

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

1. Click this button on www.leic.edu on the right hand, upper side of screen




2. Click the link that says Register Here  It should direct you to:


<https://kate.tennessee.edu/leic> - this is our NEW registration system

3. Click Yes I agree
4. Click the Browse for Training button on the left side of the screen under the K@te logo
5. Click the name of the course you are interested in – Example: First Line Leadership
6. Select the LOCATION and DATE you want to attend.

Show Available View Full Calendar

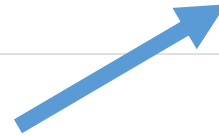
 **FirstLineLeadership-Jackson** 26 Openings Available
Session · UTIPS-LEIC · 16 hours · \$99.00 **Add to Cart** ▾

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)

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

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)

7. Click Add to Cart button.



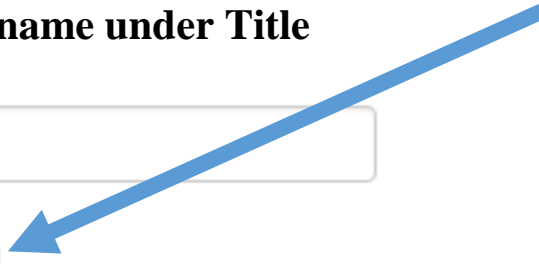
8. Fill out the registration form to create a NEW account.

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 |
| Subtotal | \$99.00 |
| 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 |
| Subtotal: | | \$99.00 |
| Total: | | \$99.00 |

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.