K@TE is the University of Tennessee’s Learning Management System. In this job aid, you will learn how to access your assigned training in K@TE, successfully complete it, and how to review your training history.

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.
- Navigate to the bottom-center portion of the screen.

Step 6
- Review the “Your Transcript” widget at the bottom-center of the screen to see which required trainings you have been registered for.
- Click “Launch” (or “Activate” and then “Launch”).

Step 7
- A new window will open with the course.
- Navigate through the course per the instructions.
- Tip: Ensure pop-ups are enabled.
Step 8

- To verify completion and to view your transcript of completed courses, hover over “Learning” in the top left-hand corner.

- Select “View Your Transcript” from the drop-down menu.

Step 9

- Click on the “Active” filter and select “Completed.”

Step 10

- Review the list of completed courses on your transcript.
FAQ

Q: Whom can I reach out to if I’m experiencing technical difficulties? A: Please contact your campus/institute’s local Help Desk to troubleshoot technical difficulties.

Q: What internet browsers are recommended? A: Latest Chrome
   Latest Mozilla Firefox
   Microsoft Edge for Windows 10
   Apple Safari 10 and greater

Q: Do I need to disable pop-up blockers? A: Yes, pop-up blockers must be disabled to view online K@TE courses.

Q: What should I do if my course won’t launch in K@TE? A: Try accessing K@TE from a different Internet browser and/or clearing your browser cache/history on the browser you are using.

Q: What other technical requirements are there? A: Cookies and JavaScript are required to be enabled in K@TE.
   Adobe Acrobat Reader is required to view training completion certificates launched from K@TE.