

## Step-by-Step Directions to Register for a course in K@te

1. Click this button on [www.leic.edu](http://www.leic.edu) on the right hand, upper side of screen



2. Scroll down to the middle of the screen where you see this




3. Click the link <https://kate.tennessee.edu/leic> - this is our NEW registration system
4. Click Yes I agree
5. Click the Browse for Training button on the left side of the screen under the K@te logo
6. Click the name of the course you are interested in – First Line Leadership

**7. Select the LOCATION and DATE you want to attend.**

Show Available View Full Calendar

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 **FirstLineLeadership-Jackson** 26 Openings Available  
Session · UTIPS-LEIC · 16 hours · \$99.00

**Location**  
Jackson PD Training Facility, UT Institute for Public Service

**Duration**  
10/16/2017, 8:00 AM CST - 10/17/2017, 4:00 PM CST

English (US) Add to Cart


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 **FirstLineLeadership-LenoirCity** 28 Openings Available  
Session · UTIPS-LEIC · 16 hours · \$99.00

**Location**  
Lenoir City-City Hall, UT Institute for Public Service

**Duration**  
12/11/2017, 8:00 AM EST - 12/12/2017, 4:00 PM EST

English (US) Add to Cart




**8. Click Add to Cart button.**

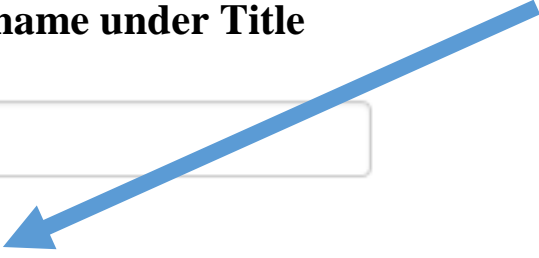
**9. Fill out the registration form to create a NEW account.**

**Your UserID is a name (any series of letters or numbers) you create to use to sign into the system. Click the Department arrow button and type in your agency name under Title**

\*User ID:

\*Department: 

\*Address Line 1:



**Your password MUST contain upper and lower case letters AND a numeric character. Ex: LEICrocks1!**

## 10. Select the method of payment

### Step 1 - Payment

Please select a Payment Method using the drop-down selection tool.

Checkout is a three step process. Each step is contained with in a drop down table. Expand Billing, Payment and Review, enter all required information, and select to Place Order to complete the purchasing process.

Options ▾

Payment  Review  Confirmation

Payment Method  
Select ▾

Back Next


**Purchase Summary**

|                   |                |
|-------------------|----------------|
| First Line Lea... | \$99.00        |
| <b>Subtotal</b>   | <b>\$99.00</b> |
| Enter coupon c... | Apply          |

11. Fill out the required fields and click **Next** at the bottom of the screen

12. Click **Place Order**

Payment  Review  Confirmation

| Title   | Quantity & Price | Subtotal       |
|---|------------------|----------------|
|  First Line Leadership and Supervis... | 1 x \$99.00      | \$99.00        |
| <b>Subtotal:</b>  |                  | <b>\$99.00</b> |
| <b>Total:</b>   |                  | <b>\$99.00</b> |

Back Place Order

Need to make changes?  
Edit shopping cart

You are now registered for the course once you see the **Confirmation Screen** below

The screenshot displays a confirmation screen for a course. At the top, it says "Step 3 - Confirmation" with an "Options" dropdown. A progress bar shows three steps: "Payment", "Review", and "Confirmation", with "Confirmation" being the current step. Below the progress bar is a table with the following data:

| Title                         | Provider   | Type | Status          | Quantity & Price | Subtotal | Total   |
|-------------------------------|------------|------|-----------------|------------------|----------|---------|
| First Line Leadership and ... | UTIPS-LEIC | Self | Pending Payment | 1 X \$99.00      | \$99.00  | \$99.00 |

Below the table, the subtotal is \$99.00 and the total is \$99.00. At the bottom, there are two lines of text: "Your transactions is complete. (PO092117-62B503-0000300)" and "You may visit your My Account or your View Transcript". To the right of the main content is a "Purchase Summary" box that repeats the course name and price, and the total amount of \$99.00.

**Approximately 2-3 weeks before the training date, you will receive a training confirmation email with any special instructions or requirements for your selected course.**