



## Welcome to Duke Health!

We are so glad to welcome you to Duke via our virtual Duke Health Orientation. You have been registered for the content in our Learning Management System (LMS). Please follow the instructions below to complete your learning. To view the content, you will need access to a computer or internet-enabled device (phone, tablet).

If this will be a barrier to your participation, please contact your hiring manager as soon as possible.

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### How to complete your orientation:

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You can complete your orientation at home or in your department, at the instruction of your management team.

**Step 1: Access our Duke Health online systems.** You may have received an email providing your unique 7-digit number, known as the **Duke Unique ID (DUID)**, as well as your **Net ID** and **email alias**.

If you have already followed the instructions in this email to activate your NetID and Duke email and you know your password, you may skip down to the Step 2.

If you did not receive an email or you have not had a chance to set up your account, you can do it now. Activate your NetID by calling the Help Desk at (919) 684-2243. Since you'll need to set a password for your account shortly after you call, it's a good idea to review [Duke's password guidelines](#) now. After your NetID activation is complete, you can access your Duke email and calendar at [mail.duke.edu](mailto:mail.duke.edu).

**Step 2: Access the Learning Management System (LMS).** To get to the LMS, visit [lms.duhs.duke.edu/Saba/Web/Cloud](https://lms.duhs.duke.edu/Saba/Web/Cloud). Log in using your NetID and password.

**Step 3: View the orientation modules.** Under the **In Progress** section, click **View Details** next to the **Duke Health Orientation** course (DUHSCOMP-ORI9). The course consists of several online modules, and you will need to complete them all. Click the **Launch** link to open each module and complete it.

The screenshot shows the LMS interface with the following elements:

- Navigation tabs: Main, Learning Assignments, Associated Learning
- Completion Status: Not Evaluated
- Score: 0
- Learning Assignments table with columns: Module, Assignment Type, Requirement, Details, Completion Status, Completed On, Actions

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		<a href="#">View All Sessions</a>
New Employee Orientation: Information Security	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		<a href="#">Launch</a>

**Complete all modules within the course within two weeks of your start date.** Pay special attention to the Benefits presentation, as you will need to make your benefits elections within thirty days of your start date.

**NOTE:** You likely have other courses listed in your 'In-Progress Learning'. At this time, we are asking that you just complete the "**Duke Health Orientation**" course. You will receive further instruction from your supervisor/manager/entity on when to complete the other courses. Do not work ahead, as there may be important timing for the other courses.

*Step 4: Follow your department's local orientation processes.* Again, we are so glad to have you as part of our team. We congratulate you on reaching this milestone in your career, and wish you all the best on your journey with Duke Health.