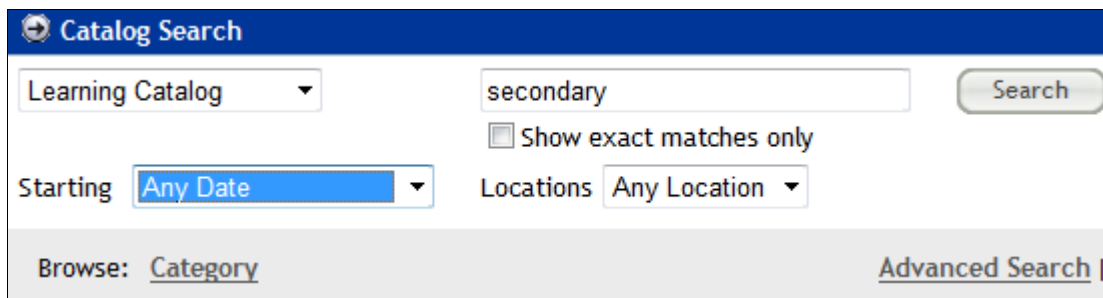



# Registering for and Completing the Secondary Positions at Duke Training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**secondary**”.
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 **Secondary Positions 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.

**Registration Confirmation**

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00334016


**Order Items**

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Secondary Positions at Duke	KRISTIN BUREL	Instructor-Led	Confirmed	02/27/2014	Thu (9A-10A)	Broad Street-Training Room 03		<a href="#">Notes</a>



Go to In-Progress Learning


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

 **Secondary Positions at Duke** (00042635)

Session Information: 02/27/2014 - 02/27/2014 - **Thu (9A-10A)**(01:00 hours)

Location: **Broad Street-Training Room 03**



Status: **Confirmed** ( Registration Date: 01/02/2014 )



View Details

[more actions](#)

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

 Secondary Positions at Duke (00042635) 

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

[Drop](#) [Back](#)

Delivery Type Instructor-Led

Description Learn the proper way to process transactions to hire, pay, and terminate secondary employees. Class will focus exclusively on secondary positions.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

[Go to In-Progress Learning](#)  
[View Confirmation](#)

[Main](#) [Learning Assignments](#) [Associated Learning](#)

Completion Status Not Evaluated

Score 0

Learning Assignments [Print](#) [Export](#) [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		<a href="#">View All Sessions</a>

10. Click the View All Sessions button.

**Session Detail: Secondary Positions at Duke**

Session Detail [Print](#) [Export](#) [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	02/27/2014	9:00 AM	10:00 AM	1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

[Close](#)

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.