Registering for and Completing the **Reconciling Payroll Reports** Training 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)).
2. At the Duke LMS Home screen, in the Catalog Search field, type “reconciling”.
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 **Reconciling Payroll Reports** course. Select 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.

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**Reconciling Payroll Reports**  (00042627)

- **Session Information:** 02/25/2014 - 02/25/2014 - Tues (3:30pm - 4:30pm) (01:00 hours)
- **Location:** Broad Street-Training Room 03
- **Status:** Confirmed (Registration Date: 01/02/2014)
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. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.