Registering for and Completing the **Buy@Duke Shopper/Submitter** 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 “buying”.
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 **Buy@Duke Shopper/Submitter** course. Select the offering for the desired date.

![Buy@Duke Shopper/Submitter Training](https://vmw-lmsweb.duhs.duke.edu/SabaLogin) 

**Buy@Duke Shopper/Submitter Training** (00042989)

This course is intended for those in the Shopper or Submitter role whose departments are already using Buy@Duke as their primary method for requisitioning. The course will cover the details needed ...

Offered As: **Instructor-Led**

Start Date: **02/12/2014**  
End Date: **02/12/2014**

Sessions: **Wed (9A-12P)**  
Location: **406 Oregon St., Room 112**

Language: **English**

Duration: **03:00**  
Seat Count: **12**

6. Click **Register**.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

8. Click the **View Details** button.
9. Read the course description. Note the no show fee policy statement.

10. Click the View All Sessions button.

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

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.