Registering for and Completing the Secondary Positions at Duke Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “secondary”.
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 Secondary Positions at Duke 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

Order Contact: KRISTIN BUREL
Billed To: DISBURSEMENT SERVICES TRAINING
Order Status: Confirmed
Order Number: 00334016

<table>
<thead>
<tr>
<th>Order Items</th>
<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>
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<tbody>
<tr>
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<td>Secondary Positions at Duke</td>
<td>KRISTIN</td>
<td>Instructor-Led</td>
<td>Confirmed</td>
<td>02/27/2014</td>
<td>Thu (9A-10A)</td>
<td>Broad Street-Training Room 03</td>
<td>Notes</td>
<td></td>
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</tbody>
</table>

8. Click the View Details button.

Secondary Positions at Duke (00042635)
Session Information: 02/27/2014 - 02/27/2014 - Thu (9A-10A)(01:00 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.