
2. At the Duke LMS Home screen, in the Catalog Search field, type “sponprojweb”.

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 Sponsored Projects Web Reporting course and locate 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.
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 if listed. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts as appropriate.

12. Click **Close** when done.