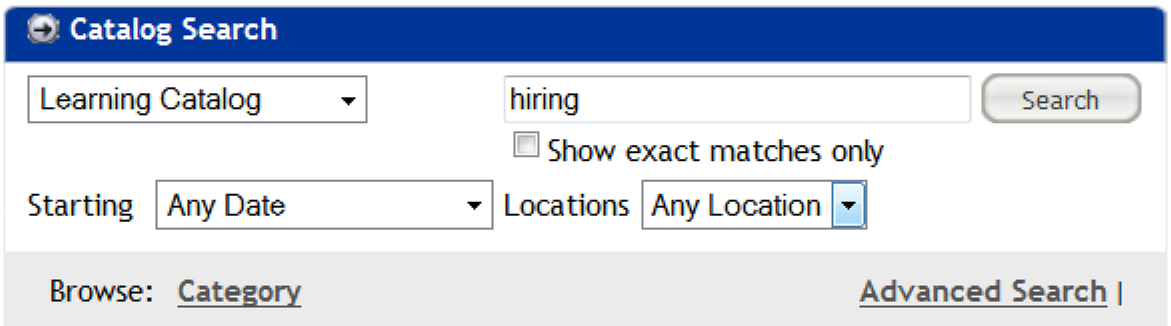
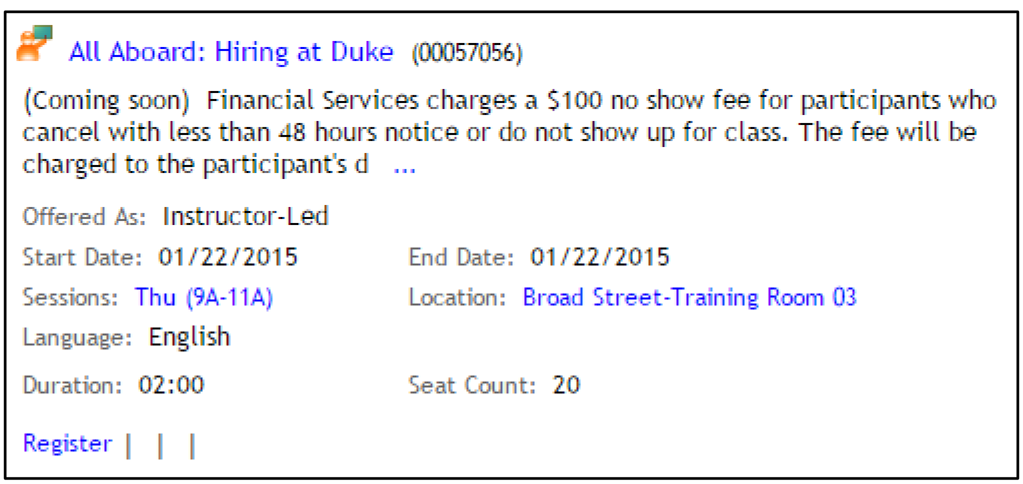
Registering for and Completing the **All Aboard: Hiring at Duke** Training in the Duke LMS

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 **"hiring"**.
3. Next, in the Starting field, click the drop down and select "Any Date".
4. Click **Search**.

