Registering for and Completing **Sponsored Projects Web Reporting** 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)).

![Catalog Search](image1.png)

2. At the Duke LMS Home screen, in the Catalog Search field, type “**sponprojweb**”.

3. Next, in the Starting field, click the drop down and select “**Any Date**”.

4. Click **Search**.

![Sponsored Project Web Reporting](image2.png)

5. Scroll through the results to find the **Sponsored Projects Web Reporting** course and locate 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.
10. Click the **View All Sessions** button.

11. Note the start and end time and Instructor if listed. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts as appropriate.
12. Click **Close** when done.