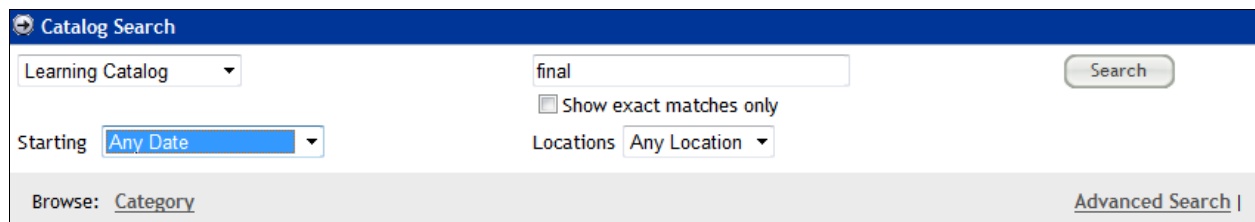

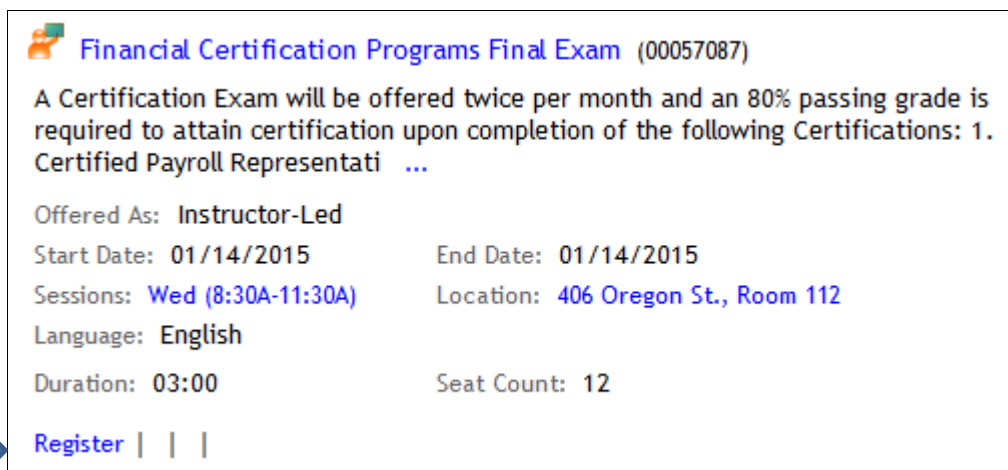



Registering for and Completing the Financial Certification Programs Final Exam course in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
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

[Printer Friendly Version](#)

Order Contact

KRISTIN COOMBS
DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00503588


Order Items


Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Financial Certification Programs Final Exam	KRISTIN COOMBS	Instructor-Led	Confirmed	01/14/2015	Wed (8:30A-11:30A)	406 Oregon St., Room 112		Notes



Go to In-Progress Learning

Click the **View Details** button.



 **Financial Certification Programs Final Exam** (00057087)
Session Information: 01/14/2015 - 01/14/2015 - **Wed (8:30A-11:30A)**(03:00 hours)
Location: **406 Oregon St., Room 112**
Status: **Confirmed** (Registration Date: 12/18/2014)

View Details

[more actions](#)

8. Read the course description.

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.

DropBack

Delivery TypeInstructor-Led

Description

A Certification Exam will be offered twice per month and an 80% passing grade is required to attain certification upon completion of the following Certifications:

1. Certified Payroll Representative
2. Procure to Pay Specialist
3. Financial Systems Specialist

This test will be held in a designated computer lab and will be open to all certification tracks (each certification track will have a different exam relevant to that track). Failure to pass will result in review by the Curriculum Leader for the applicable certification track. A participant's area of deficiency will be identified from the exam results and specific classes may need to be completed before retaking the final exam; participants who do not successfully complete the final exam will not be required to retake all courses in the curriculum.

Go to In-Progress Learning
View Confirmation

MainLearning AssignmentsAssociated Learning

Completion StatusNot Evaluated

Score0

Learning Assignments

PrintExportModify Table

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

9. Click the View All Sessions button.

Session Detail: Financial Certification Programs Final Exam

Session Detail

PrintExportModify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	01/14/2015	8:30 AM	11:30 AM	1- Instructor: KRISTIN COOMBS, GWENDOLYN HALL-DIFABIO

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

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.