Registering for and Completing the Faculty Projection and Reporting Tool for Grant Managers and Business Managers
Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “projection.”
3. In the Starting field, select “Any Date” from the menu.
4. Click the Search button.

![Catalog Search](image)

5. Scroll through the results to find the Faculty Projection and Reporting Tool for Grant Managers and Business Managers course. Select the offering for the desired date.

![Course Details](image)

6. Click the Register link. Note, if the pre-requisites for this class have not been met, you will receive a message indicating what learning needs to be completed.
7. On 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 statement.

10. Click the **View All Sessions** button.

11. Note the start and end time and the instructor, if one is listed.