

Registering for a LearningStream account

LearningStream is used to register for courses and exams for the CIT program. You can review course and exam information, register and pay, and access upcoming course and exam information.

The screenshots used in this guide depict a desktop computer screen. If you are using your phone or tablet, the screen may look slightly different but the steps are the same.

STEP 1

To access the LearningStream registration system, visit the [CIT website Registration and Schedule page](#). Select the purple register button to be taken to the registration portal.

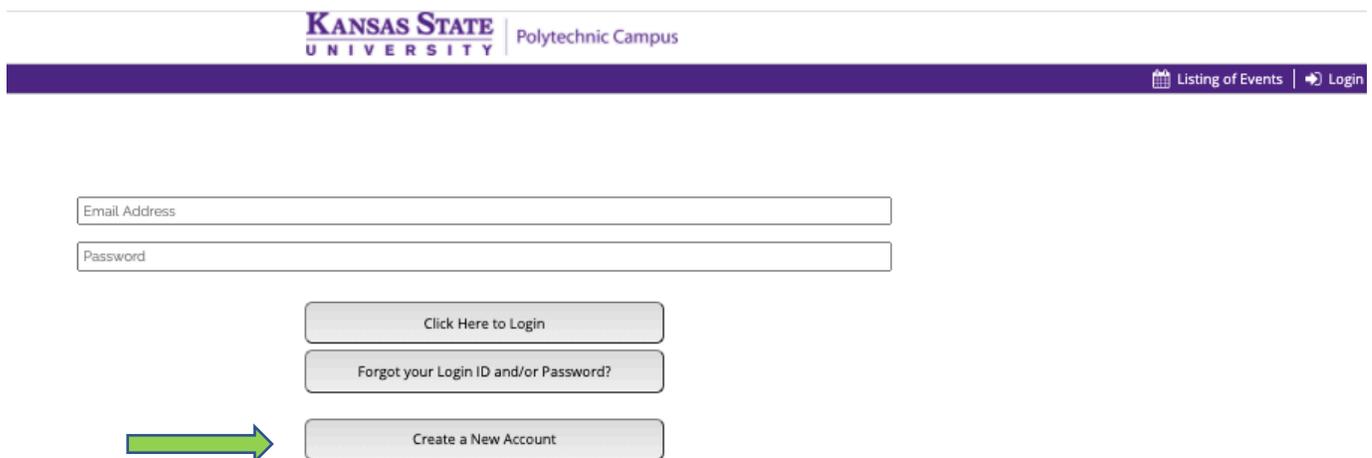


Course information and exam dates are listed below for your reference.

STEP 2

If you have used LearningStream before, login with your email and password. Go to STEP 4 of this instruction guide.

If this is your first time accessing LearningStream, you will need to create an account. To create an account, select Create a New Account from the options on the screen.



KANSAS STATE UNIVERSITY | Polytechnic Campus

Listing of Events | Login

Email Address

Password

Click Here to Login

Forgot your Login ID and/or Password?

Create a New Account

STEP 3 (Skip if you already have an account)

Fill out the requested information to create your account. This information will be used going forward to login in for LearningStream access. Select Save Changes and Create Account when the form has been completed.

KANSAS STATE UNIVERSITY Polytechnic Campus

Listing of Events | Login

The following information is for your account setup only and does not register you for any events.

* = Information is Required

Password Requirements

Password must be at least eight characters/numbers
Password may not contain the word "Password".
Password may not be the same as the Login ID.
Quotations cannot be used in your password.
Password must contain at least 1 letter and 1 number.

* First Name

* Last Name

* Email Address

* Password (see password guidelines above)

* Re-type Password

* Phone Number

* Address
 Address Line 2

* City

* State

* Zip Code

Save Changes and Create Account

STEP 4

Once you have logged in to LearningStream, you will be taken to the course calendar page. This page contains all available course and exam information. It is organized by course categories. Select the category of course/exam you are needing to register for and select View Events.

Welcome: Willie Wildcat | Listing of Events | Pending Registrations: 0 | My Account | Logout

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 or 785-826-2633.

402 Class

View Events 

STEP 5

A list of all available dates for the certification you have selected will appear. Once you have identified your desired date, select Register Now to be taken to the course information page.

