Registering for and Completing the Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “independent”.
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 Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors 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.

Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments... (00042651)
Session Information: 02/11/2014 - 02/11/2014 - Tues (9-10:30am) (01:30 hours)
Location: Broad Street-Training Room 03
Status: Confirmed (Registration Date: 01/03/2014)
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.