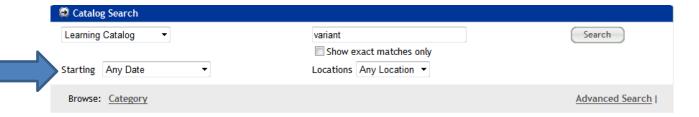
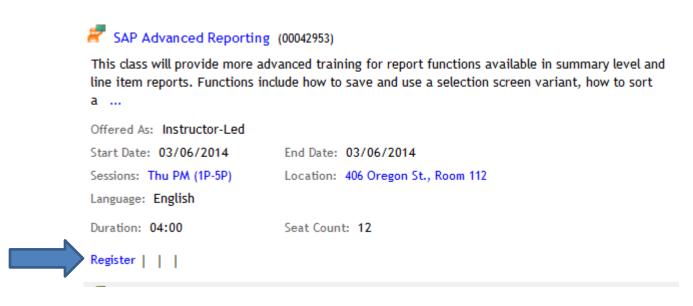
# Registering for and Completing the **SAP Advanced Reporting** Training in the Duke LMS

- 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 "variant".
- 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 Advanced 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.

### Registration Confirmation

#### **Printer Friendly Version**

Order Contact GWENDOLYN HALL-DIFABIO

Billed To DISBURSEMENT SERVICES TRAINING

Order Status Confirmed
Order Number 00334296

#### Order Items

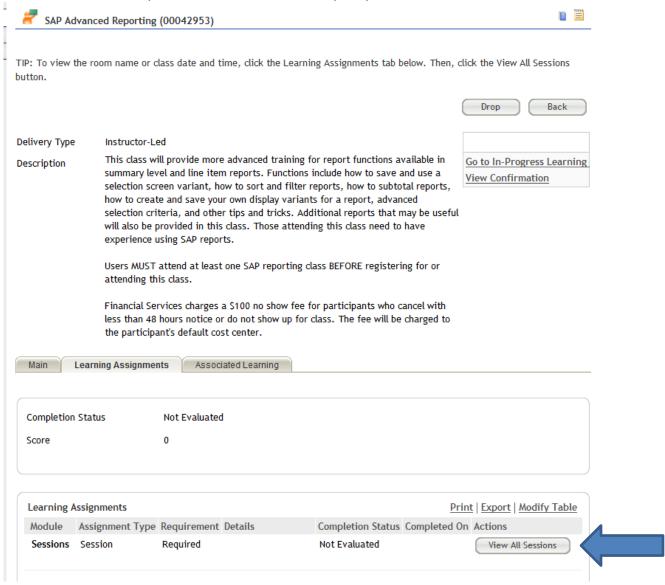
Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP Advanced Reporting		Instructor- Led	Confirmed	03/06/2014	Thu PM (1P-5P)	406 Oregon St., Room 112		<u>Notes</u>



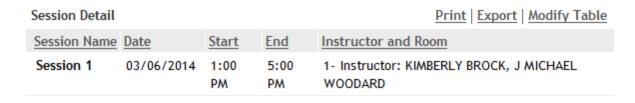
## 8. Click the View Details button.



9. Read the course description. Note the no show fee policy statement.



10. Click the View All Sessions button.



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.

