

1. Go to kate.tennessee.edu
2. Select “UT Faculty and Staff” (See screenshot below)

The screenshot shows a web browser window with the address bar displaying kate.tennessee.edu. The page header includes the University of Tennessee logo and a search bar. The main content area features the 'k@te' logo with the tagline 'Knowledge and Training Excellence'. A navigation menu on the left lists 'Home', 'Programs', 'Getting Started', 'Help', and 'Terms of Use'. The main heading is 'Welcome to K@TE', followed by a description of the system. Below this, a prompt asks users to log in using one of two buttons: 'UT Faculty and Staff' (highlighted with an orange box) and 'External Customers'. A note below the buttons asks 'Not sure which button to choose?' and provides links to 'Getting Started' and 'Programs' pages for more information. At the bottom, there is a gold award medal from the Brandon Hall Group, dated 2018, for 'GOLD EXCELLENCE IN LEARNING'.

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)



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Child Protection Training

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Help Resources



Quick Links

5. Click on the title "Child Protection Training for Covered Adults"

The screenshot shows a web interface for a Global Search. On the left is a sidebar with three menu items: "Show All", "Training", and "Certifications". The main content area is titled "Global Search" and contains a search bar with the text "Child Protection Training", a dropdown menu set to "Everything", and a "Search" button. Below the search bar, an orange arrow points down to the search results. The results are under the heading "Training results" and feature a single entry: "Child Protection Training for Covered Adults". This entry includes a laptop icon, the text "Online Class | University of Tennessee | \$0.00", and a detailed description: "This training is required for all 'Covered Adults,' as defined under the University of Tennessee System Safety Policy SA0575: Programs for Minors. Target audience: Covered Adults; University of Tennessee employees, students, volunteers, and contractors who work in programs for minors and/or have contact with minors. Duration: 1 hour".

6. Click the "Request" button.

ONLINE CLASS

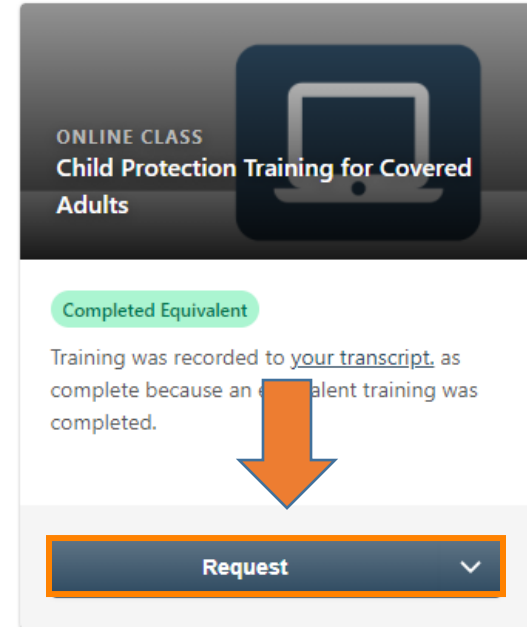
Child Protection Training for Covered Adults

