2. At the Duke LMS Home screen, in the Catalog Search field, type “attendance”.
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 Time and Attendance Overview Training course. Select the offering for the desired date.

   Time and Attendance Overview Training  (00042638)
   
   This session is designed to provide individuals with editor and approver permissions with a better understanding of the time and attendance tool. During this session, participants will learn how to ...
   
   Offered As:  Instructor-Led
   Start Date: 03/18/2014       End Date: 03/18/2014
   Sessions:   Tues (2P-4:30P)  Location: Broad Street-Training Room 03
   Language:   English
   Duration:   02:30            Seat Count: 20

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

<table>
<thead>
<tr>
<th>Order Contact</th>
<th>KRISTIN BUREL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed To</td>
<td>DISBURSEMENT SERVICES TRAINING</td>
</tr>
<tr>
<td>Order Status</td>
<td>Confirmed</td>
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<tr>
<td>Order Number</td>
<td>00334038</td>
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**Order Items**

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<tr>
<th>Title</th>
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<th>Delivery Type</th>
<th>Status</th>
<th>Class Date</th>
<th>Session Template</th>
<th>Location</th>
<th>Facility</th>
<th>Actions</th>
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<tbody>
<tr>
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<td>KRISTIN BUREL</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>03/18/2014</td>
<td>Tues (2P-4:30P)</td>
<td>Broad Street-Training Room 03</td>
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<td></td>
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</tbody>
</table>

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

**Time and Attendance Overview Training** (00042638)

- **Session Information:** 03/18/2014 - 03/18/2014 - Tues (2P-4:30P)(02:30 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.