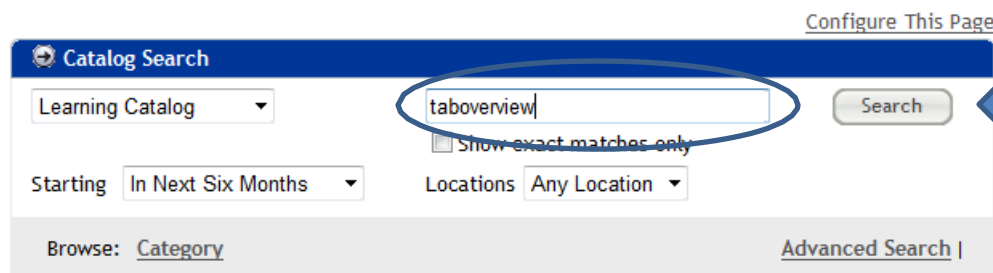


Registering for and Completing the Budget Tool Training Videos in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>) or go to the “My Career” page and the “My Learning” link using [Duke@Work](#).
2. At the Duke LMS Home screen, in the Catalog Search field, use the key word associated with the video you would like to view:
 - For the Non-position Budget Development – General Navigation Video– use “nonpositiondev”.
 - For the Position Budget Development – General Navigation Video – use “budposition”.
 - For the Non-Position Budget Development Upload Video – use “nonposupload”.
 - For the Funded Position Budget Development Upload Video – use “funposupload”.
 - For the Owned Position Budget Development Upload Video – use “ownposupload”.
 - For the Selecting and Loading Budget Data Video – use “budloaddata”.
 - For the Using Additional Data Filters, Display Options, and Saving and Exiting – use “budfiloptsave”.
 - For the Duke@Work Budget Tab Overview Video – use “taboverview”.
3. Enter the key word listed above and click the **Search** button.



Configure This Page

Catalog Search

Learning Catalog Search

☐ Show exact matches only

Starting In Next Six Months Locations Any Location

Browse: [Category](#) [Advanced Search](#)

4. For web-based training, you will only see one offering. Click **Register**.

 [Duke@Work Budget Tab Overview Video](#) (00054047)

Offered As: Web Based Training

Language: English

Duration: 06:00

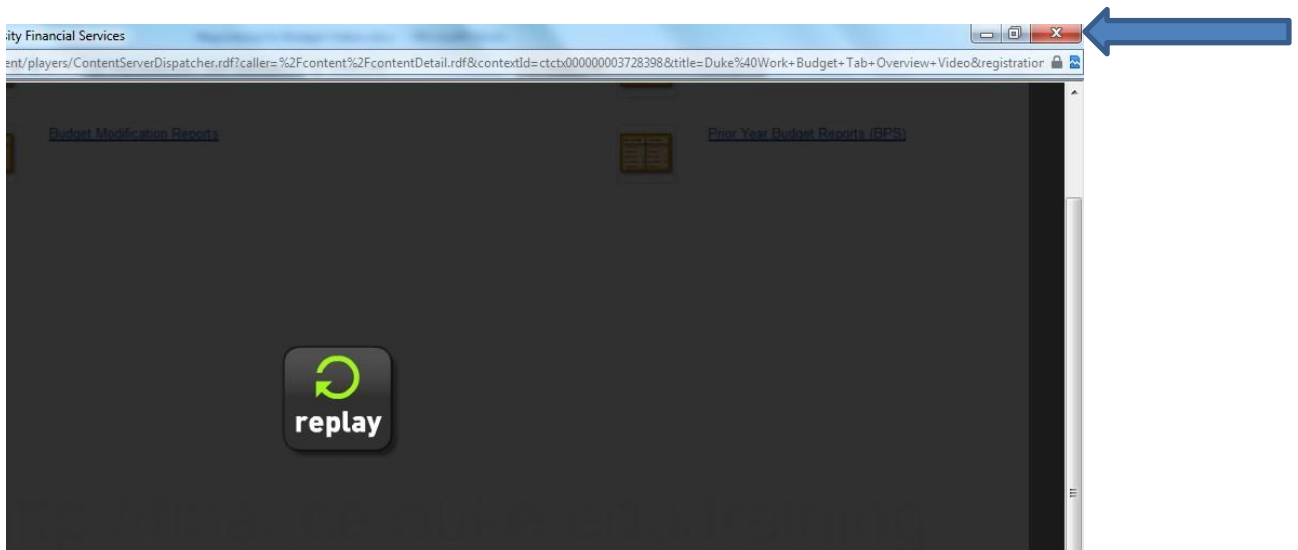
 [Register](#) | |

5. On the **Confirmation** page, click **Launch Content** to view the video. The video will be accessible in **In-Progress Learning** to view at a later time.

Order Items					
Title	Learners	Delivery Type	Status	Actions	Launch Content
Duke@Work Budget Tab Overview Video	GWENDOLYN HALL-DIFABIO	Web Based Training	Confirmed	Notes	Launch Content

[Go to In-Progress Learning](#)

6. The video will launch in a pop-up window, so ensure that Pop-Ups are allowed. Users may also need to minimize page displaying the confirmation to view the video.
7. In order to receive credit for watching this video, you will need to watch the entire video. The video is complete when you get to the “Replay” screen shown below. Click on the “red X” in the upper right hand corner to exit the video and go back to the LMS. Once complete, the video will display in your “completed learning”.



8. If you have questions that are not addressed in the video series or the step-by-step guide, please contact the appropriate Management Center Budget Office. If you have problems viewing the video, please contact finance-training@duke.edu.