

## Withdrawing from IRIS Courses in K@TE:

- The steps outlined in this document will demonstrate how to withdraw from an in-person IRIS course in **K@TE** (<https://kate.tennessee.edu/>).

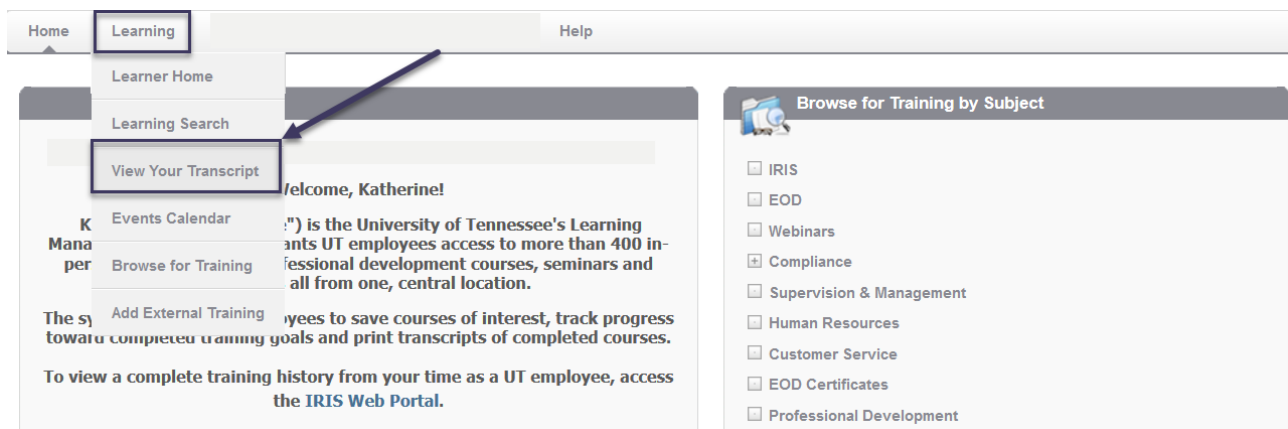
The IRIS training lab is limited to 12 computer stations, and we appreciate you working through these steps in advance whenever you are unable to attend a course.

Your commitment to promptly withdraw from IRIS in-person training courses as soon as you know you are not able to attend allows us to invite those on waiting lists to attend or to cancel classes when attendance is low, thereby freeing up time for our instructors.

- You will receive a system-generated email if the IRIS course itself is **canceled**. This document also includes the process to follow when registering for the next available session for the canceled course.
- For any questions related to this process, please contact the K@TE Support Team at [AskKate@Tennessee.edu](mailto:AskKate@Tennessee.edu).
- The **IRIS Help website** (<https://irishelp.tennessee.edu/>) is an additional resource available to you 24/7, complete with e-Learning courses, additional IRIS Help instructional documents, step-by-step tutorials, and other related materials for IRIS and the related IRIS platforms.

## Steps to Follow:

- To withdraw from an in-person IRIS course, log in to **K@TE** using your NetID and password. Then, access your transcript in K@TE by clicking **Learning >> View Your Transcript** on the main menu:



- When on your “Active” transcript in K@TE, choose the appropriate IRIS course on your transcript and click on the down-pointing “Training Details” arrow. From the dropdown menu that appears, choose **Withdraw**:

Bio ▾ Transcript Actions ▾


Home > Katherine > Transcript: Katherine

### Transcript: Katherine

Use the transcript to manage all active and completed training. To view your completed training, click on the "Active" button below and then choose "Completed" from the dropdown menu that appears. The "Completed" view of the transcript also includes access to any applicable training completion certificates.


Active ▾ By Due Date ▾ All Types ▾ Search for training

**Search Results (14)**




**Project Management Foundations: Communication**  
Due: No Due Date Status: In Progress

Launch ▾



**Learning Microsoft Teams for Education**  
Due: No Due Date Status: In Progress

Launch ▾



**IRIS Time Entry (Starts 4/7/2020)**  
Due: No Due Date Status: Registered

View Training D... ▾

Withdraw  
View Training Details  
Move to Archived Transcript

- When you choose the “Withdraw” option, you will be directed to a new page to add your reason for withdrawing from the course. After adding the appropriate reason, click on the **Submit** button:

#### Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

Event Name: IRIS Time Entry  
Date / Time: (1) 4/7/2020 13:30:00 - 4/7/2020 16:30:00  
Location: 150 Conference Center Building

