2. At the Duke LMS Home screen, in the Catalog Search field, type “leave”.
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 Impact of Leaves of Absence on Payroll course. Select the offering for the desired date.

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

Order Contact: KRISTIN BUREL
Billed To: DISBURSEMENT SERVICES TRAINING
Order Status: Confirmed
Order Number: 00333882

Order Items
Title: The Impact of Leaves of Absence on Payroll
Learner: KRISTIN BUREL
Delivery Type: Instructor-Led
Status: Confirmed
Class Date: 05/08/2014
Session Template: Thurs (3-4:30)
Location: Broad Street-Training Room 03

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.