1. Go to kate.tennessee.edu

2. Select “UT Faculty and Staff” (See screenshot below)

3. Log in with your UT netid and password
   a. If you are a new user or not affiliated with UT please skip to Step 10
4. Use the search bar in the top right corner of the page and type in: Child Protection Training for Covered Adults (See screenshot below)
5. Click on the title “Child Protection Training for Covered Adults”
6. Click the “Request” button.
7. If you have completed the training in the past, a box will pop-up stating, “You have already completed this training”. Continue by clicking “request”. See screenshot below.
8. Click the “Launch” button.

9. Congratulations you have completed the Child Protection Training! This training must be completed every two years. You may close these instructions.
If you are a UT Guest and do not use a NetID please use the following steps

10. Go to: https://oit.utk.edu/accounts/netid/

11. Select “First-Time Setup”

**SETTING YOUR NETID PASSWORD**

Password changes take up to 15 minutes to sync to all systems.

- First-Time Setup
- Changing Your NetID Password
- Online Password Resets

12. Enter your NetID (Your program contact should provide you with this)
13. Enter Employee # (Program contact should provide you with this. This is also known as “personnel #) Enter Birthdate (If there isn’t a DOB on file for you, you will not be able to log in.)

14. You must setup two-factor authentication. Please select “start setup”

15. Once you have setup two-factor authentication, go back to the top of this document and complete steps 1-9