Registering for and Completing **It’s Not That Simple: Modifying and Issuing Additional Payments to Exempt Staff** 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 “exempt”.
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 **It’s Not That Simple: Modifying and Issuing Additional Payments to Exempt Staff** 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.

   ![It's Not that Simple - Modifying and Issuing Additional Payments to Exempt ...](00042591)

   Session Information: 04/08/2014 - 04/08/2014 - Tues (9-10:30am)(01:30 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.