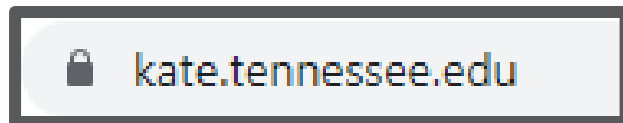


K@TE is the University of Tennessee’s Learning Management System. This job aid provides step-by-step instructions on how to apply for External Training Credit in K@TE.

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 can apply for professional-development credits with your supervisor’s approval. 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.

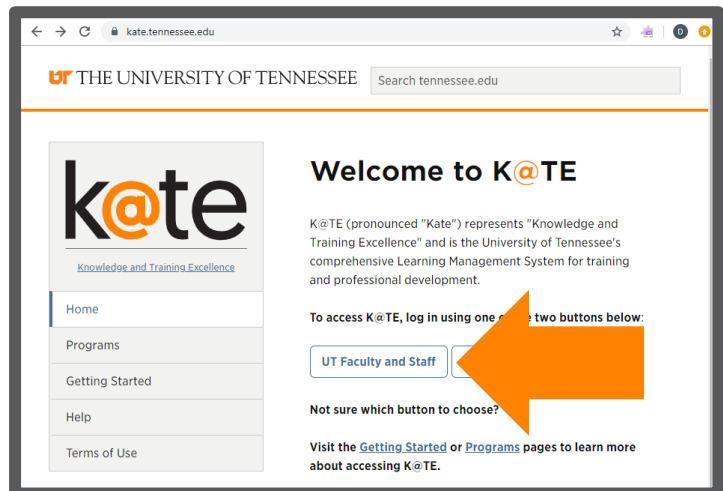
Step 1

- Navigate to <https://kate.tennessee.edu/> in your browser.



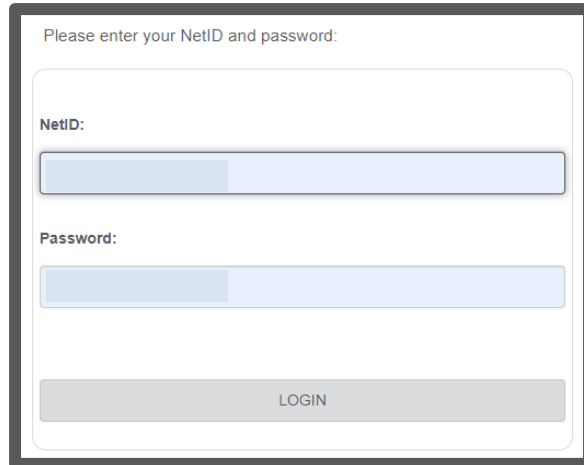
Step 2

- Click “UT Faculty and Staff.”



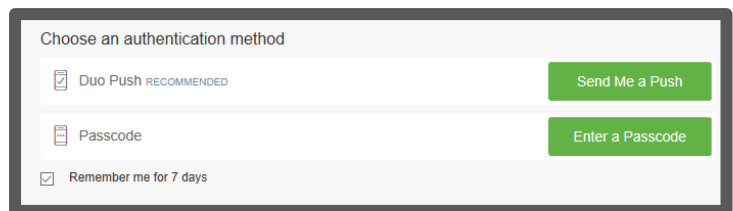
Step 3

- Login using your NetID and network password.



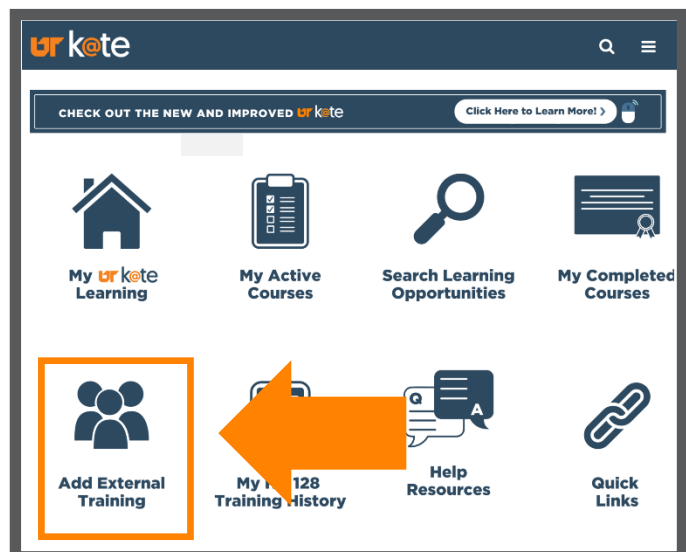
Step 4

- Follow the necessary two-factor authentication steps.



