Registering for and Completing the **Time and Attendance Overview Training** in the Duke LMS

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

![Catalog Search](image)

5. Scroll through the results to find the **Time and Attendance Overview Training** course. Select the offering for the desired date.

![Time and Attendance Overview Training](image)

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. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.