Registering for and Completing The Impact of Leaves of Absence on Payroll Training in the Duke LMS

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

   ![Catalog Search](image)

   - Learning Catalog: Leave
   - Show exact matches only: unchecked
   - Starting: Any Date
   - Locations: Any Location

   **Browse:** Category

5. Scroll through the results to find The Impact of Leaves of Absence on Payroll course. Select the offering for the desired date.

   ![The Impact of Leaves of Absence on Payroll](image)

   - **Offered As:** Instructor-Led
   - **Start Date:** 05/08/2014  
   - **End Date:** 05/08/2014
   - **Sessions:** Thurs (3-4:30)  
   - **Location:** Broad Street-Training Room 03
   - **Language:** English
   - **Duration:** 01:30
   - **Seat Count:** 20

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.