Registering for and Completing the Payroll Process Overview for New Department Payroll Representatives Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “payrollrep”.
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 Process Overview for New Department Payroll Representatives course. Select the offering for the desired date.

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

8. Click the **View Details** button.
9. Read the course description. Note the no show fee policy statement.

10. 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.