Job Aid: How to Access Assigned Training

K@TE is the University of Tennessee's Learning Management System. In this job aid, you will learn how to access your assigned mandatory training in K@TE, successfully complete it, and how to review your training history.
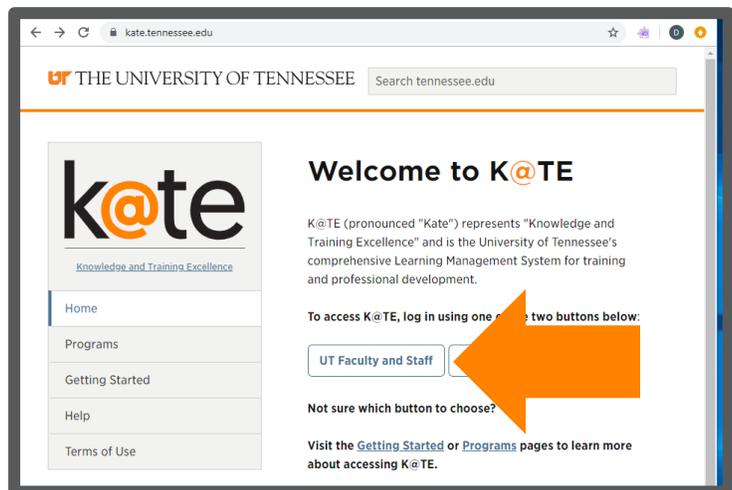
Step 1

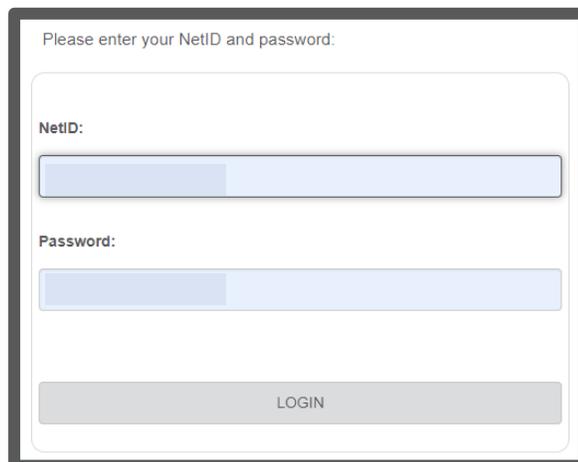- Navigate to https://kate.tennessee.edu/ in your browser.

Step 2

- Click "UT Faculty and Staff."

Step 3

- Login using your NetID and network password.

Step 4

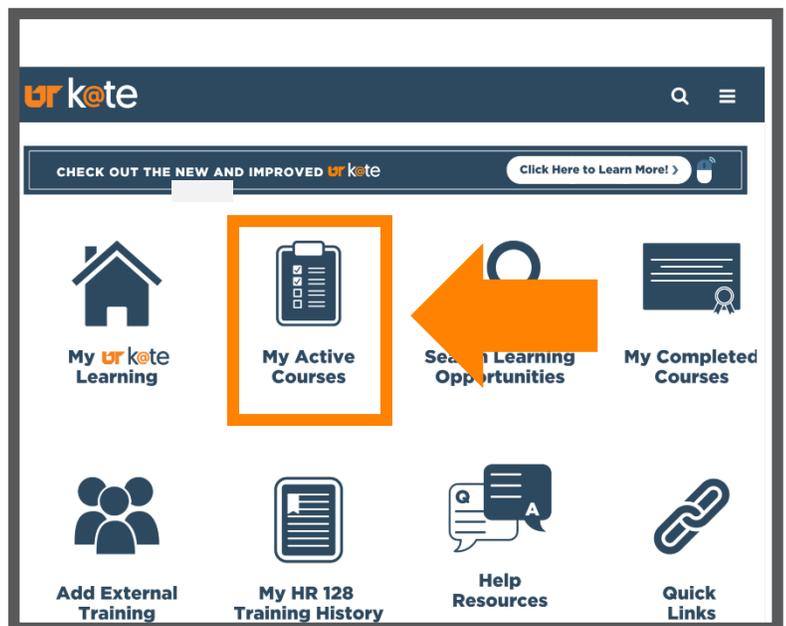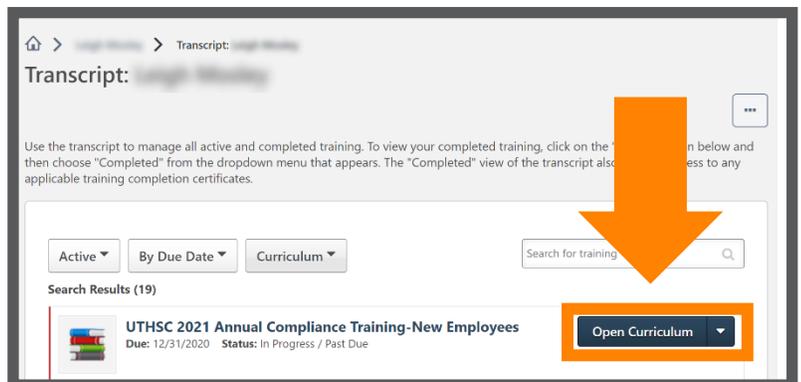- Follow the necessary two-factor authentication steps.
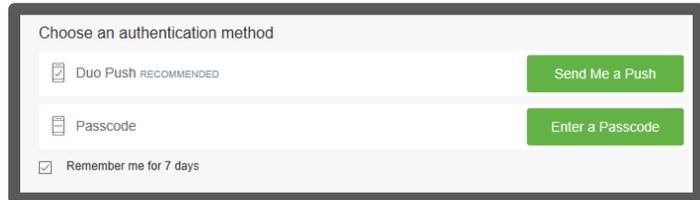
Step 5