Step 5

- The K@TE home page will appear.
- Click on the “Add External Training” icon at the bottom left.



Step 6

- Complete the ETC form.
- Training hours may not include meals, breaks, or networking time.
- Attached documentation must consist of an email or other signed document from your supervisor approving the training for credit and listing the training title, date(s), and number of hours.

Add External Training

Use this form to request training credits for completed professional development activities that are relevant to your position at UT and not offered through K@TE.

Please note that as of April 1, 2021, all submissions must be accompanied by an email from your supervisor approving the awarding of credit and listing the training title, date(s), and number of hours. This attachment will serve as the only documentation needed for approval.

For more information, please review the submission instructions and FAQs available on the [EOD External Training Credit website](#).

Approved requests will be marked as "Complete" on your transcript in K@TE.

* = Required

Language
English (US)

Training Title *

Providing Institution *

Training Dates *

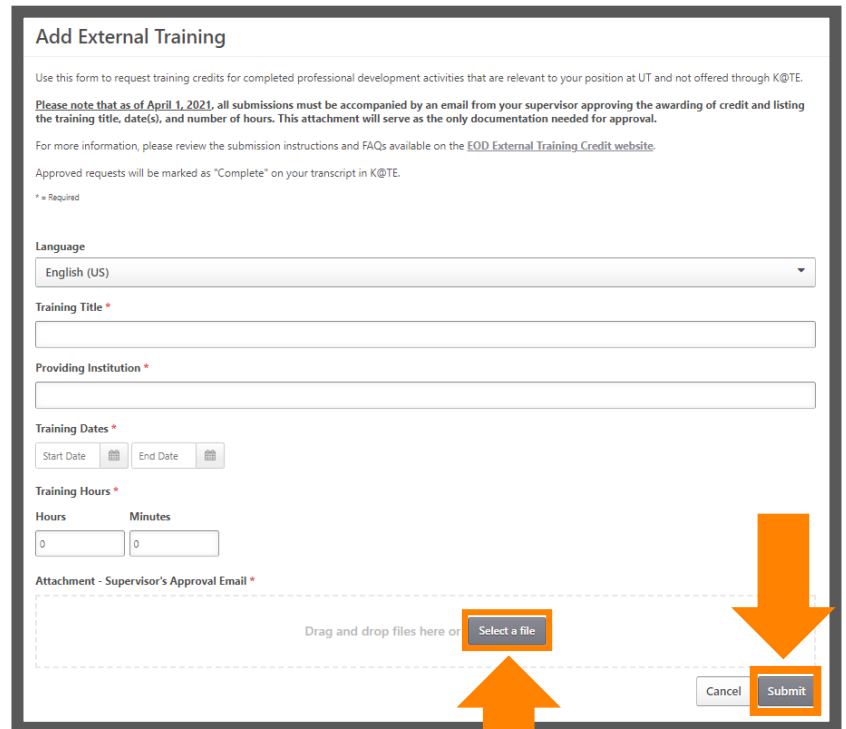
Start Date End Date

Training Hours *

Hours Minutes

Attachment - Supervisor's Approval Email *

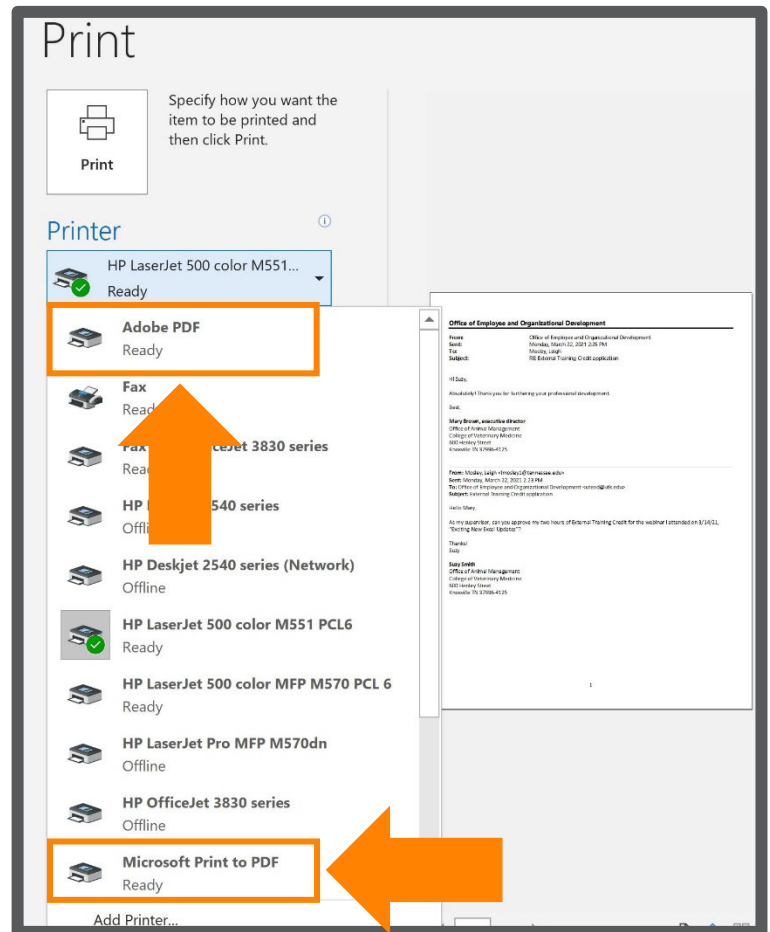
Drag and drop files here or



