Registering for
Introduction to Duke Accounting Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “DABP”.
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 Introduction to Duke Accounting course. Select the offering for the desired date.

   Introduction to Duke Accounting (00045120)
   The Introduction to Duke Accounting and Business Practice is designed for new employees or individuals new to financial responsibilities. It introduces basic accounting terminology, the cost object...

   Offered As: Instructor-Led
   Start Date: 03/11/2014   End Date: 03/11/2014
   Sessions: Tues (8:30A-12P)   Location: 402 Oregon St., Shaner Room 109
   Language: English
   Duration: 03:30   Seat Count: 20

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

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>DARRELL QUEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed To</td>
<td>Accounting Systems and Procedures</td>
</tr>
<tr>
<td>Order Status</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Order Number</td>
<td>00352986</td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Duke Accounting</td>
<td>DARRELL QUEEN</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>03/11/2014</td>
<td>Tues (8:30AM-12PM)</td>
<td>402 Oregon St., Shaner Room 109</td>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

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

```
Introduction to Duke Accounting (00045120)
Session Information: 03/11/2014 - 03/11/2014 - Tues (8:30AM-12PM) (03:30 hours)
Location: 402 Oregon St., Shaner Room 109
Status: Confirmed (Registration Date: 02/21/2014)
```

9. Read the course description. Note the no show fee policy statement.
10. Click the View All Sessions button.

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>03/11/2014</td>
<td>8:30 AM</td>
<td>12:00 PM</td>
<td>DARRELL QUEEN</td>
</tr>
</tbody>
</table>

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

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.