

K@TE is the University of Tennessee’s Learning Management System. This job aid provides step-by-step instructions on how to view and print course completion certificates in K@TE.

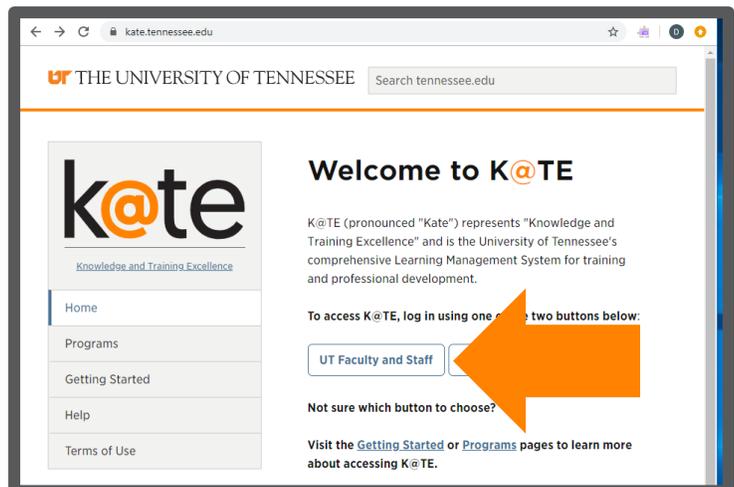
Step 1

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



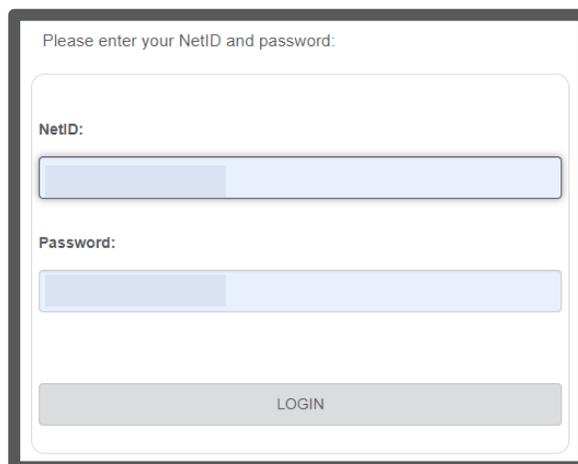
Step 2

- Click “UT Faculty and Staff.”



Step 3

- Login using your NetID and network password.



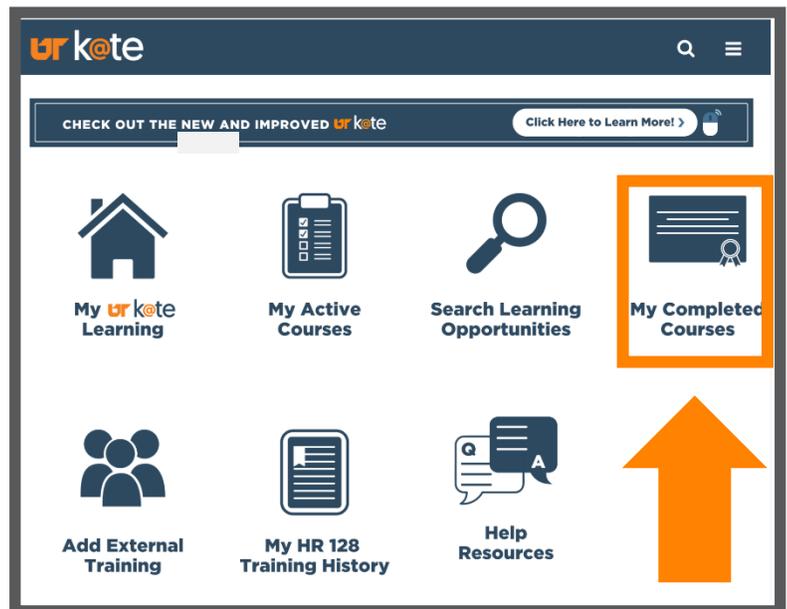
Step 4

- Follow the necessary two-factor authentication steps.



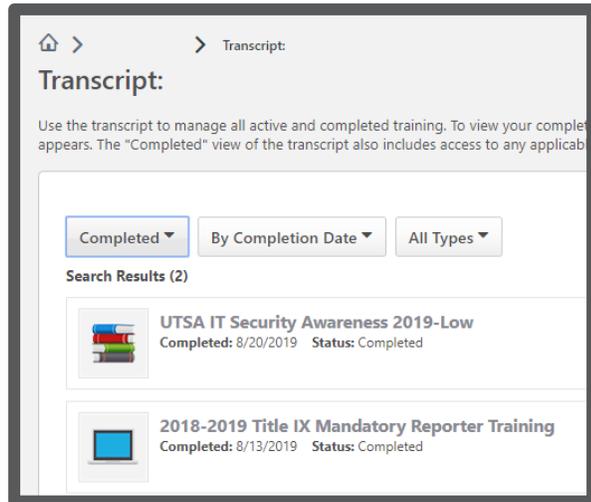
Step 5

- The K@TE home page will appear.
- Click on the “My Completed Courses” icon in the top right.



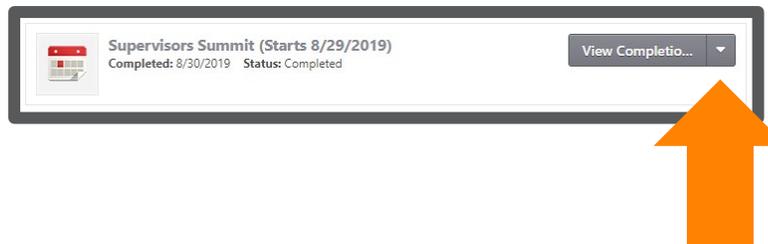
Step 6

- Review the list of completed courses and curricula on your transcript.



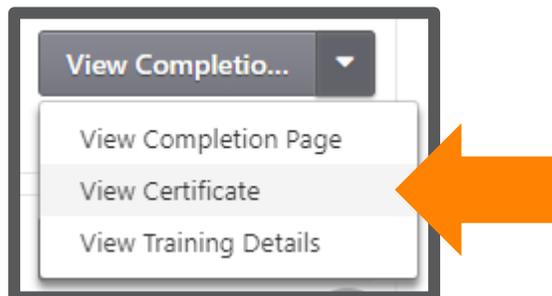
Step 7

- Find the course or curriculum for which you need a certificate.
- Click on the corresponding drop-down arrow.



Step 8

- Click "View Certificate."
- A pop-up window will appear with the generated certificate of completion.



Step 9

- To print or download, click on the corresponding icon located in the top right-hand corner of the window.

