2. At the Duke LMS Home screen, in the Catalog Search field, type “foreign”.
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 Foreign National Payment Process Overview course. Select the offering for the desired date.

6. Click Register.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

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

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**Foreign National Payment Process Overview** (00042562)

Session Information: 01/22/2014 - 01/22/2014 - Wed (9A-11A) (02:00 hours)

Location: Broad Street-Meeting Room 203

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.

    Session Detail: Foreign National Payment Process Overview

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>01/22/2014</td>
<td>9:00 AM</td>
<td>11:00 AM</td>
<td>None Assigned</td>
</tr>
</tbody>
</table>

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

11. Note the start and end time and Instructor.