Registering for and Completing the **Goods Receipt Buy@Duke Users** 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 “*receipt*”.
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 **Goods Receipt Buy@Duke Users** 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

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>KRISTIN BUREL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed To</td>
<td>DISBURSEMENT SERVICES TRAINING</td>
</tr>
<tr>
<td>Order Status</td>
<td>Confirmed</td>
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<tr>
<td>Order Number</td>
<td>00334379</td>
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</table>

#### Order Items

<table>
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<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>
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</thead>
<tbody>
<tr>
<td>Goods Receipt-Buy@Duke Users</td>
<td>KRISTIN BUREL</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>01/21/2014</td>
<td>Tue (9A-11A)</td>
<td>Broad Street-Meeting Room 203</td>
<td>Notes</td>
<td></td>
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</tbody>
</table>

[Go to In-Progress Learning](#)

8. Click the **View Details** button.

![Goods Receipt-Buy@Duke Users](#)

- Session Information: 01/21/2014 - 01/21/2014 - **Tue (9A-11A)** (02:00 hours)
- Location: Broad Street-Meeting Room 203
- Status: Confirmed (Registration Date: 01/03/2014)
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. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.