Registering for and Completing the
SAP University Reporting: Business Manager Training in the Duke LMS

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

```
Catalog Search

Learning Catalog  ▼
reportingbusman
[ ] Show exact matches only
[ ]

Starting  Any Date  ▼
Locations  Any Location  ▼

Browse:  Category

Search

Any Date  ▼
```

5. Scroll through the results to find the SAP University Reporting: Business Manager course. Select the offering for the desired date.

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SAP University Reporting: Business Manager  (00042942)
This course focuses on reporting using BFR selection for MULTIPLE Cost centers, Profit Centers, and/or WBS Elements. The course is similar to the Non-Restricted course, but instead focuses on ... 

Offered As:  Instructor-Led
Start Date:  02/06/2014  End Date:  02/06/2014
Sessions:  Thu PM (1P-5P)  Location:  406 Oregon St., Room 112
Language:  English
Duration:  04:00  Seat Count:  11

Register  |  |
```

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

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

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**SAP University Reporting: Business Manager**  
(00042942)  
Session Information: 02/06/2014 - 02/06/2014 - Thu PM (1P-5P) (04:00 hours)  
Location: 406 Oregon St., Room 112  
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.