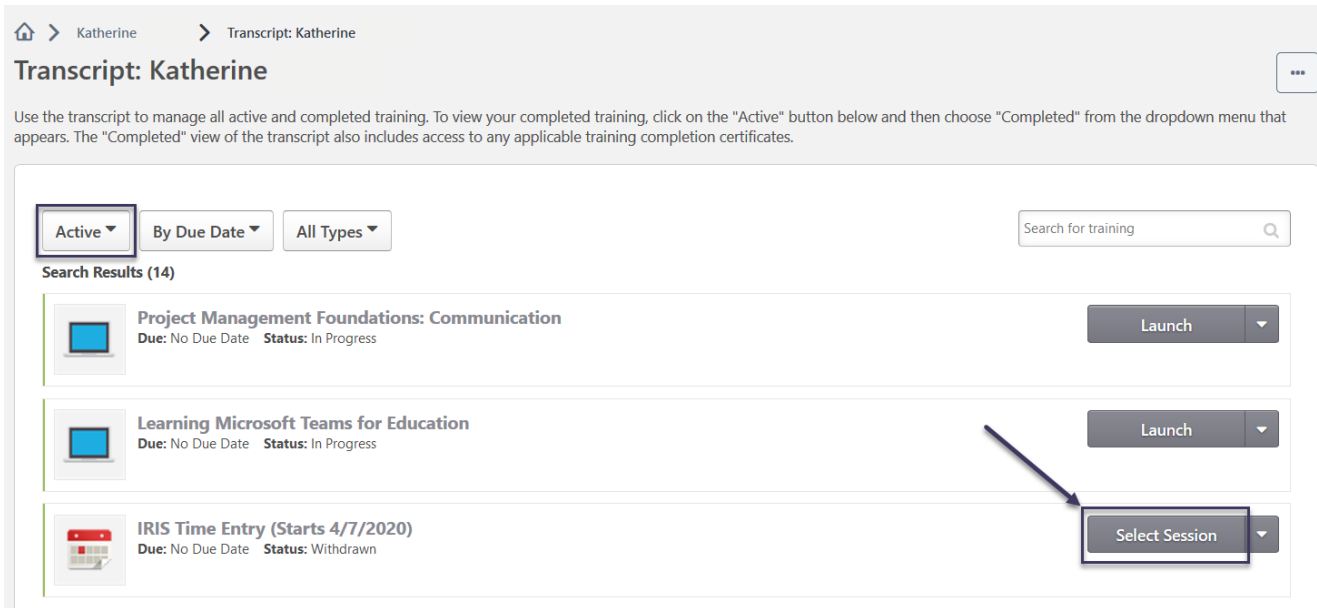
**SESSION WITHDRAWAL OPTIONS**

Please select a reason

Comments

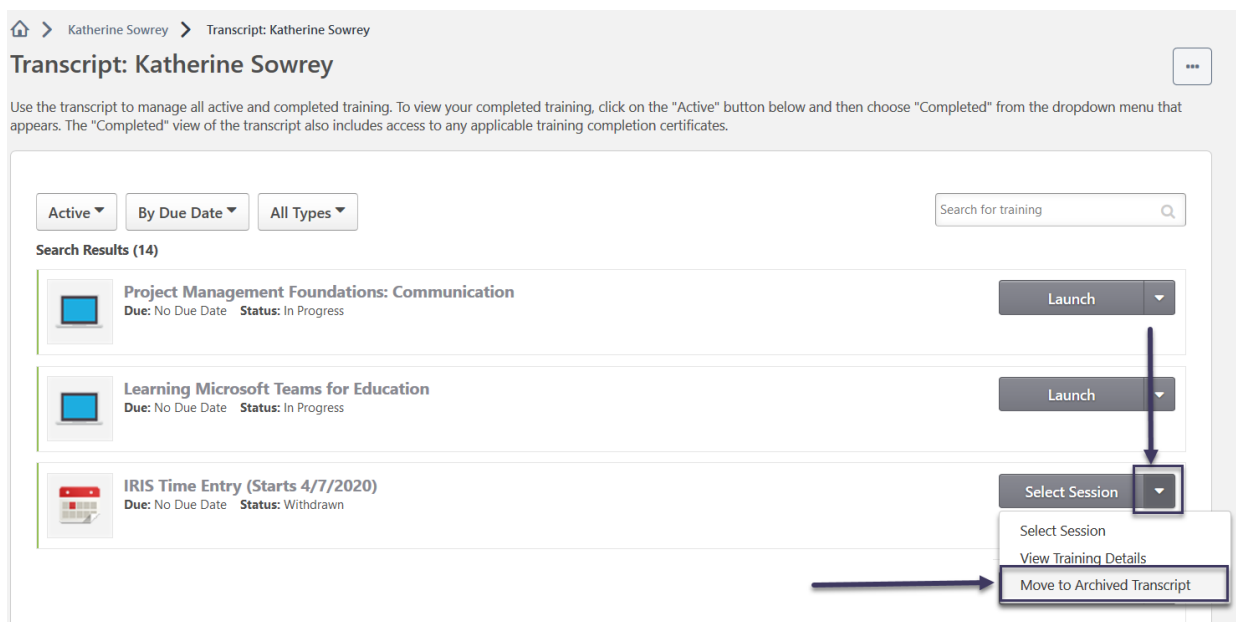
- Once you work through these steps, you will be withdrawn from the course.

