Registering for and Completing the Financial Certification Programs Final Exam course 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 “final”.
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 Financial Certification Programs Final Exam 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**

    **Order Contact**: KRISTIN COOMBS  
    **DISBURSEMENT SERVICES TRAINING**

    **Order Status**: Confirmed  
    **Order Number**: 00503588

<table>
<thead>
<tr>
<th>Title</th>
<th>Learner</th>
<th>Delivery Type</th>
<th>Status</th>
<th>Class Date</th>
<th>Session Template</th>
<th>Location</th>
<th>Facility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Certification Programs</td>
<td>KRISTIN COOMBS</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>01/14/2015</td>
<td>Wed (8:30A-11:30A)</td>
<td>406 Oregon St., Room 112</td>
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<td>Final Exam</td>
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Click the **View Details** button.
8. Read the course description.

9. Click the View All Sessions button.

10. 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.