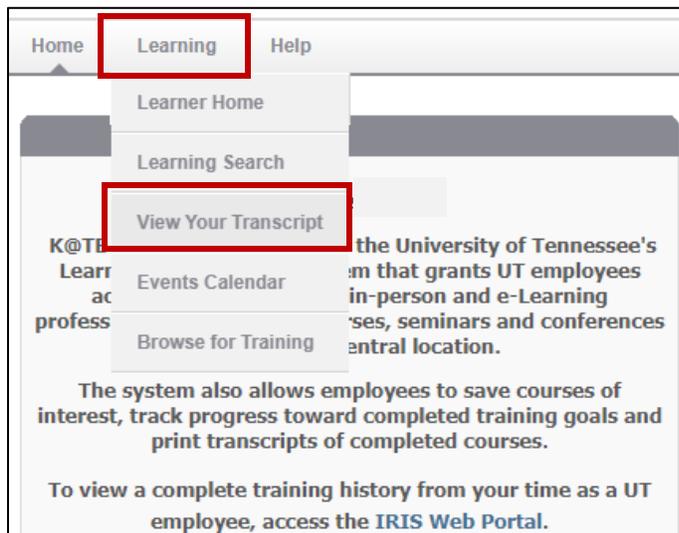


How to Submit External Training Credit Requests

Login to K@TE using your NetID and password: <https://tennessee.csod.com/samldefault.aspx>

Navigate to your Transcript by selecting “Learning” > “View your Transcript”



From your transcript, navigate to the options menu on the right and select “Add External Training”



Please read the instructions for submission carefully. Your request must meet the following criteria:

- 1) The professional development activity must be relevant to your role at UT
- 2) Credit for the activity must not already be available or given through K@TE or IRIS
- 3) Training credits must be entered at 1 per hour of activity and may not include meals or breaks
 - 2 hours = 2 credits
 - 45 Minutes = .75 credit
- 4) Confirmation of attendance must be included as an attachment: conference registration, certificate of completion, course agenda, or other acceptable documentation.

Include the Title, Description, Providing Institution, and Date(s) of Attendance.

Title *

Description *

Providing Institution *

Training Dates *

Start Date End Date

Enter the number of Credits and Hours (1 credit= 1 hour) and attach your Confirmation of Attendance.

A confirmation of attendance is required to not only ensure your presence at the training event or activity but to also confirm the number of hours and the relevance of the training event to your role.

The following file types can be submitted: ppt, pptx, doc, docx, pdf, jpg, jpeg, png, txt, gif, xls, xlsx, & rtf. If your file is too large to submit, we suggest that you take screenshots or send via email.

Credits Earned *

Training Hours *

Hours Minutes

Attachment(s) - Confirmation of Attendance *

Drag and drop files here or

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

To ensure your request is processed and to update your Training Status from “Registered” to “Pending Completion Approval”, you will need to select “Mark Complete”.

 **Leadership Institute Conference**
Due: No Due Date Status: Registered

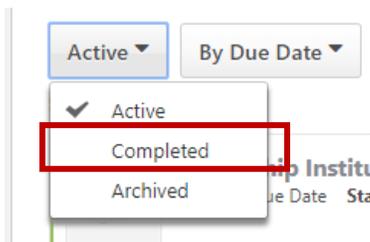


A screenshot of a training request card. On the left is a location pin icon. The title is "Leadership Institute Conference". Below the title, it says "Due: No Due Date" and "Status: Pending Completion Approval". The status text is highlighted with a red box. On the right side of the card is a button labeled "View Training D..." with a small downward arrow.

“Pending Completion Approval” is confirmation that your request was received.

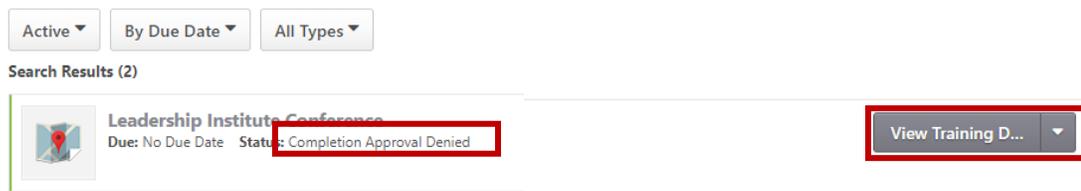
External Training Credit Requests are reviewed in the order in which they are received. The average response time once the request is Pending Approval is 1-2 weeks.

- When the training is approved, it will appear under the ‘Completed’ section of your transcript, and the status will show “Completed”. To view your completed transcript, toggle the transcript dropdown menu from “Active” to “Completed”.



A screenshot of a dropdown menu. The menu is open, showing three options: "Active" (with a checkmark), "Completed" (highlighted with a red box), and "Archived". Above the menu are two buttons: "Active" and "By Due Date".

- If training is denied, the request will remain on your Active transcript with a status of ‘Completion Approval Denied’. Requests are denied for a specific reason, and will include comments in the ‘View Training Details’ section. Once corrected, you can request another completion approval.



A screenshot of a search results page. At the top are three buttons: "Active", "By Due Date", and "All Types". Below them is the text "Search Results (2)". The first result is a card for "Leadership Institute Conference". It shows "Due: No Due Date" and "Status: Completion Approval Denied". The status text is highlighted with a red box. On the right side of the card is a button labeled "View Training D..." with a small downward arrow, also highlighted with a red box.

To locate comments left on a denied request, select ‘View Training Details’, then toggle open the ‘Transcript History’ for the request via the small arrow on the right

Training Details

Training Type: External Training
Training Hours: 17 Hours 30 Min
Description: 2 1/2 Day Conference on University Financial Wellness Programs Presented in two different sessions
Status: Pending Completion Approval
Training Purpose:
Due Date: None
Language: English (US)
Providing Institution: Portland State University
Credits Earned: 0
Training Dates: 7/15/2018- 7/17/2018
IRIS Folder Structure: Select
Attachment(s) -  Attachments
Confirmation of Attendance: 42189_RSN_Program_Proof_2_.pdf

Transcript History 

Edited by	on 11/30/2018 10:42:39 AM
Completed by	on 11/30/2018 10:14:21 AM
Denied by	on 11/19/2018 12:21:25 PM Comments: Please resubmit and attach documentation proving your attendance, plus an agenda showing a breakdown of how the training hours were spent.
Registered by	on 7/30/2018 8:50:09 AM
Requested by	on 7/30/2018 8:50:09 AM Comments: Initial Request

The EOD member who denied your request will provide feedback and if applicable, instructions to clarify and resubmit your request.

Have Questions?

Please contact Employee and Organizational Development at uteod@tennessee.edu.