Registering for and Completing the **Non-compensatory iForms 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 the key word for the video you would to watch as outlined below.
   a. Non-compensatory iForms – Set up Award – **key word “setupaward”**
   b. Non-compensatory iForms - Change Award – **key word “changeaward”**
   c. Non-compensatory iForms - End Award – **key word “endaward”**
   d. Non-compensatory iForms - Approving in the Universal Worklist – **key word “noncompapprove”**
   e. Non-compensatory iForms - Set up New Award Post Docs – **key word “postdocs”**
   f. Non-compensatory iForms - How to Check the Status and Filter – **key word “noncompstatus”**
   g. Non-compensatory iForms - Creating a Personal Value List – **key word “noncomppvl”**
   h. Non-compensatory iForms – Reports – **key word “noncompreports”**

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 **Non-compensatory iForms - Change Award** appropriate online video. Click “Register”.

   **Non-compensatory iForms - Change Award** (00063483)
   The Non-compensatory iForms Video Series - Change Award is for users who work with non-compensatory award payments. In this video, you will learn how to make changes to an award payment for a non-c ...

   **Offered As:** Web Based Training
   **Language:** English
   **Duration:** 00:06

   **Register**
6. At the Confirmation page, click the Launch Content link to watch the video. The video will now be accessible in your In Progress Learning if you prefer to watch the video at a later time.

7. If you click Go to In-Progress Learning, you will need to find the videos in your specific list of courses. Find the course (recommendation – search by “Registration Date”). Once content is found, click Launch to view the video.