

**What is Saba?**


Saba is our Learning Management System (LMS). You will log into Saba to access online learning modules, such as the Online New Staff Orientation modules and Annual Mandatory modules. You can also use Saba to sign up for in-person trainings or webinars.

1 GETTING STARTED

a. Use **Google Chrome** as it works best with Saba.

b. In Google Chrome, **allow pop-ups from Saba.**

How to Allow Pop-Ups from Saba in Chrome

1. Click the **three dots** in the upper right corner. 
2. Select **Settings**.
3. Click **Security and Privacy** from the left menu.
4. Click **Site Settings**.
5. Scroll down. Click **Pop-ups and redirects**.
6. Click **Add** next to **Allowed to send pop-ups and use redirects**.
7. Add **missouri.sabacloud.com**.

2 LOG INTO SABA

a. Go to **missouri.sabacloud.com**.

b. Sign into Saba. Use your **username@umsystem.edu** email. Click **Next**.

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Sign in

username@umsystem.edu

[Can't access your account?](#)

Back

Next

c. Enter the **password you created** and click **Sign in**. If you forgot your password, use the 'Forgot my password' link.

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← @umsystem.edu

Enter password

Password

[Forgot my password](#)

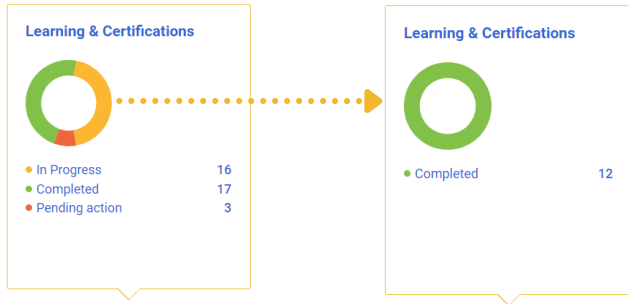
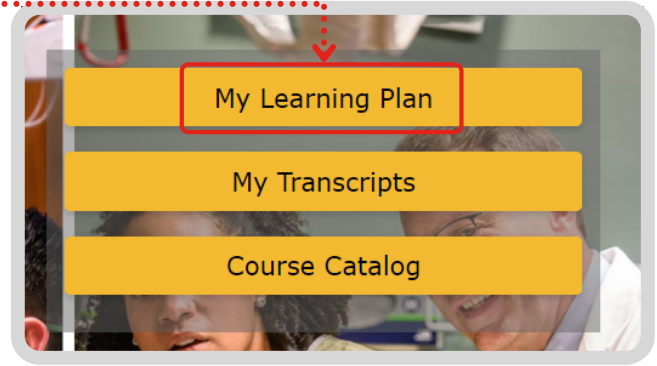
Sign in

3 YOUR LEARNING PLAN

a. Select **My Learning Plan**.

? Your Learning Plan contains any **Curricula and Courses** that you need to complete.

b. The goal is to **make your donut green!** A green donut indicates that you have completed all courses on your Learning Plan.



c. **Scroll down** on your Learning Plan to see the courses and curricula you need to complete.

4 VIEWING CURRICULA & LAUNCHING COURSES

? **What's the difference between Curricula and Courses?**
A curriculum is a group of courses. You can be assigned stand-alone courses or curricula.

CURRICULA

	2021 Staff Annual Compliance Training - ACP Curriculum Source : FY21 Corporate C...	Progress 0%	08/19/2021	VIEW DETAILS
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For a **Curriculum**, click on **VIEW DETAILS** to see all courses that need to be completed.

COURSES

	WBT044-21 Moving ePHI out of email Course Web-Based Source : Date change Test...	IN PROGRESS	02/20/2021	LAUNCH	<input type="button" value="v"/>
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WBT stands for **Web-Based Training**. These are modules you will complete online.

Click **LAUNCH** to begin the course.

TIPS

- Be sure to hit **Submit** at the end of each module so Saba records your completion.
- After you complete a module within a curriculum, you may need to **refresh the browser** to have the module show as successful.