

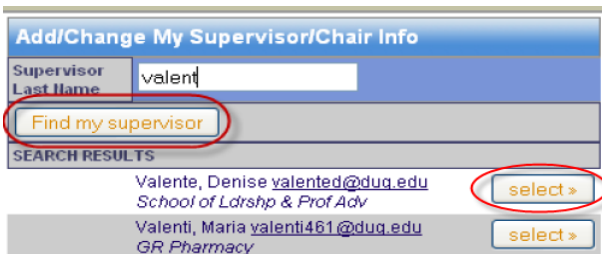
Using Training Tracker to Register for Gumberg Library Events

1. Go to www.dutrainning.duq.edu

2. Click  and then log in with your MultiPass credentials.

3. If you wish, you can add supervisor's name to your account. If you have already done this or don't wish to, go to step 5.

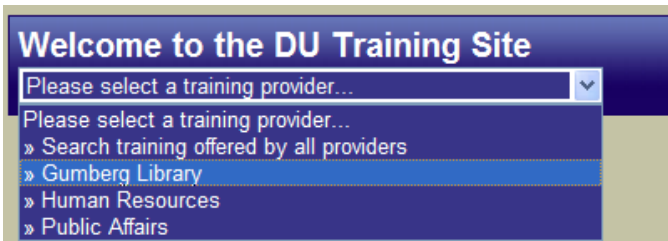
4. Type your supervisor's name in the "Add/change/My Supervisor/Chair info" box and click "Find my supervisor." Then click "Select.



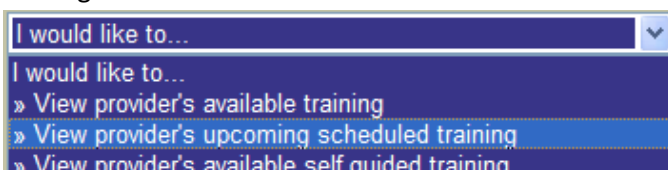
5. Once you have logged in, click "Search all training."



6. Choose "Gumberg Library" from the list of training providers:



7. Choose "View provider's upcoming scheduled training."



8. You will see a list of programs. Click "View" next to the relevant session.

3/11/10 3:00 PM	Getting Started with RefWorks Section - 13900 Provider - Gumberg Library	view >
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9. You will see a detailed description. To register, click:

[Proceed to section sign up information >](#)

10. Then click:

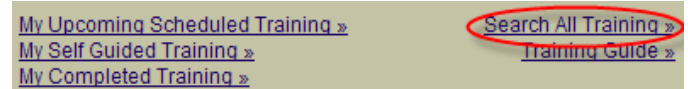
[« Register for this Course Section >](#)

11. If your registration was successful, you will see:

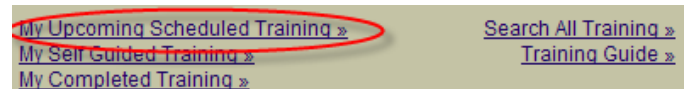
You have been successfully added to the active roster for section 13900 of course Getting Started with RefWorks.

You will also receive email reminders before the session.

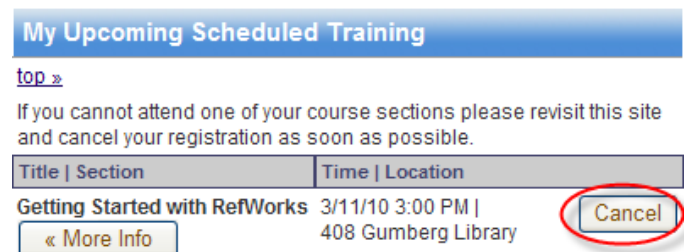
12. To continue to search for other available training, return to the "Search All Training" link.



13. To cancel your registration, log in to Training Tracker. Click "My upcoming Scheduled Training."



14. Click "Cancel."



Title Section	Time Location	
Getting Started with RefWorks	3/11/10 3:00 PM 408 Gumberg Library	Cancel