Registering for and Completing the **Buy@Duke Shopper/Submitter** 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 “buying”.
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 **Buy@Duke Shopper/Submitter** course. Select the offering for the desired date.

![Catalog Search](image)

#### **Buy@Duke Shopper/Submitter Training** (00042989)

This course is intended for those in the Shopper or Submitter role whose departments are already using Buy@Duke as their primary method for requisitioning. The course will cover the details needed ...

- **Offered As:** Instructor-Led
- **Start Date:** 02/12/2014  
  **End Date:** 02/12/2014
- **Sessions:** Wed (9A-12P)  
  **Location:** 405 Oregon St., Room 112
- **Language:** English
- **Duration:** 03:00  
  **Seat Count:** 12

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.

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

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.