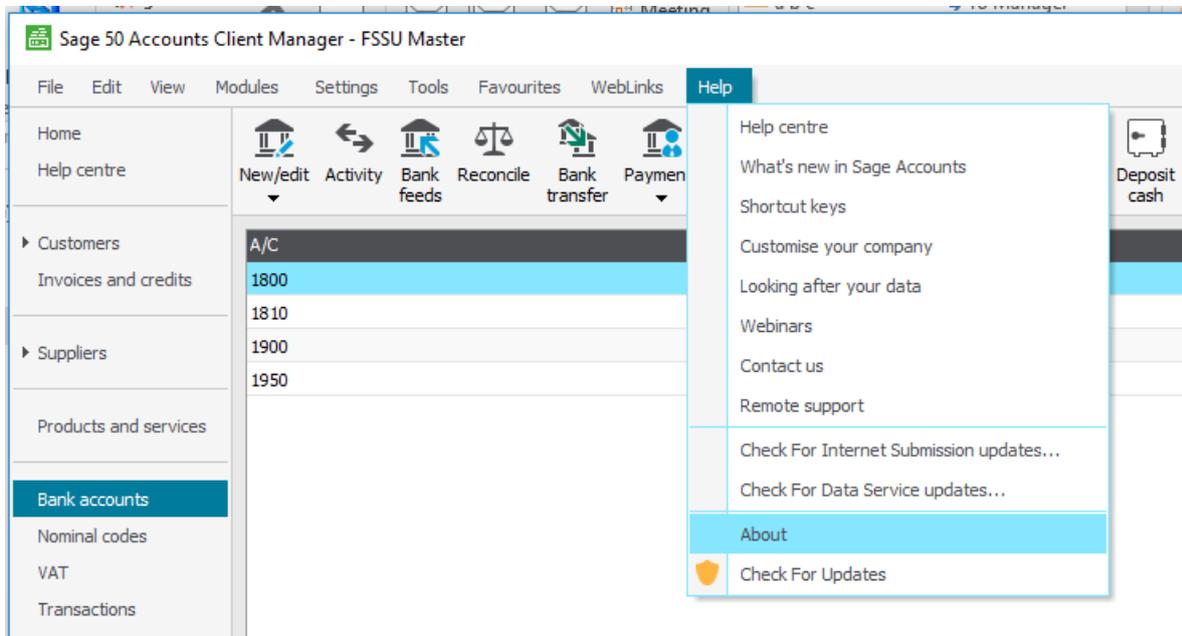


1. Check Sage Version

Open School Data > Help > About



At the 17/07/2017 under Program Details : Version Number is 23.2.4.278

Information collated: 17/ 07/ 2017 15:24:56

<u>Program Details</u>		<u>Licence Information</u>	
Version Number	23.2.4.278	Serial Number	
SBD Desktop Version	14.0.54.0	Activation Key	
Report Designer Version	4.0.117.0	Variant	Sage 50 Accounts C
Updates Installed	Service Pack 3, Service Pack 3	Users	
Internet Submissions Module Version	3.2.48.0	Companies	
Program Directory	C:\Program Files (x86)\Sage\Accounts\	Other Applications	
Data Directory	C:\ProgramData\Sage\Accounts\2017 \COMPANY.002\ACCDATA	<u>Data Information</u>	
Settings Directory	C:\ProgramData\Sage\Accounts\	<u>Transactions</u>	
		Headers	
		Splits	

2. How to check for Sage 50 software updates

Open school data > Help > Check for updates

This will relate to any updates made to the version currently on your machine

Improvements or Upgrades to Software

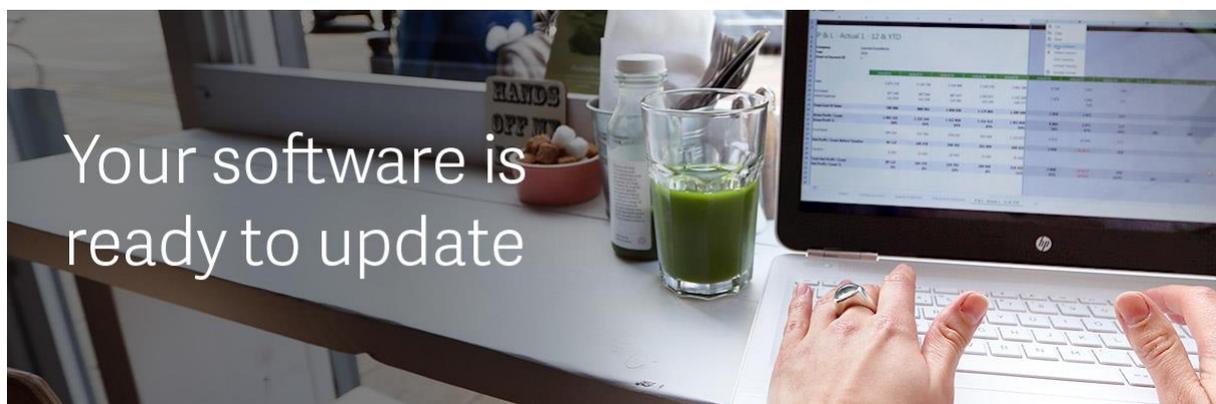
When Sage release improvements or upgrades they will email each customer/School with details on the new Sage 50 Accounts software.

Follow the instructions on this email and as a precaution always make sure you backup your Sage 50 accounts before running the Upgrade.

Example of Email

Subject: Your new Sage 50 Accounts software is ready to install

sage 50 Accounts



Your new Sage 50 Accounts software is ready to install

Your software will automatically prompt you to download and install your update.

3.How to set up MySage account

To set up a MySage account, open the following internet link and follow the steps below.

<https://my.sage.co.uk/login.aspx>

- Click on option "Create a Sage Account"
- Fill in your own Details
- Receive an activation email and click on link
- Log in with your details and choose option "Link to account"
- Now fill in the required fields and on the next screen enter your Account number and Serial number where needed.
- Your Sage Account number is **XXXXXX** , Serial Number **XXXXX** Activation Key **XXXXXX**

The downloads can be found under My Support / Support Home and then click on the downloads/support

4. How to download your School Sage 50 Program

When changing over Computer hardware you may require a download of the Sage 50 accounts program and this download can be accessed on the schools **Mysage account**.

Always backup the full Sage 50 program on the current PC as you will need to restore the data when the program is downloaded onto the new hardware.

Open Internet Explorer and use the following link:

<https://my.sage.co.uk/login.aspx>

Sage UK 🇬🇧 Sage Ireland 🇮🇪

sage Software for business
Sign On

Email:

Password:

[Forgot your password?](#)
[Need login help?](#)
[Need product help?](#)

Remember me

[Cancel](#) [Sign In](#)

Sage One customer?
Sign in here >

Don't have a Sage login?
Create a Sage login >

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- Key in the relevant school email and password
- The downloads can be found under Support > download Software & Updates
- Select the relevant product > Sage 50 Accounts
- Select Subscription Downloads
- Download The full Program Version, Currently V23
- Download Data Service Installer if required for a network installation
- Log Out

On the new Computer

- Run the downloaded Sage programs on your relevant PC's or laptops
- Restore the appropriate Sage data backup