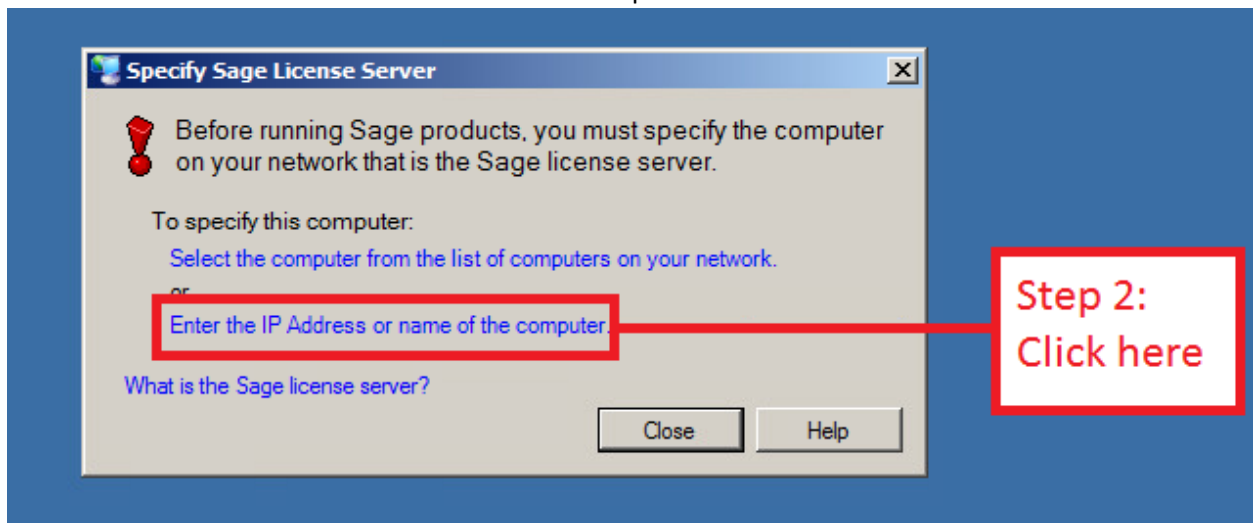


# Central Baptist College's Guide to: Logging into Sage

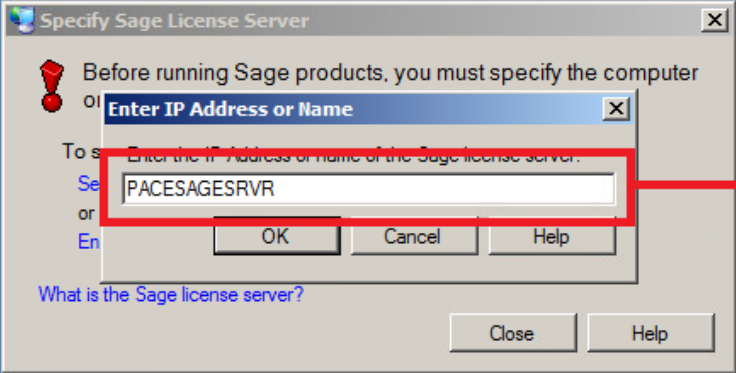
Step 1



Step 2



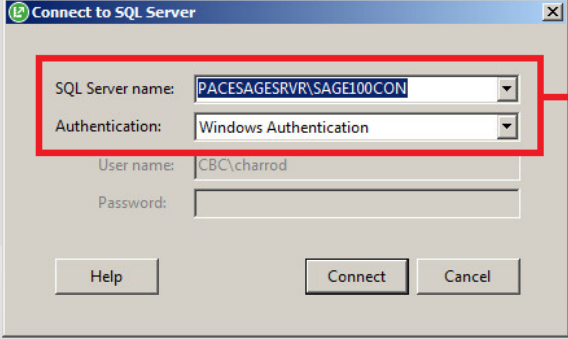
### Step 3



The screenshot shows a dialog box titled "Specify Sage License Server". It contains a warning icon and the text: "Before running Sage products, you must specify the computer or server to use for the Sage license server." Below this, there is a dropdown menu with "Enter IP Address or Name" selected. A red box highlights the text input field below the dropdown, which contains the text "PACESAGESRVR". At the bottom of the dialog are buttons for "OK", "Cancel", "Help", "Close", and "Help".

