2. At the Duke LMS Home screen, in the Catalog Search field, type “requests”.
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 I Need A Check-Accounts Payable Check Requests course. Select the offering for the desired date.
6. Click Register.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

![Registration Confirmation](image)

Order Details:
- **Order Contact**: KRISTIN BUREL
- **Billed To**: DISBURSEMENT SERVICES TRAINING
- **Order Status**: Confirmed
- **Order Number**: 00334135

**Order Items**

<table>
<thead>
<tr>
<th>Title</th>
<th>Learners</th>
<th>Delivery Type</th>
<th>Status</th>
<th>Class Date</th>
<th>Session Template</th>
<th>Location</th>
<th>Facility</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Need A Check! - Accounts</td>
<td>KRISTIN BUREL</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>02/18/2014</td>
<td>Tue (9A-11A)</td>
<td>Broad Street</td>
<td>Room 03</td>
<td></td>
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<tr>
<td>Accounts Payable Check Requests</td>
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<td></td>
<td></td>
<td></td>
<td>Training Room 03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Go to In-Progress Learning](image)

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

![View Details](image)

**Session Information**: 02/18/2014 - 02/18/2014 - *Tue (9A-11A)* (02:00 hours)
**Location**: Broad Street Training Room 03
**Status**: Confirmed (Registration Date: 01/02/2014)

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. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.