- The K@TE home page will appear.

- Click on the "My Active Courses" icon in the top row.
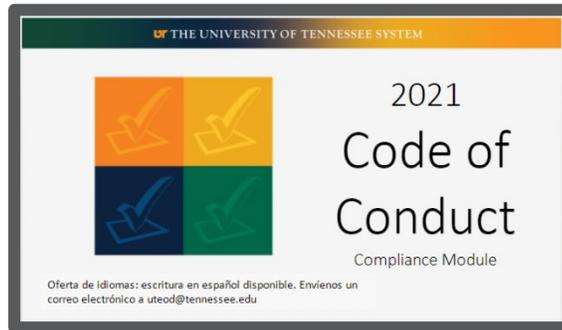

Step 6

- Review your list of active courses to see which required trainings you have been registered for.

- If your assigned training is in the form of a curriculum, click "Open Curriculum." Otherwise, click "Launch" (or "Activate" and then "Launch").
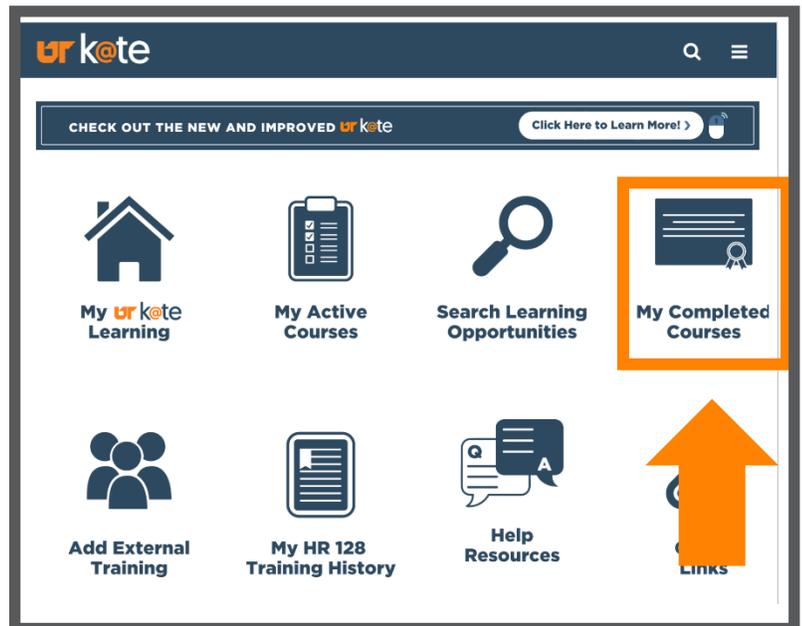
Step 7

- A new window will open with the course.

- Navigate through the course per the instructions.
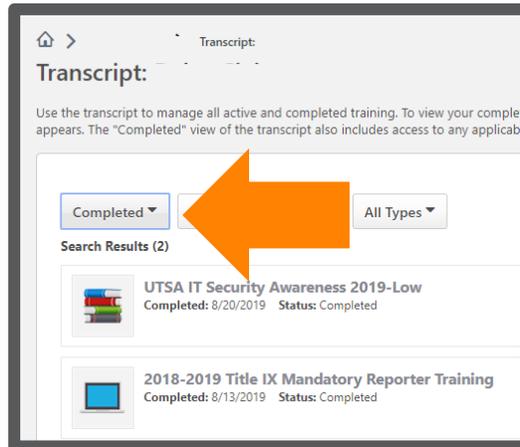
- **Tip: Ensure pop-ups are enabled.**

Step 8

- To verify completion and to view your transcript of completed courses, return to your K@TE home page and click on the "My Completed Courses" icon.

Step 9

- 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.