Registering for and Completing the **Why Didn’t It Pay? - Investigating and Resolving Unpaid Invoices** in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “invoices”.
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 **Why Didn’t It Pay? - Investigating and Resolving Unpaid Invoices** course. Select the offering for the desired date.

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

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**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>Why Didn't it Pay? - Investigating and Resolving Unpaid Invoices</td>
<td>KRISTIN BUREL</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>02/04/2014</td>
<td>Tue (9A-11A)</td>
<td>406 Oregon St., Room 112</td>
<td></td>
<td>Notes</td>
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</tbody>
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8. Click the **View Details** button.

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**Why Didn't it Pay? - Investigating and Resolving Unpaid Invoices** *(00042703)*

Session Information: 02/04/2014 - 02/04/2014 - Tue (9A-11A)(02:00 hours)

Location: 406 Oregon St., Room 112

Status: Confirmed (Registration Date: 01/03/2014)
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.