Registering for and Completing the Noncompensatory Payment Process Overview Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “noncomp”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.

   ![Catalog Search](image)

5. Scroll through the results to find the **Noncompensatory Payment Process Overview** course. Select the offering for the desired date.

   ![Course Overview](image)

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.

11. Note the start and end time and Instructor.