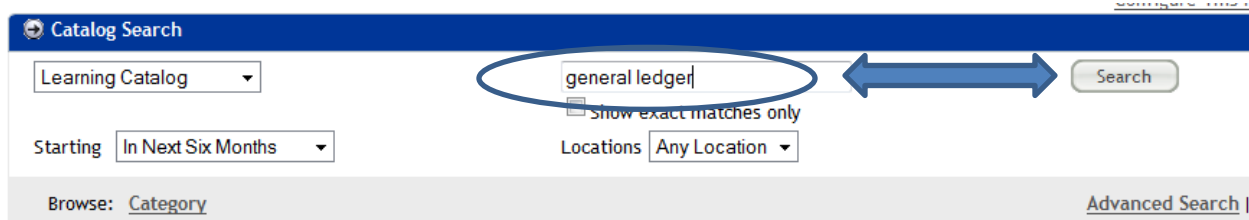# Registering for and Completing Introduction to Duke General Ledger Accounts Training Videos in the Duke LMS

1. Log into the Duke LMS (https://lms.duhs.duke.edu/Saba/Web/Cloud) or go to the "My Career" page and the "My Learning" link using Duke@Work.

2. At the Duke LMS Home screen, in the Catalog Search field, use the key word **"General Ledger"** and select the video series you would like to view:
   - Introduction to Duke General Ledger Accounts – SAP Classes
   - Introduction to Duke General Ledger Accounts - Payroll Rep-Company 10
   - Introduction to Duke General Ledger Accounts – Payroll Rep – DUHS
   - Introduction to Duke General Ledger Accounts - Procure to Pay Specialist
   - Introduction to Duke General Ledger Accounts – TRaC Rep Certification
   - Introduction to Duke General Ledger Accounts – Research Administration

3. Enter the key word listed above and click the **Search** button.

4. For web-based training, you will only see one offering. Click **Register**. The note: prior to registering you can select the course description link to see a complete description as well as the time for each video in the series. You will also be able to print the video scripts for reference.
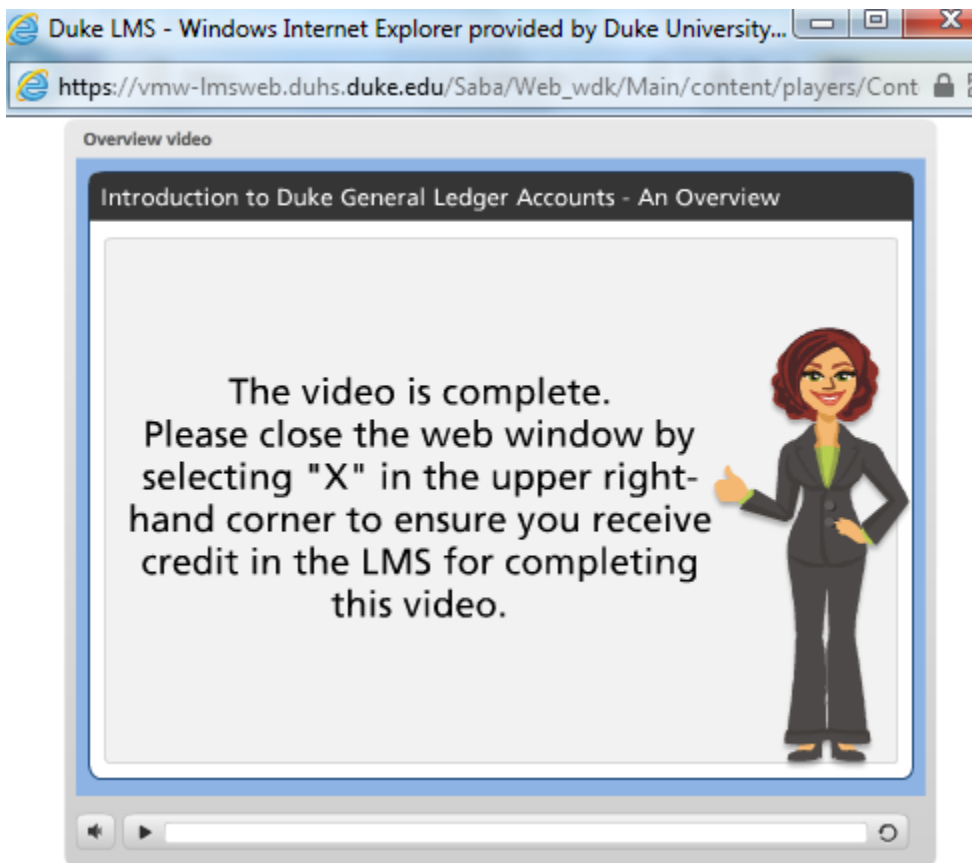
5. On the **Confirmation** page, click **Launch Content** to view the video. The video will be accessible in **In-Progress Learning** to view at a later time.

6. The video will launch in a pop-up window, so ensure that Pop-Ups are allowed. Users may also need to minimize page displaying the confirmation to view the video.

7. In order to receive credit for watching this video, you will need to watch the entire video. The video is complete when you get to the screen shown below explaining how to close the screen. Click on the "red X" in the upper right hand corner to exit the video and go back to the LMS. Once complete, the video will display in your "completed learning".

8. If you have problems viewing the video, please contact finance-training@duke.edu.