- To add an attachment, click the SELECT A FILE button and navigate to your file. Up to 15 attachments can be added to an external training. Attachments can be up to 25 MB in size and are limited to ppt, pptx, doc, docs, pdf, jpg, jpeg, jpe, png, txt, gif, xls, xlsx, and rtf file types. If your attachment is too large, you can take a screenshot instead. Also, any emails

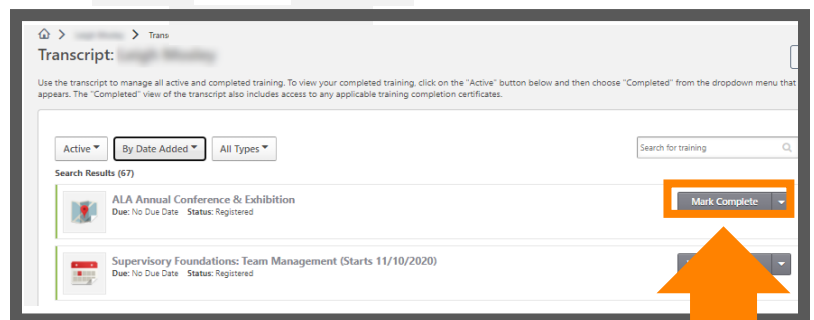
you receive can easily be saved as pdf files (Control P to print, then under Printer, choose “Adobe PDF” or “Microsoft Print to PDF.” Click “Print” to save the result). Or email any oversized files to uteod@tennessee.edu.

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



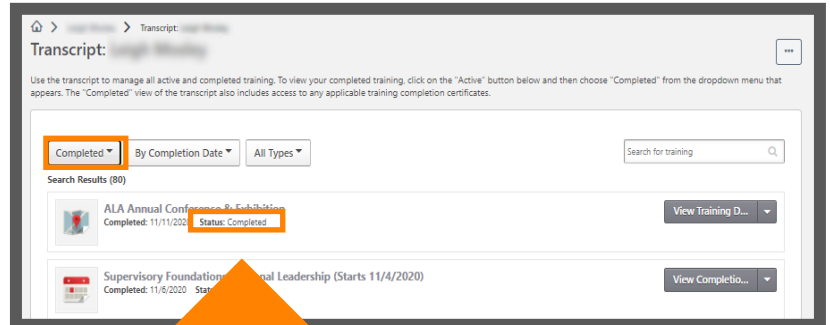
Step 7

- You should be automatically returned to your active K@TE transcript (or you can get there through the “My Active Courses” icon on the K@TE home page), where you will then need to click “Mark Complete” on your ETC submission. When you see the status as “Pending Completion Approval,” this is confirmation that your request has been received.



Step 8

- 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 one week. When the training is approved, it will appear under the “Completed” section of your transcript, and the status will show as “Completed.” These credits will feed into your IRIS transcript in 24 hours.



Step 9

- 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.