Registering for and Completing the
SAP University Reporting: Sponsored Projects Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “sponproj”.
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 SAP University Reporting: Sponsored Projects course. Select the offering for the desired date.

   SAP University Reporting: Sponsored Projects (00042922)
   This course focuses on how to run, navigate, and understand reports for Duke University Sponsored Projects. The course is taught in the SAP Production client. New custom reports are included, as w... 
   Offered As: Instructor-Led
   Start Date: 01/07/2014          End Date: 01/07/2014
   Sessions: Tue PM (1P-5P)     Location: 406 Oregon St., Room 112
   Language: English
   Duration: 04:00            Seat Count: 12

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

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>GWENDOLYN HALL-DIFABIO</th>
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**Order Items**

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<th>Location</th>
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<td>Tue PM (1P-5P)</td>
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8. Click the **View Details** button.

**SAP University Reporting: Sponsored Projects** (00042922)

- **Session Information:** 01/07/2014 - 01/07/2014 - Tue PM (1P-5P) (04:00 hours)
- **Location:** 406 Oregon St., Room 112
- **Status:** Confirmed (Registration Date: 01/02/2014)
9. Read the course description. Note the no show fee policy statement.

To gain the most benefit from this class:
1) Be certain you can log into SAP (using your own User Name NET ID and password).
2) Please bring with you to class a few seven digit Cost Objects (WBS Elements) or a ten digit BFR Code that you can use specific to this class.

Financial Services charges a $100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant’s default cost center.

10. Click the View All Sessions button.

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.