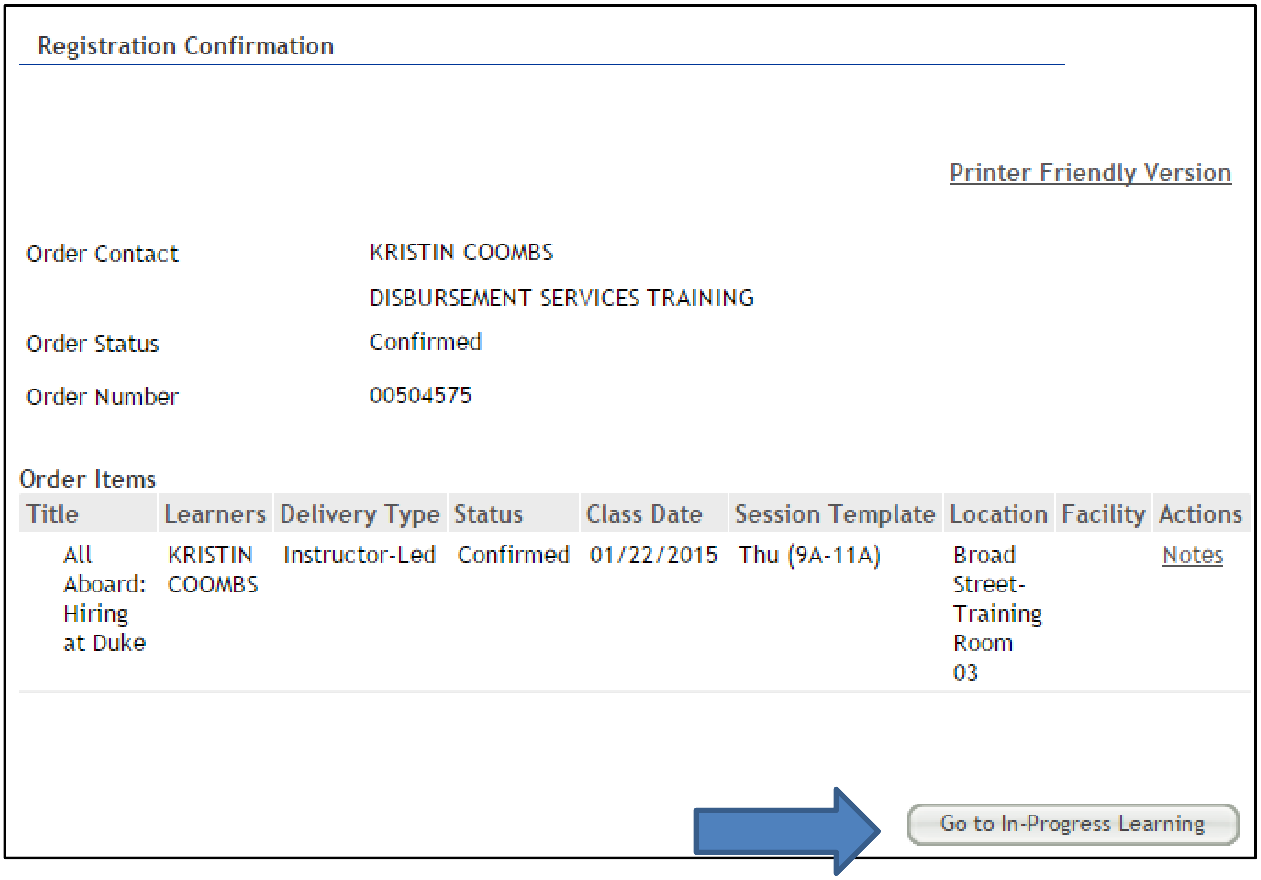


5. Scroll through the results to find the **All Aboard: Hiring at Duke** course. Select the offering for the desired date.



6. Click **Register**.

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



Registration Confirmation

Printer Friendly Version

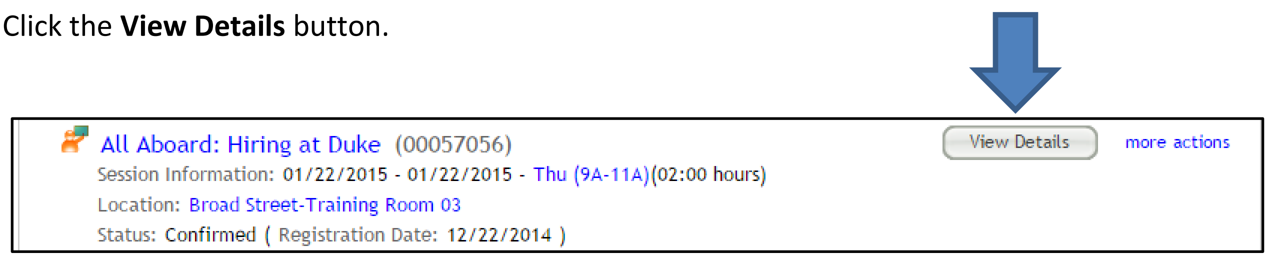
Order Contact	KRISTIN COOMBS DISBURSEMENT SERVICES TRAINING
Order Status	Confirmed
Order Number	00504575

