K@TE is the University of Tennessee’s Learning Management System. This job aid provides step-by-step instructions on how to apply for External Training Credit in K@TE.

If you take a job- or career-related course, or attend a conference that is not sponsored by EOD, your local HR office, or your department, or is not accessed through K@TE, you have **12 months** to submit the appropriate documentation for approval for professional-development credits. Credits on your K@TE transcript will automatically be added to your IRIS training record within 24 hours. Please allow up to two weeks for your submission to be reviewed.

**Step 1**
- Navigate to [https://kate.tennessee.edu/](https://kate.tennessee.edu/) in your browser.

**Step 2**
- Click “UT Faculty and Staff”.

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Step 3
- Login using your NetID and network password.

Step 4
- Follow the necessary two-factor authentication steps.

Step 5
- The K@TE home page will appear.
- Hover over “Learning” in the top left-hand corner to reveal the drop-down menu.
Step 6

- Select “Add External Training” from the drop-down menu.
Step 7

- Complete the ETC form.

- Training credits must be entered at 1 per hour of activity and may not include meals, breaks, or networking time (i.e., 2 hours = 2 credits, 45 minutes = .75 credit).

- Attached documentation must include evidence of attendance and evidence of the number of training hours. Files above cannot be uploaded – you can take a screenshot and attach that, or email the original file to uteod@tennessee.edu.

- Click “Submit” and the requested professional development activity will appear on your transcript.

Step 8

- From your K@TE transcript, you will then need to click “Mark Complete.” When you see the status as “Pending Completion Approval,” this is confirmation that your
request has been received.

Step 9

- External Training Credit Requests are reviewed in the order in which they are received. The average response time once the request is “Pending Approval” is 1-2 weeks. When the training is approved, it will appear under the “Completed” section of your transcript, and the status will show as “Completed.”

Step 10

- If your training credit is denied, the request will remain on your Active transcript with a status of “Completion Approval Denied.” In addition, you will receive an automated email that includes a detailed explanation of the reason and any applicable instructions for correcting your application.