Registering for and Completing the **Back to the Basics-Completing Gross Adjustments** Training in the Duke LMS

1. Log into the Duke LMS ([https://vmw-lmsweb.duhs.duke.edu/SabaLogin](https://vmw-lmsweb.duhs.duke.edu/SabaLogin)).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**gross**”.
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 **Back to the Basics-Completing Gross Adjustments** 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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**Registration Confirmation**

**Order Contact** | KRISTIN BUREL
---|---
**Billed To** | DISBURSEMENT SERVICES TRAINING
**Order Status** | Confirmed
**Order Number** | 00333848

**Order Items**

<table>
<thead>
<tr>
<th>Title</th>
<th>Learners</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>Back to the Basics - Completing Gross Adjustments</td>
<td>KRISTIN BUREL</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>03/11/2014</td>
<td>Tue (9A-10A)</td>
<td>Broad Street</td>
<td>Training Room 03</td>
<td>Notes</td>
</tr>
</tbody>
</table>

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*[Image of additional information]*
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.