If you withdrew from the course by accident – or are interested in finding another available session for this same course – you may easily register again from your transcript in K@TE by choosing **Select Session**:

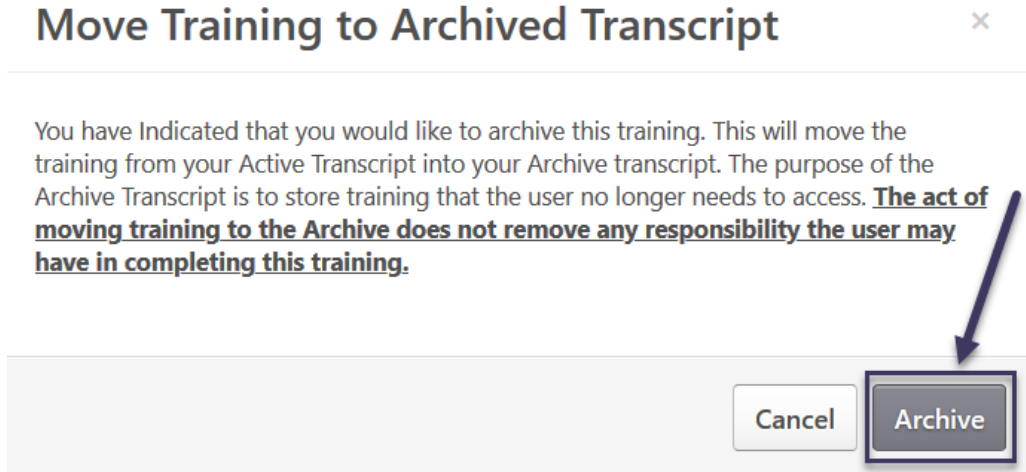


When you choose **Select Session**, a pop-up window appears that allows you to register for another available session for the same course.

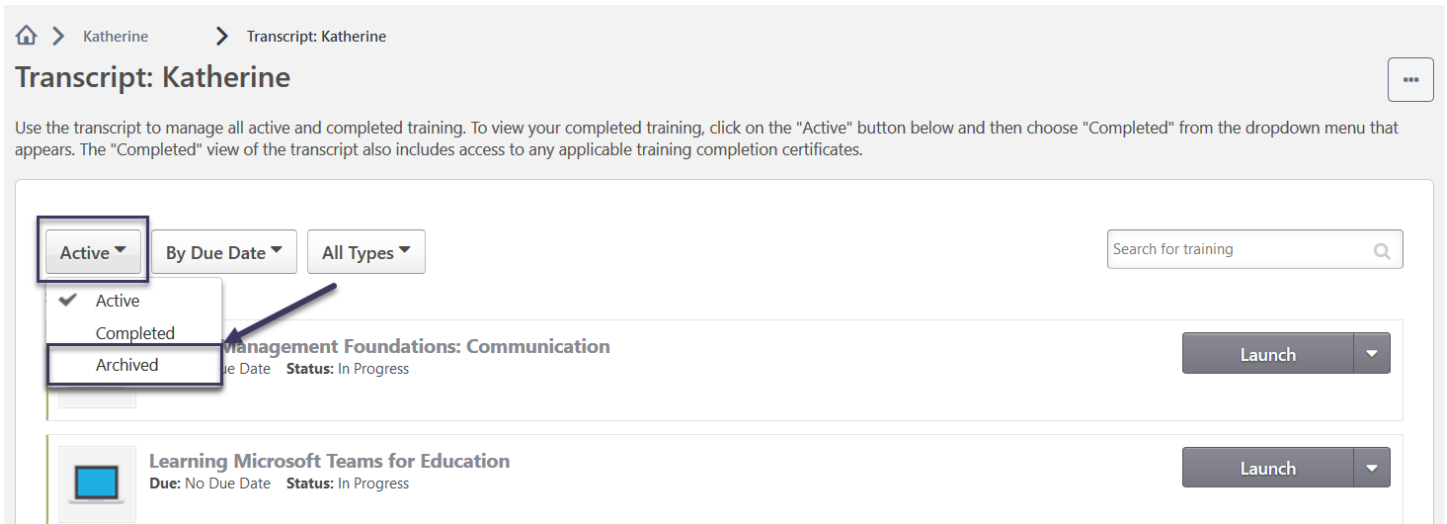
- If the withdrawn course is no longer needed, you may move it to your “Archived” transcript in K@TE, which removes it from your “Active” transcript:



- When you choose **Move to Archived Transcript**, you will receive a pop-up window ensuring that you do intend to move this course and that it is no longer needed. If that is the case, choose **Archive**:



- If it is ever needed, you do have access to your “Archived” transcript and the ability to restore the archived course back to your “Active” transcript in K@TE:



- To restore this course to your “Active” transcript, choose **Restore from Archived Transcript**:

