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

**Visit our website at**

A screenshot of a computer

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**Find the course, then session > Add to Cart > Continue to Checkout**

A close up of a message

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**A screenshot of a computer

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Select County: If not in Tennessee, scroll to bottom and choose *Out of State*

To find the department, click the icon beside the Department

Type in the agency name in the box marked Title

Click on Department when found

*If the Department isn’t listed, cancel after searching, click the icon again, choose Law Enforcement Innovation Center*

**Create an account by filling in the items marked with an \*asterisk**

If you already have a K@TE account, login and complete course registration

**Once you log in, you will see the K@TE home screen.**

**A screenshot of a computer

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**to complete registration of class, click on cart > complete checkout**

**A screenshot of a checkout

Description automatically generated**

Choose your payment method:  
**Invoice: buy now, pay later  
Credit Card: pay now**

Enter required information and scroll up to Submit Payment

*Invoices are generated after lunch and overnight.*

*If any fees need to be waived for DARRT funding, we will take care of that for you!*