Registering for and Completing the **Payroll Process Overview for New Department Payroll Representatives** 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 “**payrollrep**”.
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 **Payroll Process Overview for New Department Payroll Representatives** 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.
9. Read the course description. Note the no show fee policy statement.

10. 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.