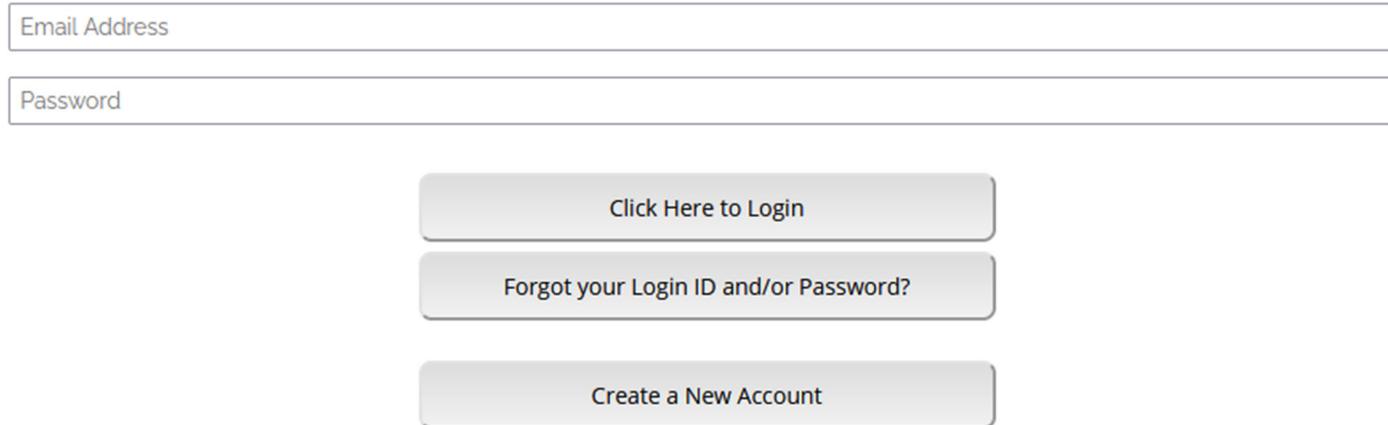


## How to Check Registrations and Update Accounts in Learning Stream

Login to your Learning Stream account by going to the [CIT Website](#) and clicking on the Purple Register button.



The form consists of two input fields stacked vertically. The top field is labeled "Email Address" and the bottom field is labeled "Password". Below the fields are three buttons stacked vertically: "Click Here to Login", "Forgot your Login ID and/or Password?", and "Create a New Account".

After you sign in you will be at the listing of events page. It is on this page where you look up the events you want to register for.

To look at registrations that are tied to your account as an account owner or as an individual click on the "My Account" at the top of the screen.

**KANSAS STATE UNIVERSITY** | Polytechnic Campus  
**CERTIFIED INSPECTOR TRAINING PROGRAM**

**About the Program:**

The Kansas Department of Transportation Certified Inspector Training program is a set of courses that offer in-depth knowledge of specifications, testing procedures, and inspection techniques. The program has three primary objectives. They are to: **Category**

- Provide skilled and knowledgeable personnel to sample and test materials and to inspect construction operations.
- Promote uniformity and consistency in test and inspection activities.
- Promote trust, open communication, and equality of qualifications.

**Registration:**

- To begin registration, click on the down arrow below to select the class or exam you want to register to attend.
- The registration deadline is seven business days prior to the class or exam start date.
- If the class you are looking for is not listed below it is either full or the registration deadline has passed.
- Substitutions are allowed up to seven business days prior to class/exam start date. No substitutions will be permitted after the seven business day deadline.

**Program Information and Policies:**

All program information and policies can be found on the [CIT Program Website](#)

**Questions or Concerns:**

Contact the Professional Education and Outreach office at [profed@k-state.edu](mailto:profed@k-state.edu) or 785-826-2633.

Aggregate Field

View Events

Month	Date	Time	Location	Upcoming Events
June	6/22/2021 - 7/1/2021	7:00 AM - 6:00 PM Central Time (US & Canada)	Online	<b>TEST - Aggregate Field Class</b> Spaces Remaining: 500 Prerequisite: Pass Basic Math online exam. <b>DO NOT register for this class if you have not passed the online Basic Math online exam.</b> This course is required by the Kansas Department of Transportation for persons involved with aggregate field testing. The class fee includes course access, written exam and performance exam. You will be able to access this course upon registration until end of May, 2021. <a href="#">Register Now</a>

After clicking on My Account the below page is what you will see. If you are an account owner it is here that you will see all the people who are tied to your account. It is also here that you can add other people to your account. This does not register them for any classes.