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
All Aboard: Hiring at Duke	KRISTIN COOMBS	Instructor-Led	Confirmed	01/22/2015	Thu (9A-11A)	Broad Street-Training Room 03		Notes

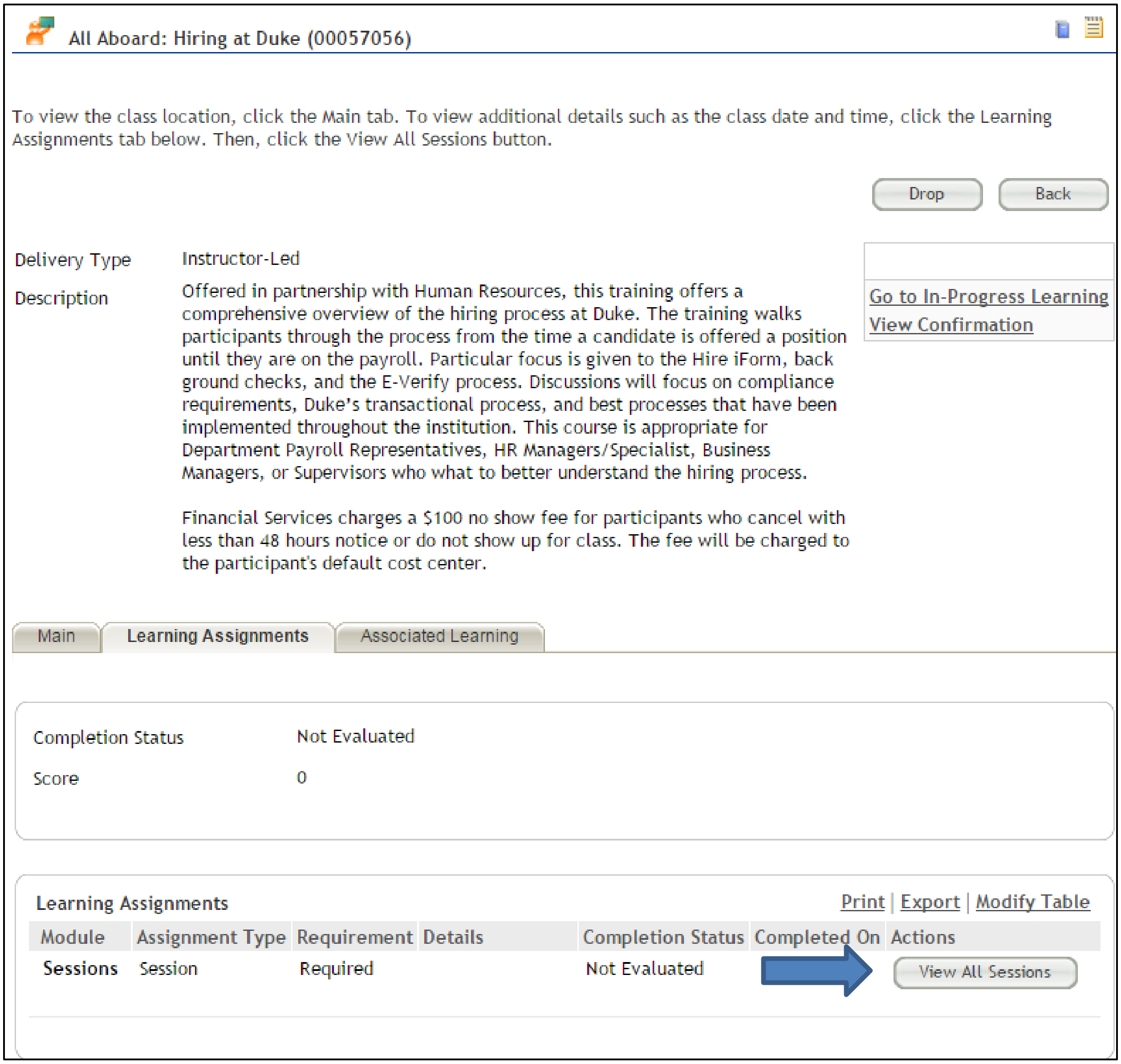
Go to In-Progress Learning

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



All Aboard: Hiring at Duke (00057056)
Session Information: 01/22/2015 - 01/22/2015 - Thu (9A-11A)(02:00 hours)
Location: Broad Street-Training Room 03
Status: Confirmed (Registration Date: 12/22/2014)
View Details
more actions

9. Read the course description.



All Aboard: Hiring at Duke (00057056)

To view the class location, click the Main tab. To view additional details such as the class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop | Back

Delivery Type	Instructor-Led
Description	Offered in partnership with Human Resources, this training offers a comprehensive overview of the hiring process at Duke. The training walks participants through the process from the time a candidate is offered a position