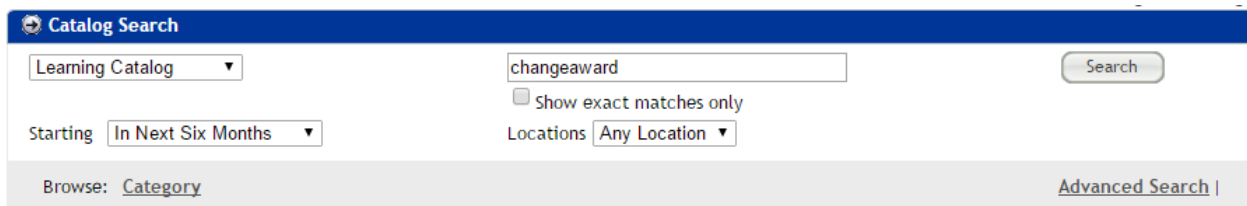# Registering for and Completing the **Non-compensatory iForms Training** in the Duke LMS
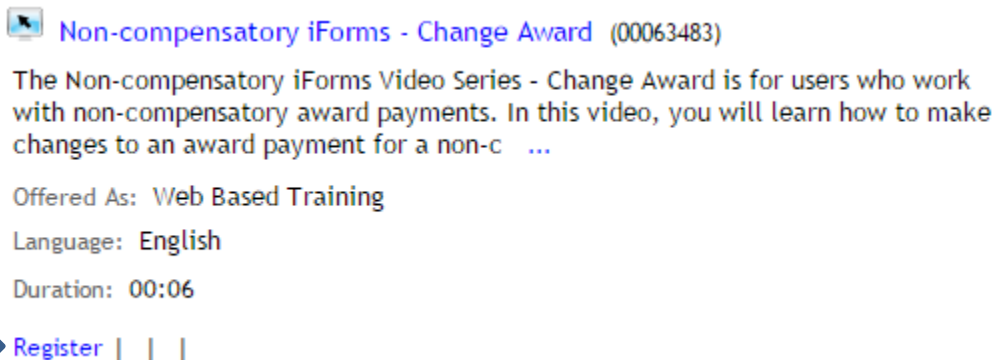
1. Log into the Duke LMS (https://lms.duhs.duke.edu/Saba/Web/Cloud).

2. At the Duke LMS Home screen, in the Catalog Search field, type the key word for the video you would to watch as outlined below.
   a. Non-compensatory iForms – Set up Award – **key word "setupaward"**
   b. Non-compensatory iForms - Change Award – **key word "changeaward"**
   c. Non-compensatory iForms - End Award – **key word "endaward"**
   d. Non-compensatory iForms - Approving in the Universal Worklist – **key word "noncompapprove"**
   e. Non-compensatory iForms - Set up New Award Post Docs – **key word "postdocs"**
   f. Non-compensatory iForms - How to Check the Status and Filter – **key word "noncompstatus"**
   g. Non-compensatory iForms - Creating a Personal Value List – **key word "noncomppvl"**
   h. Non-compensatory iForms – Reports – **key word "noncompreports"**

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 **Non-compensatory iForms - Change Award** appropriate online video. Click "Register" .

Non-compensatory iForms - Change Award (00063483)

The Non-compensatory iForms Video Series - Change Award is for users who work with non-compensatory award payments. In this video, you will learn how to make changes to an award payment for a non-c ...

Offered As: Web Based Training

Language: English

Duration: 00:06

Register | | |

6. At the **Confirmation** page, click the *Launch Content* link to watch the video. The video will now be accessible in your **In Progress Learning** if you prefer to watch the video at a later time.

Registration Confirmation

Printer Friendly Version

Order Contact	GWENDOLYN HALL-DIFABIO
Order Status	DISBURSEMENT SERVICES TRAINING
	Confirmed
Order Number	00621711

Order Items

Title	Learners	Delivery Type	Status	Actions	Launch Content
Non-compensatory iForms - Change Award	GWENDOLYN HALL-DIFABIO	Web Based Training	Confirmed	Notes	Launch Content

Go to In-Progress Learning

7. If you click **Go to In-Progress Learning,** you will need to find the videos in your specific list of courses. Find the course (recommendation – search by "Registration Date". Once content is found, click **Launch** to view the video.

Sort By Registration Date ▼   ☐ Group courses by certifications and curricula

▼ Non-compensatory iForms - Change Award (00063483)   Launch   more actions
Duration: 00:06 hours
Status: Confirmed (Registration Date: 06/29/2015)

| Content: Non-Comp Navigation | Launch |
| Status: Successful (Unlimited attempts) | |

| Content: Non-Comp Making Changes to an Award | Launch |
| Status: Not Evaluated (Unlimited attempts) | |