

ACCOUNTING SEED UNIVERSITY

Frequently Asked Questions (FAQ)

HOW DO I USE AND NAVIGATE ACCOUNTING SEED UNIVERSITY (ASU)?

ASU is an “open learning” environment. This means you can easily move within and between lessons. Not being tied to a specific sequence gives you the ability to learn about topics as you need them. Just-in-time learning is a great way to get the most value from your Accounting Seed solution by learning about a feature exactly at the time you’re ready to use it. For an overview of ASU , please watch the [Tour of the University](#) video.

HOW CAN I GET A COMPLETION STATUS ON A USER?

Email the ASU Team at lsadmin@accountingseed.com with the name of the user and we will forward a status report.

HOW DO I REGISTER AN EMPLOYEE?

Simply complete the user registration form located on the [Accounting Seed University](#) page

HOW DO I TRANSFER A REGISTRATION FROM ONE EMPLOYEE TO ANOTHER?

If a user is no longer part of your organization, we can remove their record and add another user in their place. The new user will begin with a fresh start on the University. Please complete the [registration form for the new user](#). In the comments, include the user name and the email address of the user to be removed.

HOW DO I RESET MY PASSWORD?

From the ASU login page, simply select “Forgot your password” and you will receive instructions on how to reset your password. If you still need assistance, email the ASU Team at lsadmin@accountingseed.com

HOW DO I REQUEST AN EXAM RESET?

You can email the system administrator from within ASU. You can also email the ASU Team directly at lsadmin@accountingseed.com. It is important to include the course name and exam title in the body of the email.