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.duhs.duke.edu/Saba/Web/Cloud](https://lms.duhs.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.

   ![So You Need to Make a Purchase - Procuring Goods and Services at Duke](https://example.com/course_image.jpg)

   **So You Need to Make a Purchase - Procuring Goods and Services at Duke** (00042612)

   This interactive session is designed to introduce participants to the four methods of purchasing at Duke. Participants will be introduced to General Accounting Procedures (GAP) that provide institu ...

   **Offered As:** Instructor-Led  
   **Start Date:** 01/16/2014  **End Date:** 01/16/2014  
   **Sessions:** Thur (9A-11:30A)  **Location:** Broad Street-Training Room 03  
   **Language:** English  
   **Duration:** 02:30  **Seat Count:** 20

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

![Registration Confirmation](image)

8. Click the **View Details** button.

![View Details](image)
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.