until they are on the payroll. Particular focus is given to the Hire iForm, back ground checks, and the E-Verify process. Discussions will focus on compliance requirements, Duke's transactional process, and best processes that have been implemented throughout the institution. This course is appropriate for Department Payroll Representatives, HR Managers/Specialist, Business Managers, or Supervisors who what to better understand the hiring process. 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.

Go to In-Progress Learning
View Confirmation

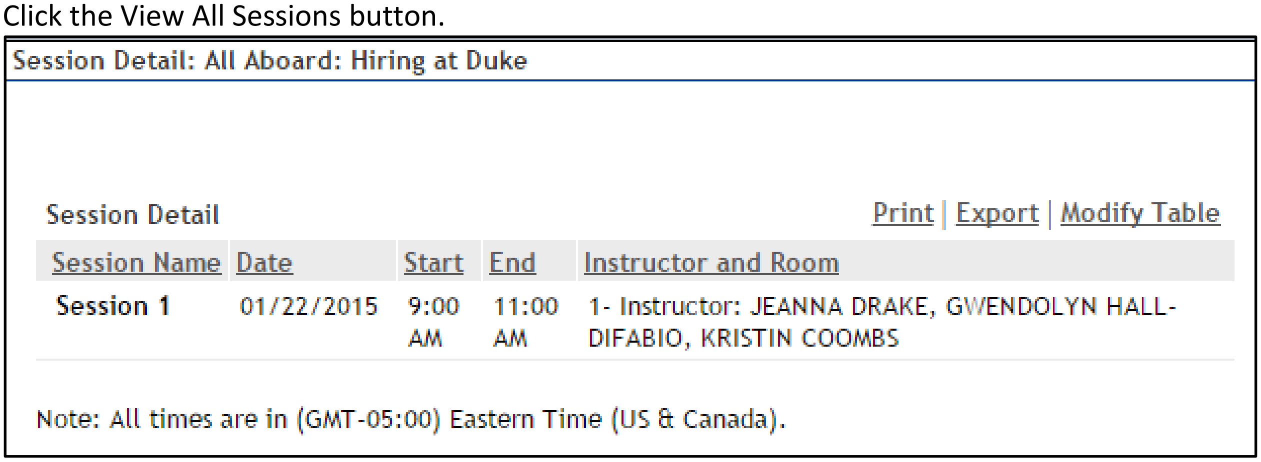
Main | Learning Assignments | Associated Learning

Completion Status	Not Evaluated
Score	0

Learning Assignments — Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.



Session Detail: All Aboard: Hiring at Duke

Session Detail — Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	01/22/2015	9:00 AM	11:00 AM	1- Instructor: JEANNA DRAKE, GWENDOLYN HALL-DIFABIO, KRISTIN COOMBS

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.