If you are not an account owner you will just see your name listed here.

## Individual Account View

Welcome: Julie Smith | Listing of Events | Pending Registrations: 0 | My Account | Logout

Account View: Account Information

Registrants Assigned to Your Account

Options	Name	Email	Status
<a href="#">Edit</a>	Julie Smith	jules.wilson0201@gmail.com	Active

[Add Another Person to Your Account](#)

[Registration Summary Report](#)

## Account Owner View

Welcome: Sarah Smith | Listing of Events | View Cart | Checkout | Pending Registrations: 1 | My Account | Logout

Account View: Account Information

Registrants Assigned to Your Account

Options	Name	Email	Status
<a href="#">Edit</a>	Chloe Smith	jules@ksu.edu	Active
<a href="#">Edit</a>	Sarah Smith (Account Owner)	jules@ksu.edu	Active
<a href="#">Edit</a>	Julie Wilson	jules@ksu.edu	Active

[Add Another Person to Your Account](#)

[Registration Summary Report](#)

To check registrations for either an individual or an account owner set up, click on the Account View drop down and select "Registrations".

Account View: Registrations

REGISTRATIONS

Options	Date	Name	Event	Status
<a href="#">View</a>	11/1/2020	Sami Smith	TEST CIT Online Course for Canvas 1	Cancelled

All registrations will show with an option to view the registration form, the date of the course, the name of the participant, the event and the status of the participant. Status could be confirmed, cancelled, or pending in cart. If it is pending in cart you will need to go to the cart and complete the check out process.

Do this by selecting "View Cart" on the menu bar, see below:

Account View: Registrations

REGISTRATIONS

Options	Date	Name	Event	Status
<a href="#">View</a>	7/12/2021	Sarah Hazelton	TEST UAS Law Enforcement Training - July 12-15, 2021	Confirmed
<a href="#">View</a>	12/18/2020	Sarah Hazelton	Construction Stormwater Training Class	Cancelled
<a href="#">View</a>	12/16/2020	Sarah Hazelton	Inspection Recertification Exams - Hutchinson - December 16, 2020	Cancelled
<a href="#">View</a>	12/16/2020	Chloe Smith	Inspection Recertification Exams - Hutchinson - December 16, 2020	Cancelled
<a href="#">View</a>	12/16/2020	Sarah Hazelton	Aggregate Field Technician Exam Day	Cancelled
<a href="#">View</a>	12/16/2020	Sarah Hazelton	TEST CIT Exam Day for Canvas 2	Cancelled
<a href="#">View</a>	12/15/2020	Sarah Hazelton	TEST CIT Recertification and IA Witness Exams	Cancelled
<a href="#">View</a>	12/15/2020	Sarah Hazelton	Superpave Field Recertification Written Exam - December 15, 2020	Cancelled
<a href="#">View</a>	12/8/2020	Sarah Hazelton	Recertification and IA Witness Exam Day - Topeka - December 8, 2020	Cancelled
<a href="#">View</a>	11/2/2020	Chloe Smith	Aggregate Field Technician Class	Cancelled
<a href="#">View</a>	11/2/2020	Chloe Smith	Aggregate Field Technician Class	Cancelled
<a href="#">View</a>	11/2/2020	Julie Wilson	Aggregate Field Technician Class	Pending in Cart
<a href="#">View</a>	11/1/2020	Sarah Hazelton	TEST CIT Online Course for Canvas 1	Cancelled

To complete the checkout process click on "Click Here to Checkout Now" button and complete the registration process. Once that is complete they will be confirmed in the event.

To register more people for the same event select "Register Another Individual for the Same Event" below.

To register people for a different event select "Click Here to See A List of Events"

Once everyone is registered select "Click Here to Checkout Now" in order to complete registration and be confirmed in the course or exam.

Payment is required in order to complete your registration.

Options	Name	Events	Status	Balance
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>	Julie Wilson	11/2/2020 - Aggregate Field Technician Class (AGFFY21)	Pending - Confirmed	\$0.00
				<b>Balance Due: \$0.00</b>

←

For any questions please email [profed@ksu.edu](mailto:profed@ksu.edu).

Thanks!