Registering for and Completing the SAP Hospital/Health System Reporting Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “variance”.
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 SAP Hospital/Health System Reporting 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.

![Course Description](image)

To gain the most benefit from this class:

1. Be certain you can log into SAP (using your own User Name and ID).
2. Please bring to the class a few nine digit Cost Objects (Cost Centers / Profit Centers) for your area to use in this course.

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.

10. Click the View All Sessions button.

![Session Table](image)

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.