Registering for and Completing the SAP Requisition Processing Training in the Duke LMS

2. At the Duke LMS Home screen, in the Catalog Search field, type “requisition.”
3. In the Starting field, select “Any Date” from the menu.
4. Click the Search button.
5. Scroll through the results to find the SAP Requisition Processing course. Select the offering for the desired date.
6. Click the Register link.
7. On 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 statement.

10. Click the **View All Sessions** button.

11. Note the start and end time and the instructor, if one is listed.