

Duke LMS - Registrar Instructions

OVERVIEW

This document will cover the steps that a Registrar will need to complete in the Duke Learning Management System (SABA) to register a new employee for **University New Hire Orientation (for Campus Only)**.

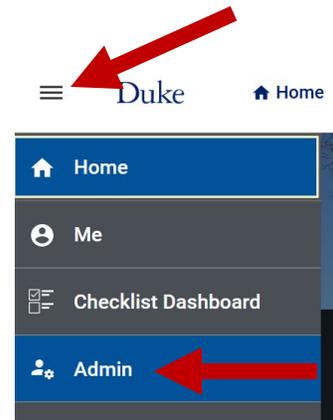
Prior to completing these steps, you will first need to have the following:

- Registrar access to the [LMS application](#) in the Admin domain. **To request registrar's access, send an email to elarningmgm1@dm.duke.edu with the subject line "Registrar access for University New Hire Orientation (campus Only)." Once your access has been updated, you will get a confirmation email and can proceed to the steps below.**

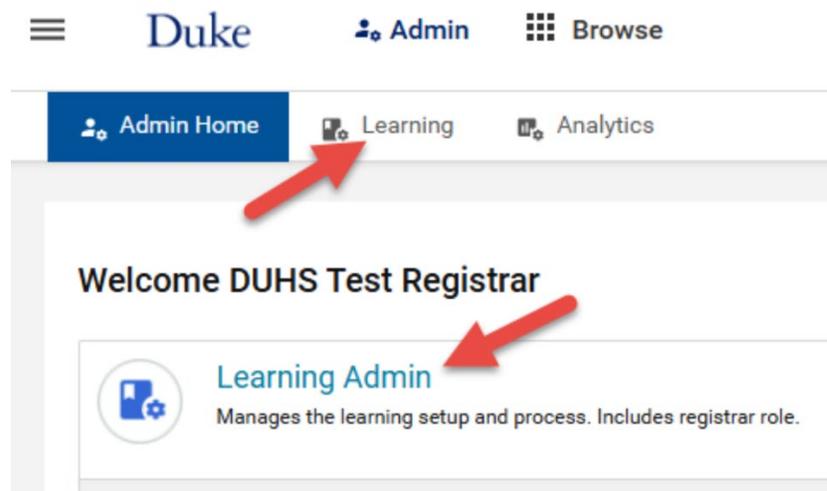
REGISTER A LEARNER(S) FOR ORIENTATION

To register a new employee for registration, do the following.

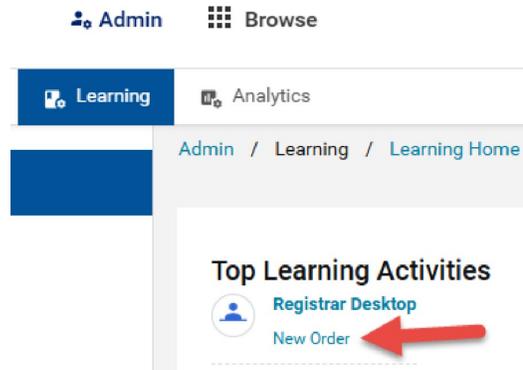
- Log in to the [LMS](#). **Click on the hamburger** icon at the upper left to open the menu and click **"Admin."**



- Click on **"Learning"** from the top toolbar or **"Learning Admin"** from the shortcuts on the page. Note: Either option will take you to the same place.



3. Click “New Order.”



4. Make sure the “Register” radio button is selected and in the Search Catalog field, enter UNIV-ORI and click the magnifying glass.

Admin / Learning / Registrar Desktop / New Order

Registrar

Register Add to plan Assign & Enroll

Register for one or more classes now.

Select Learning Item

UNIV-ORI

5. The system will start a search and display the results **upcoming and available Duke University Orientation (for Campus Employees ONLY)**. Click the plus sign (+) to the right of the date you’re selecting.

Title	Delivery Type	Seats	Due Date	Select
Duke University Orientation (for Campus Employees ONLY) <small>▼ 00194612, 2025-10-14, Zoom (Link will be sent via email)</small>	Virtual Classroom	50	Select date	
Duke University Orientation (for Campus Employees ONLY) <small>▼ 00194612, 2025-12-09, Zoom (Link will be sent via email)</small>	Virtual Classroom	50	Select date	
Duke University Orientation (for Campus Employees ONLY) <small>▼ 00194606, 2025-07-22, Zoom (Link will be sent via email)</small>	Virtual Classroom	40	Select date	
Duke University Orientation (for Campus Employees ONLY) <small>▼ 00194614, 2025-11-11, Zoom (Link will be sent via email)</small>	Virtual Classroom	50	Select date	
Duke University Orientation (for Campus Employees ONLY) <small>▼ 00194609, 2025-09-02, Zoom (Link will be sent via email)</small>	Virtual Classroom	50	Select date	

6. Next, scroll down to the “**Add Person**” section and **enter the Name, NetID or Unique ID** of the staff member to be registered, then **click the magnifying glass**.

Once you’ve found the staff member, **click the plus sign (+)** under Select to register the new employee.

NOTE: If you are registering multiple people for the same course, repeat this step (by searching for each person and selecting their name from the list).

7. After clicking the plus sign, the staff member’s name will display under the Person Search field in **green**. If the name shows **red**, then click “**View Errors & Warnings**” for additional information on how to resolve the error.

8. Click “**Register**” at the bottom right of the screen.

9. A confirmation screen will appear. The staff member(s) will receive email notification(s) that they have been registered for Orientation.