

Professional Development Course Registration Instructions for LU Employees

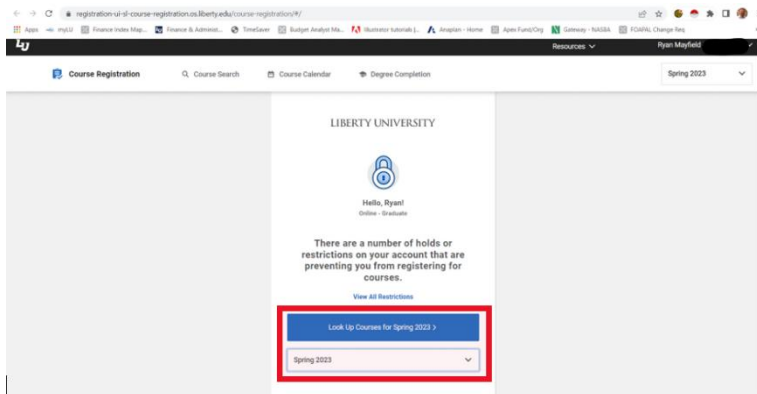
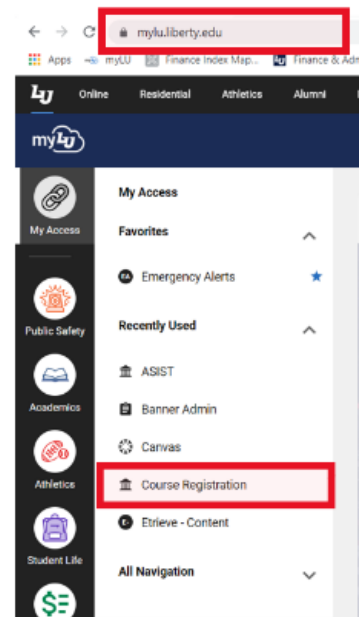
Introduction to Course Registration

Welcome to Course Registration! Course Registration is the way New Employees register for Finance Professional Development training. If your position requires access to the LU Finance systems, you will need to register for Finance Pro Dev courses. You will be able to register yourself in each Finance Pro Dev class needed by following the instructions below.

Registering for Courses

Begin by logging into MyLU and selecting the Course Registration option.

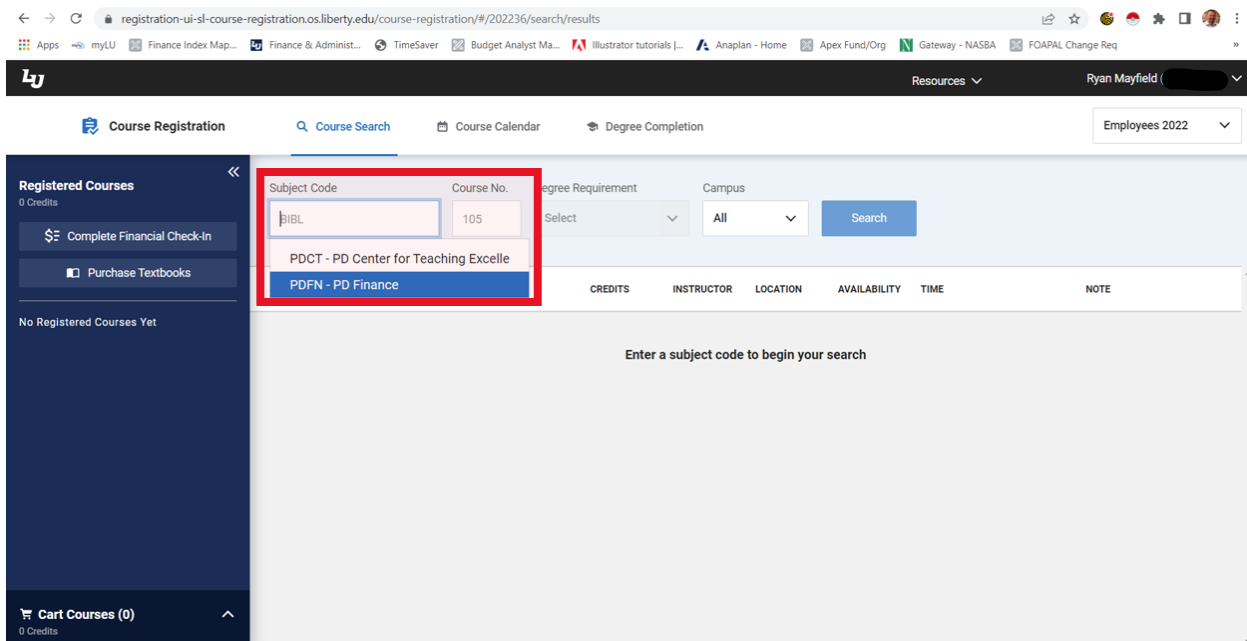
When you open Course Registration, the app will show the current semester that is available to register:



Use the dropdown to select the current Employee option. The 'Employees 20xx' option will show you the Finance Pro Dev courses that are available for the current year. When the current Employee option is selected from the dropdown, click the Blue Button.



The Employees Courses will open. To search for the available Finance Pro Dev Courses, place your cursor in the Subject Code field and type PDFN and then select the Pro Dev Finance option. Next, click the blue Search button. All the current Finance Pro Dev Courses will be visible.



Select the course that you need to take:

The screenshot shows the Liberty University course registration interface. The search results table is as follows:

SUBJECT/SECTIONS	TITLE	CREDITS	INSTRUCTOR	LOCATION	AVAILABILITY	TIME	NOTE
PDFN 100 - P	Foundations of Finance	0	N/A	Online	open	Invalid date - Invalid date	
PDFN 102 - P	FOAPAL (LU Chart of Accounts)	0	N/A	Green 2812	open	Tuesday, September 6, 2022 9:00 AM - 11:00 AM	
PDFN 200 - P	Travel: Policies and Procedure	0	N/A	Online	closed	July 1 - June 30	
PDFN 300 - P	Principles of Strategic Financ	0	N/A	Green 2812	open	Friday, November 4, 2022 9:00 AM - 11:00 AM	
PDFN 310 - P	Managing Budget Line Items	0	N/A	Green 2812	open	Friday, November 4, 2022 1:00 PM - 3:00 PM	
PDFN 320 - P	Approver Best Practices	0	N/A	Green 2812	open	Tuesday, November 8, 2022 9:00 AM - 11:00 AM	

Register for the course:

The screenshot shows the course details for 'PDFN 100 - P Foundations of Finance'. The 'Register' button is highlighted with a red box. The course details are as follows:

PDFN 100 - P
Foundations of Finance
0 Credits Online CRN: 4
2/25 capacity
23 Seats remaining

Register Save to Cart

All Sections of this Course

Details Requirements Restrictions Fees: \$0

Wednesday, December 31

About this Course
Override Long Text

After registering, it may take up to a few hours before you receive an email invitation to the Canvas course.

If a course requires prerequisites, each course must be completed by registering through Course Registration. It can take up to a couple of hours from the time you register to the time you receive the email invitation for the Canvas course. It also takes up to a couple of hours for completion of each course to process in order to show up as a completed prerequisite in your registration for the next level course. Please allow ample time for each completion to process before trying to register for the next desired course.

If you are taking Finance 100, 102, and 210 to receive enhanced permissions in BuyLU, submit your request [online](#).

Additionally, if you are taking Finance 200, 220, or 221 to request a P-Card or book travel, follow the instructions on the [P-Card website](#).