KANSAS STATE UNIVERSITY | Polytechnic Campus

Welcome: Willie Wildcat | Listing of Events | Pending Registrations: 0 | My Account | Logout

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Aggregate Field

[View Events](#)

Month	Date	Time	Location	Upcoming Events
November	11/1/2020			TEST CIT Online Course for Canvas 1 Spaces Remaining: 200 Prerequisite: Pass Basic Math online exam. DO NOT register for this class if you have not passed the online Basic Math online exam. 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. Register Now

STEP 6

The course event page contains prerequisite information, times and location if applicable, and cost. To register, select Register Now – Individual Registration.

KANSAS STATE UNIVERSITY | Polytechnic Campus

Welcome: Willie Wildcat | Listing of Events | Pending Registrations: 0 | My Account | Logout

TEST CIT Online Course for Canvas 1

Begins Sunday, November 1, 2020.

Cost

Registration fee is \$1.00
[Register Now - Individual Registration](#)

Location

Details

Prerequisite: Pass Basic Math online exam. **DO NOT register for this class if you have not passed the online Basic Math online exam.**

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.
Full course descriptions can be found on the [Aggregate Field Class website](#).
All CIT program policies apply to course registrations. Policies are located on the [Program Information webpage](#).

STEP 7

Confirm the person you are registering. You may also add additional registrations at this time.

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Welcome: Willie Wildcat | Listing of Events | Pending Registrations: 0 | My Account | Logout

Registrants Assigned to Your Account

To register a person from your account click on the Register button next to their name below.

Options	Name	Status
Register	Willie Wildcat	Eligible

[Click Here to Add Another Registrant to Your Account](#)

STEP 8

You will be taken to the course registration form. Information from your LearningStream account will populate, you will need to provide additional details to finalize your registration.

Be sure to review the policies listed below the form. When complete, scroll to the bottom and submit your registration.

KANSAS STATE UNIVERSITY Polytechnic Campus

Welcome: Willie Wildcat | Listing of Events | Pending Registrations: 0 | My Account | Logout

All questions marked by an asterisk are required
Event Name: TEST CIT Online Course for Canvas 1

Prerequisite: Pass Basic Math online exam.
DO NOT register for this class if you have not passed the online Basic Math online exam.

***First Name (Full Legal):** Willie
***Middle Initial:**
***Last Name (Full Legal):** Wildcat
***Date of Birth (MM/DD/YYYY):**
***Company or Organization:**
***Phone Number:** (xxx-xxx-xxxx)
***Email Address:** ksupeo@gmail.com
***Retype Email Address:** ksupeo@gmail.com
***Participant Email:**

Please indicate any special requests related to accessibility needs:

Discount Code:

***Are you a KDOT employee:** Yes I am a KDOT employee
 No

***I have read and accept the policies outlined below:** I agree

Payment, Cancellations, Refunds, and Substitutions
Payment is due at time of registration. Please contact Professional Education and Outreach at profed@k-state.edu with inquiries.
No refunds or substitutions will be granted. In the case that you cannot attend the exam date based on one of the acceptable extenuating circumstances below, K-State will transfer your payment to the next available exam date option.

STEP 9

Finalize the registration by selecting Click Here to Checkout Now. You may also add another course/exam registration at this time.

KANSAS STATE UNIVERSITY Polytechnic Campus

Welcome: Willie Wildcat | Listing of Events | View Cart | Checkout | Pending Registrations: 1 | My Account | Logout

You must click "Click Here to Checkout Now" in order to complete registration.
You will not be confirmed until this is completed.

Options	Name	Events	Status
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>	Willie Wildcat	11/1/2020 - TEST CIT Online Course for Canvas 1	Pending - Confirmed



STEP 10

Payment is required at the time of registration. Select Click to Pay with Credit Card to be taken to the credit card transaction page.


Welcome: Willie Wildcat | [Listing of Events](#) | [View Cart](#) | [Checkout](#) | [Pending Registrations: 1](#) | [My Account](#) | [Logout](#)

Thank You!

Name	Event	Status	Balance
Willie Wildcat	11/1/2020 - TEST CIT Online Course for Canvas 1	Pending - Confirmed	\$1.00
			Balance Due: \$1.00

Pay with Credit Card

[Click To Pay With Credit Card](#)

Complete card transaction information. You will be emailed a receipt.