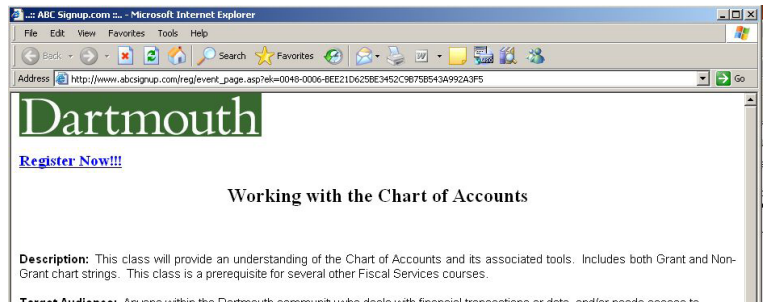


Class Registration Help

1 Select the date and time of the class you want to attend.

Month	Date	Time	Class Name
July	6/23/2008	1:00 PM - 3:00 PM	Labor Distribution Reconciliation Everything you want to know to reconcile your labor distribution account.
	6/25/2008	1:30 PM - 3:30 PM	Journal Entries in Oracle Grants Accounting This class will provide an explanation of the PTAE0 strings, inform the tool to create journal entries for grant expenditures and combine
	7/15/2008	9:00 AM - 10:30 AM	Journal Entries in Oracle General Ledger Web ADI This class explains the journal entry process, guidelines and rules, the Oracle General Ledger.
	7/22/2008	9:00 AM - 10:30 AM	Working with the Chart of Accounts This class will provide an understanding of the Chart of Accounts and its associated tools. Includes both Grant and Non-Grant chart strings. This class is a prerequisite for several other Fiscal Services courses.
	7/22/2008	1:00 PM - 4:00 PM	eProcurement For anyone who needs access to the eProcurement system, either to create by others.
August	7/24/2008	2:00 PM - 4:00 PM	Journal Entries in Oracle Grants Accounting This class will provide an explanation of the PTAE0 strings, inform the tool to create journal entries for grant expenditures and combine
	7/29/2008	2:00 PM - 4:00 PM	Best Practices - Manual Journal Entries Step by step guidelines for completing the WEB ADI template to reduce
	8/12/2008	1:30 PM - 3:00 PM	Journal Entries in Oracle General Ledger Web ADI This class explains the journal entry process, guidelines and rules, the Oracle General Ledger.

2 Click the Register Now link.



3 Select the link labeled "[Click here] to create an account and register."

Login ID:

Password:

Save my login information on this computer

[\[Click Here\] if you cannot remember your existing id and/or password](#)

[\[Click Here\] to create an account and register](#)

Note: Class registration takes place on a system outside Dartmouth. **Your Dartmouth user ID and password are not on this system.** You must create an account to register for a class.

4 Fill in the form and click the Submit Registration button.

Dartmouth

* All questions in bold are required

Event Name: Working with the Chart of Accounts

First Name:

Last Name:

New Account Login ID:

New Password: **Re-type Password:**

Email Address:

Retype Email Address:

Department/Division:

Position Title:

Supervisor's Name:

Office Phone Number: