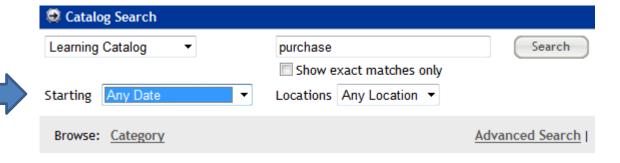
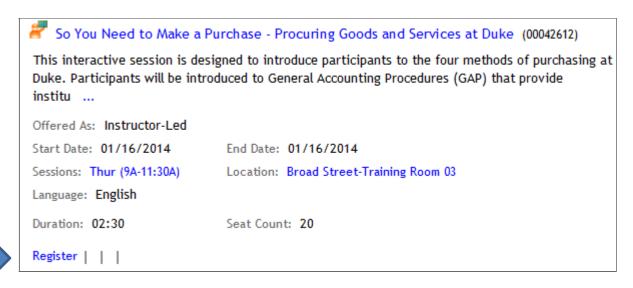
Registering for and Completing the So, You Need to Make a Purchase: Procuring Goods and Services at Duke training in the Duke LMS

- 1. Log into the Duke LMS https://lms.duke.edu/Saba/Web/Cloud).
- 2. At the Duke LMS Home screen, in the Catalog Search field, type "purchase".
- 3. Next, in the Starting field, click the drop down and select "Any Date".
- 4. Click Search.

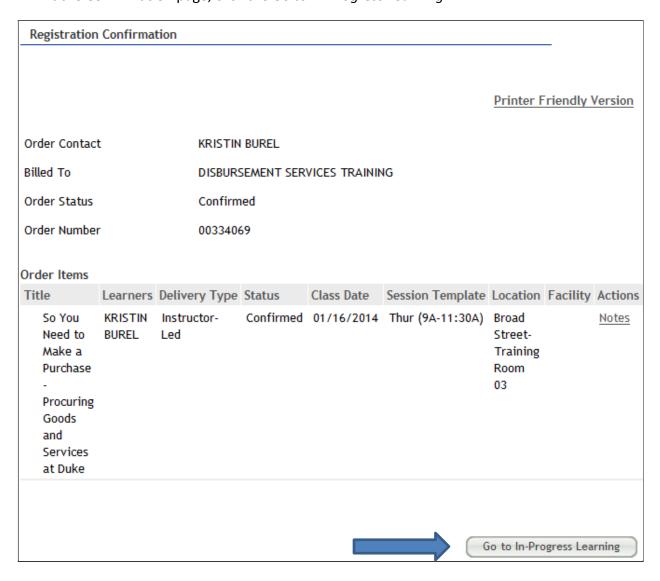


5. Scroll through the results to find the **So, You Need to Make a Purchase: Procuring Goods and Services at Duke** course. Select the offering for the desired date.



6. Click Register.

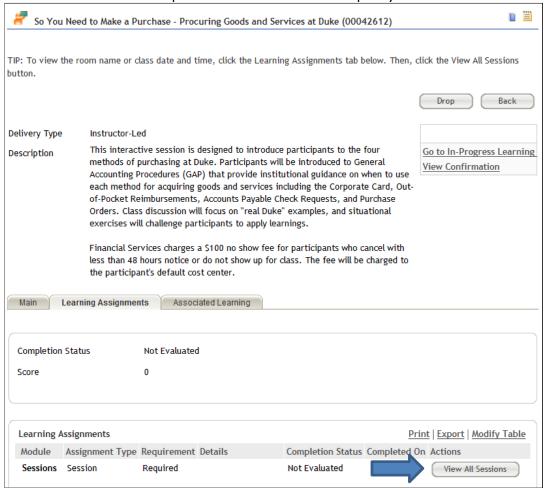
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.



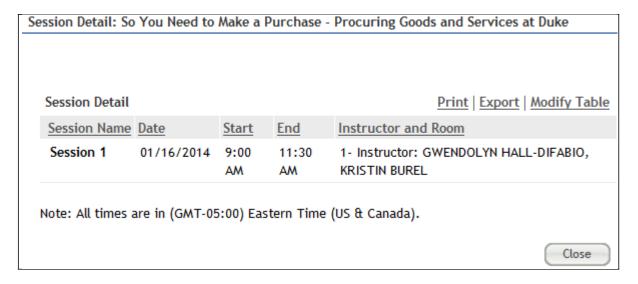
8. Click the View Details button.



9. Read the course description. Note the no show fee policy statement.



10. Click the View All Sessions button.



11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.