

Open Internet Explorer.

Type <https://duke.swankhealth.com>

For Site Code, choose:

1432 – Duke University Hospital and Duke Medicine

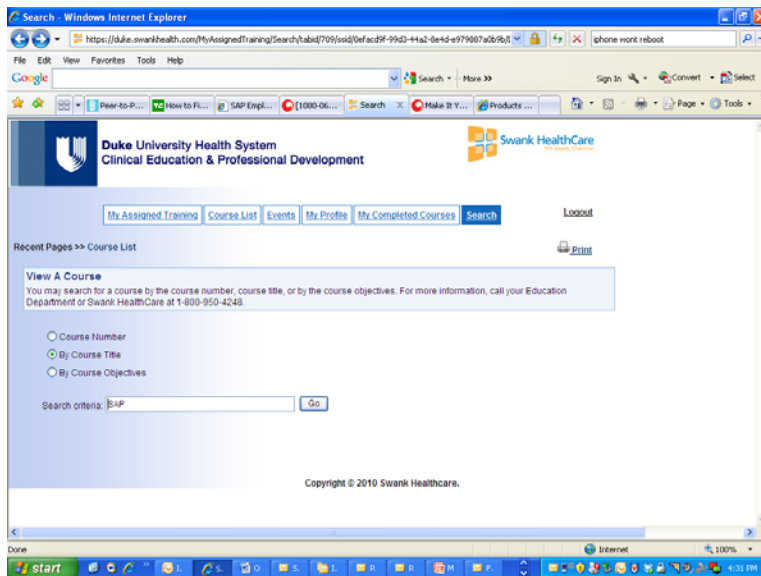
If you do not have an account or trouble logging in, please call the DHTS HelpDesk at 684-2243.

If you logged into the system before, enter your password and Duke Unique ID. Click **Login**. Make sure you use your (7) digit Duke UniqueID (including leading zeros).



The screenshot shows the login page for the Duke University Health System Continuing Education. At the top, there is a header with the Duke University Health System logo and 'Education Services'. Below this is a 'Swank HealthCare' logo and a 'Continuing Education' banner. The main content area includes a 'Site Code' dropdown menu set to '1432 - Duke University Hospital'. There are two input fields: 'Duke Unique ID' (7-digit) and 'Password' (password is case sensitive). A 'Login' button is positioned below the password field. To the left of the login fields, there is instructional text: 'To begin utilizing the online courses, please log in.' and 'To receive your login information by email, please click the Exact Your Login Information? link or call us at 1-800-950-4248.' A link for 'Forgot your Login Information?' is located below the login button.

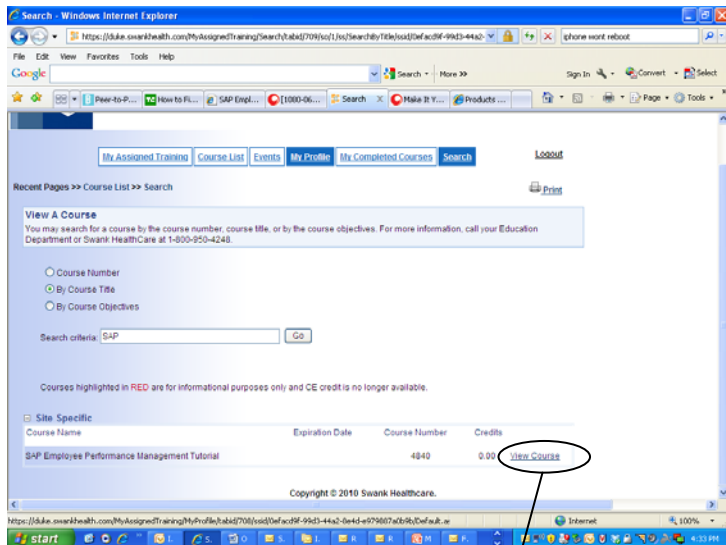
Once you have logged in, you will see another screen. Click Continue.



Click on the Search button;

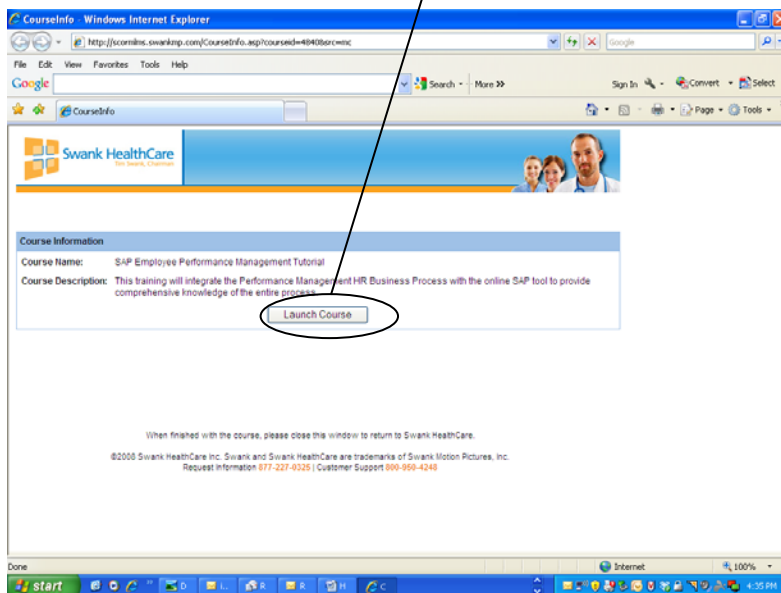
Select 'By Course Title'

Type 'SAP' in the Search Criteria area and select GO



When this screen appears, select 'View Course'

Another screen appears. Click **Launch Course**.



At successful completion of the test, you can close all windows. Completion will be credited in the system within 2 hours and you can print a certificate.