Registering for and Completing the Payroll and Work Study Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “study”.
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 and Work Study course. Select the offering for the desired date.

6. Click Register.
7. At the **Confirmation** page, click the **Go to In-Progress Learning** link.

   **Registration Confirmation**

   - **Order Contact**: KRISTIN BUREL
   - **Billed To**: DISBURSEMENT SERVICES TRAINING
   - **Order Status**: Confirmed
   - **Order Number**: 00333969

   **Order Items**

<table>
<thead>
<tr>
<th>Title</th>
<th>Learners</th>
<th>Delivery Type</th>
<th>Status</th>
<th>Class Date</th>
<th>Session Template</th>
<th>Location</th>
<th>Facility</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Payroll and Work</td>
<td>KRISTIN</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>04/10/2014</td>
<td>Thurs (3:30-4:30)</td>
<td>Broad</td>
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<td>Notes</td>
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<tr>
<td>Study</td>
<td>BUREL</td>
<td></td>
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<td></td>
<td>Training Room</td>
<td>Street</td>
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<td></td>
<td></td>
<td>03</td>
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</table>

8. Click the **View Details** button.

   **Payroll and Work Study** (00042609)
   - **Session Information**: 04/10/2014 - 04/10/2014 - Thurs (3:30-4:30) (01:00 hours)
   - **Location**: Broad Street-Training Room 03
   - **Status**: Confirmed (Registration Date: 01/02/2014)
9. Read the course description. Note the no show fee policy statement.

10. Click the View All Sessions button.

11. 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.