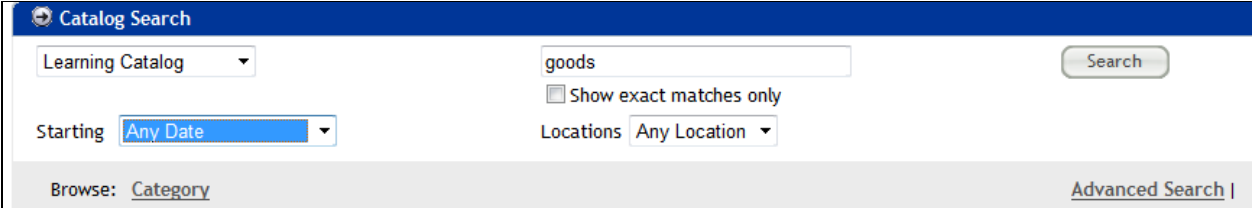# Registering for and Completing the **Goods Receipt SAP-Duke University Hospital** training in the Duke LMS
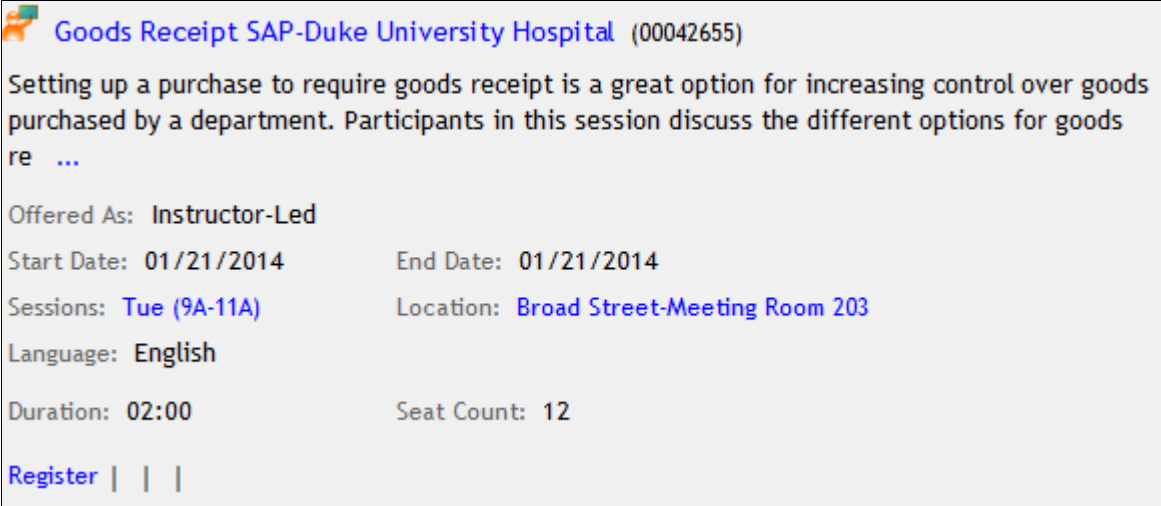
1. Log into the Duke LMS (https://lms.duhs.duke.edu/Saba/Web/Cloud).
2. At the Duke LMS Home screen, in the Catalog Search field, type **"goods"**.
3. Next, in the Starting field, click the drop down and select "Any Date".
4. Click **Search**.

5. Scroll through the results to find the **Goods Receipt SAP-Duke University Hospital** course. Select the offering for the desired date.

6. Click **Register**.

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

Registration Confirmation

Order Contact	KRISTIN BUREL
Billed To	DISBURSEMENT SERVICES TRAINING
Order Status	Confirmed
Order Number	00334368

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Goods Receipt SAP-Duke University Hospital	KRISTIN BUREL	Instructor-Led	Confirmed	01/21/2014	Tue (9A-11A)	Broad Street-Meeting Room 203		Notes

Go to In-Progress Learning

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

Goods Receipt SAP-Duke University Hospital (00042655)   View Details   more actions
Session Information: 01/21/2014 - 01/21/2014 - Tue (9A-11A)(02:00 hours)
Location: Broad Street-Meeting Room 203
Status: **Confirmed** (Registration Date: 01/03/2014)

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.

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