Registering for and Completing the Effort Coordinator Base Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “ECRTBASE”.
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 Effort Coordinate Base Training course. Select the offering for the desired date.

   ![Catalog Search](image)

   Effort Coordinator Base Training (00043393)
   
   This training session covers the Effort Certification Reporting Technology (ECRT) on-line system from the Effort Coordinator’s perspective. In addition to learning how to review and process effort ...

<table>
<thead>
<tr>
<th>Offered As:</th>
<th>Instructor-Led</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>05/07/2014</td>
</tr>
<tr>
<td>End Date:</td>
<td>05/07/2014</td>
</tr>
<tr>
<td>Sessions:</td>
<td>Wed PM (1P-5P)</td>
</tr>
<tr>
<td>Location:</td>
<td>406 Oregon St., Room 101</td>
</tr>
<tr>
<td>Language:</td>
<td>English</td>
</tr>
<tr>
<td>Duration:</td>
<td>04:00</td>
</tr>
<tr>
<td>Seat Count:</td>
<td>20</td>
</tr>
</tbody>
</table>

   Register

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

8. Click the **View Details** button.

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**Effort Coordinator Base Training**  (00043393)  
Session Information: 05/07/2014 - 05/07/2014 - Wed PM (1P-5P) (04:00 hours)  
Location: 406 Oregon St., Room 101  
Status: Confirmed  (Registration Date: 01/07/2014)
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 (if any have been assigned) along with functional area experts when appropriate.