Registering for
Introduction to Duke Accounting Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “DABP”.
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 Introduction to Duke Accounting course. Select the offering for the desired date.

   ![Catalog Search](image)

   **Introduction to Duke Accounting (00045120)**
   
   The Introduction to Duke Accounting and Business Practice is designed for new employees or individuals new to financial responsibilities. It introduces basic accounting terminology, the cost object ...

   **Offered As:** Instructor-Led  
   **Start Date:** 03/11/2014  
   **End Date:** 03/11/2014  
   **Sessions:** Tues (8:30A-12P)  
   **Location:** 402 Oregon St., Shaner Room 109  
   **Language:** English  
   **Duration:** 03:30  
   **Seat Count:** 20

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. 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.