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**.

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**Catalog Search**

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<tr>
<th>Learning Catalog</th>
<th>study</th>
<th>Search</th>
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<td>Any Date</td>
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**Payroll and Work Study** (00042609)

In preparation for the academic year, review the basics of college work study from how to process hire transactions to setting up appropriate funding codes. Class will focus exclusively on work stu ...

**Offered As:** Instructor-Led

**Start Date:** 04/10/2014  **End Date:** 04/10/2014

**Sessions:** Thurs (3:30-4:30)  **Location:** Broad Street-Training Room 03

**Language:** English  **Duration:** 01:00  **Seat Count:** 20

**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. 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.