**Step 3:**  
In this box we need to put the server name  
  
PACESAGESRVR

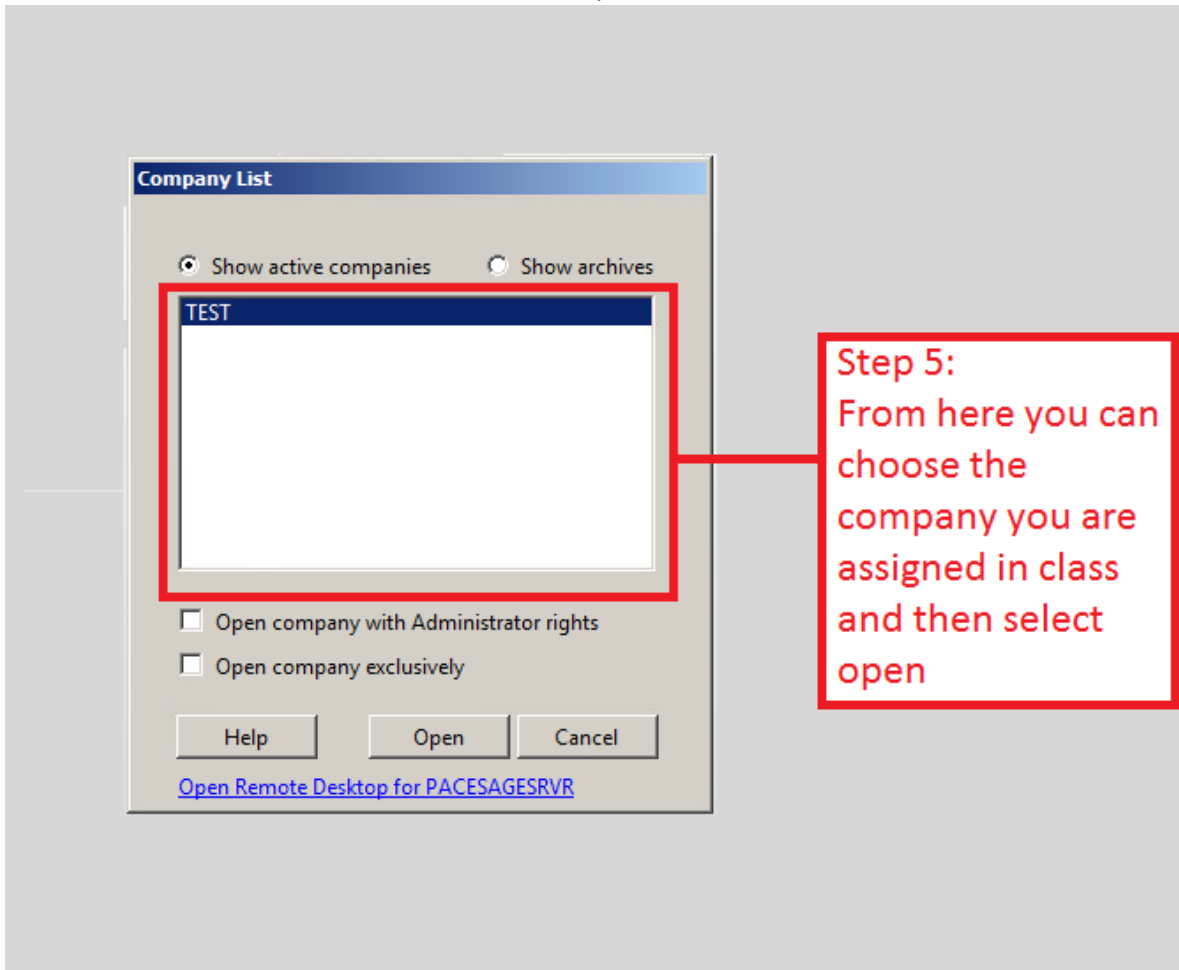
### Step 4



The screenshot shows a dialog box titled "Connect to SQL Server". It has several fields: "SQL Server name:" with a dropdown menu showing "PACESAGESRVR\SAGE100CON", "Authentication:" with a dropdown menu showing "Windows Authentication", "User name:" with the text "CBC\charrod", and "Password:" with an empty field. At the bottom are buttons for "Help", "Connect", and "Cancel". A red box highlights the "SQL Server name" and "Authentication" dropdowns.

**Step 4:**  
Here we will select PACESAGESRVR\SAGE100CON  
And Windows authentication and then click Connect

## Step 5



## You are logged in!

