Directions for Registering for a Course in k@te

Go to www.leic.tennessee.edu

Click on the Training menu, and Select Registration

Click on the "Search Courses Here" button

By clicking on the "Search Courses Here" button, you will be directed to our NEW training system k@te at https://kate.tennessee.edu/leic

Click on the "Yes I agree" button to access and browse our training courses

Click the "Browse for Training" button, on the left side of the screen, under the k@te icon
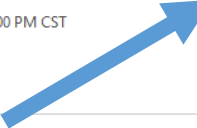

NOTE: The courses that are currently being offered by LEIC will be displayed on the "Browse for Training" page. To select a course, click on the course title or course image.

Select the LOCATION and DATE of the training you are interested in attending

Show [Available ▼]   View Full Calendar

	FirstLineLeadership-Jackson		**26 Openings Available**
	Session · UTIPS-LEIC · 16 hours · $99.00		[Add to Cart ▼]
	Location	**Duration**	
	Jackson PD Training Facility, UT Institute for Public Service	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	**Duration**	
	Lenoir City-City Hall, UT Institute for Public Service	12/11/2017, 8:00 AM EST - 12/12/2017, 4:00 PM EST	
	English (US)		

Click the "Add to Cart" or "Request" button

Click the "Proceed to Checkout" button (if "Request" is used, the system will skip this step)

Complete the Registration Form by filling in the required fields to create a NEW account

Click on the "Log In" button

NOTE: Your UserID can be created using any combination or series of letters or numbers. This will be used each time you sign into the system.

To search for you agency on the Registration Form, click on the small icon located beside Department, in the pop up screen, type in the name of your agency under Title, and click search

*User ID: [   ]

*Department: [⧉]

*Address Line 1: [   ]

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

Select your Payment Method

Step 1 - Payment
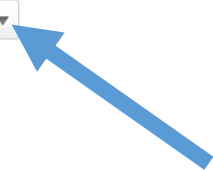Please select a Payment Method using the drop-down selection tool.

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
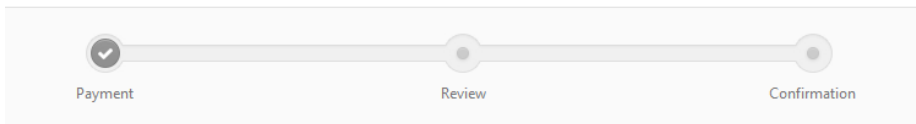
Payment Method

Select ▾

Back Next

Purchase Summary

First Line Lea... $99.0(

Subtotal **$99.00**

Enter coupon c... Apply

## Fill out the required fields, and click the "Next" button

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
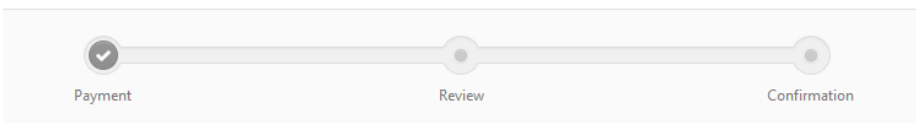
Payment Method

Select ▾

Back Next

Purchase Summary

First Line Lea... $99.0(

Subtotal **$99.00**

Enter coupon c... Apply

Click on 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

Jeed to make changes?
dit shopping cart
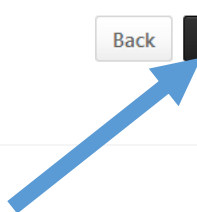
Your transaction is complete once you see the Confirmation screen below. You are NOW registered for the course.

NOTE: Approximately two weeks before the training date, you will receive a training confirmation email with special instructions or any requirements for your selected course.

PAYMENT & CANCELLATION POLICY:

- **No refunds will be issued for student cancellations.**

- **If payment was not made at the time of registration, payment needs to reach our office two weeks prior to the start of the class, or 30 days from the date of the invoice, whichever is earlier.**

- **If payment is not received, your registration for the class is subject to cancellation.**