Registering for and Completing the **All Aboard: Hiring at Duke** 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 “**hiring**”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.

![Catalog Search](image)

5. Scroll through the results to find the **All Aboard: Hiring at Duke** course. Select the offering for the desired date.

![All Aboard: Hiring at Duke](image)

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.

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.