Last Updated 02/17/2020 Duration 1 hour

Details

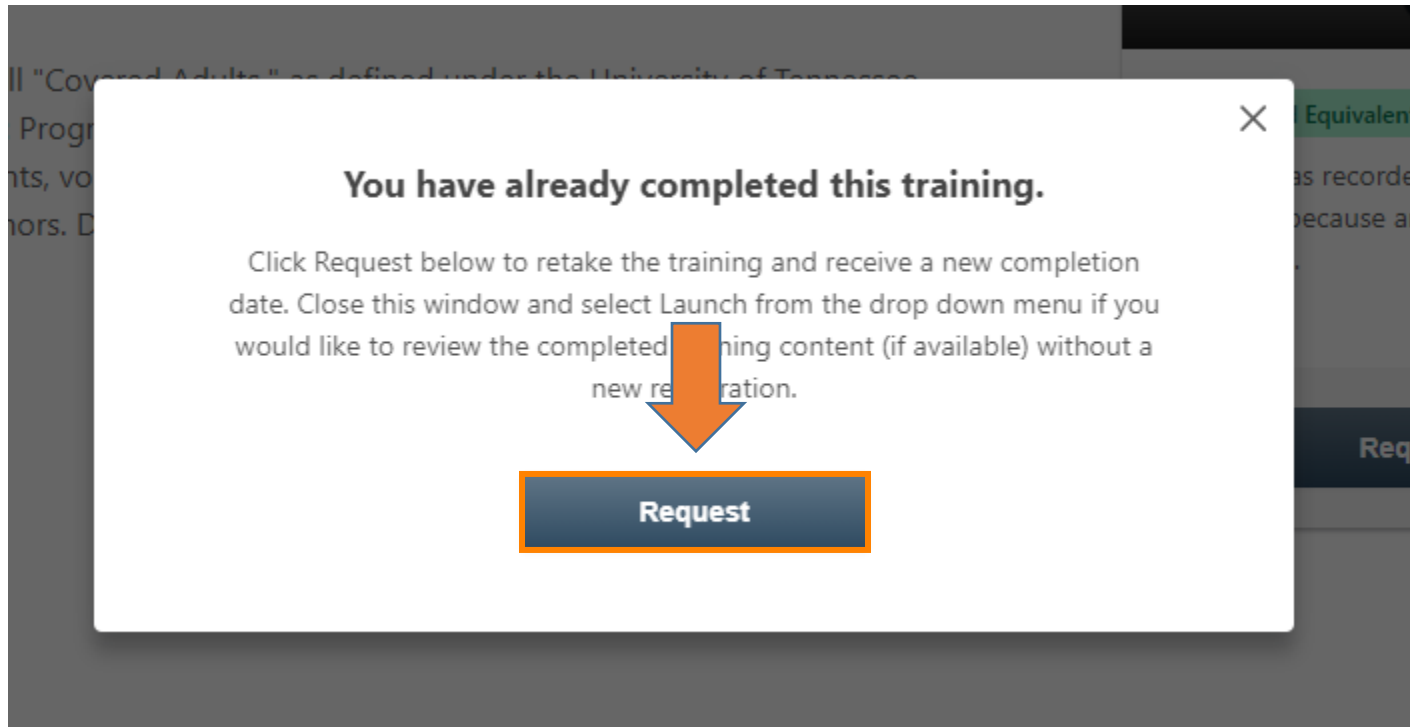
This training is required for all "Covered Adults," as defined under the University of Tennessee System Safety Policy SA0575: Programs for Minors. Target audience: Covered Adults; University of Tennessee employees, students, volunteers, and contractors who work in programs for minors and/or have contact with minors. Duration: 1 hour

Show More



The screenshot shows a dark header with a laptop icon and the text "ONLINE CLASS Child Protection Training for Covered Adults". Below the header, a green pill-shaped badge reads "Completed Equivalent". The main text states: "Training was recorded to [your transcript](#), as complete because an equivalent training was completed." A large orange arrow points downwards from this text to a dark blue button with an orange border that says "Request" and has a small white downward-pointing chevron icon on the right.

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.

ONLINE CLASS

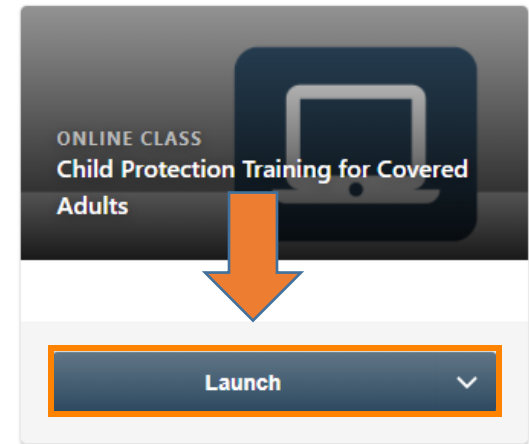
Child Protection Training for Covered Adults

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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)

INITIAL PASSWORD SETUP

If you have a new account, and you don't yet know the password for it, you may from this web site, set an initial password for the account.

You may set a password using this site only once. For subsequent password changes you must either enable your account for the online password reset mechanism, or you must visit the OIT Service Center

NetID: [What's This?](#)

[Continue](#) [Cancel](#)

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.)

INITIAL PASSWORD SETUP

If you have a new account, and you don't yet know the password for it, you may from this web site, set an initial password for the account.

You may set a password using this site only once. For subsequent password changes you must either enable your account for the online password reset mechanism, or you must visit the OIT Service Center

NetID: **lliskedo**

Employee #

Birthdate:

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

INITIAL PASSWORD SETUP

Protect Your University of Tennessee Account

UT

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

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