

K@TE Job Aid: How to Access Your Compliance Courses

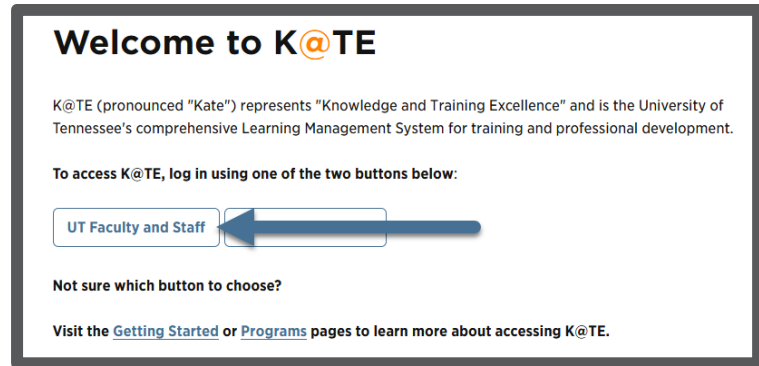
Step 1

- Navigate to K@TE:
<https://kate.tennessee.edu/>



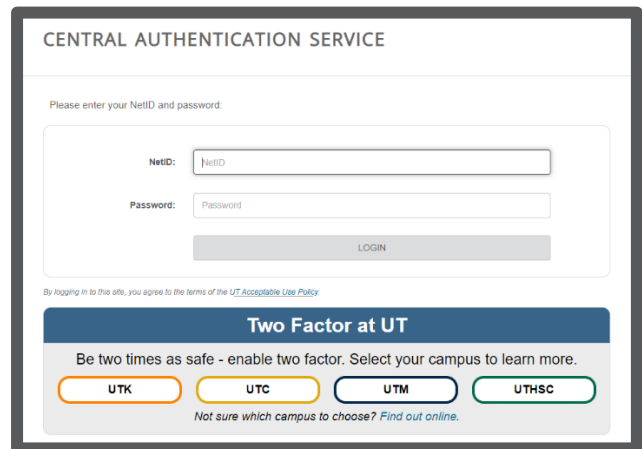
Step 2

- Choose the “UT Faculty and Staff” login button.



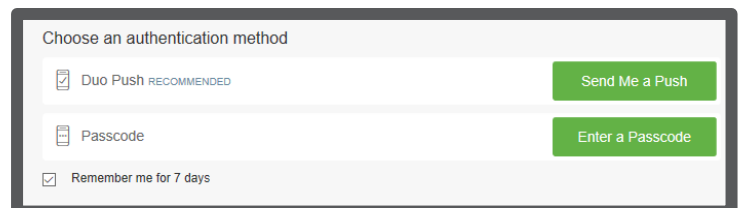
Step 3

- Log in to K@TE using your NetID and password.



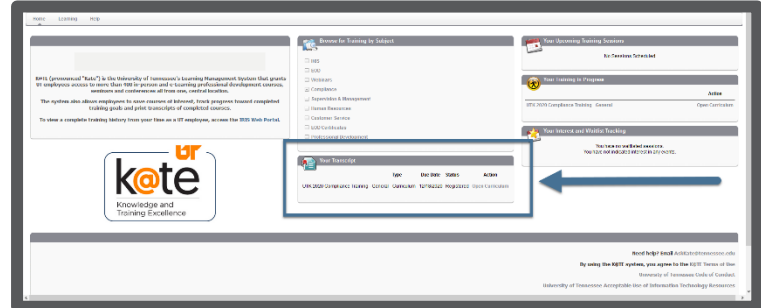
Step 4

- Follow the necessary two-factor authentication steps.



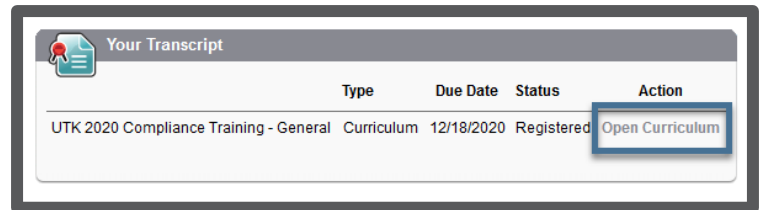
Step 5

- Navigate to the bottom-center portion of the K@TE “Home” page and find the “Your Transcript” widget.



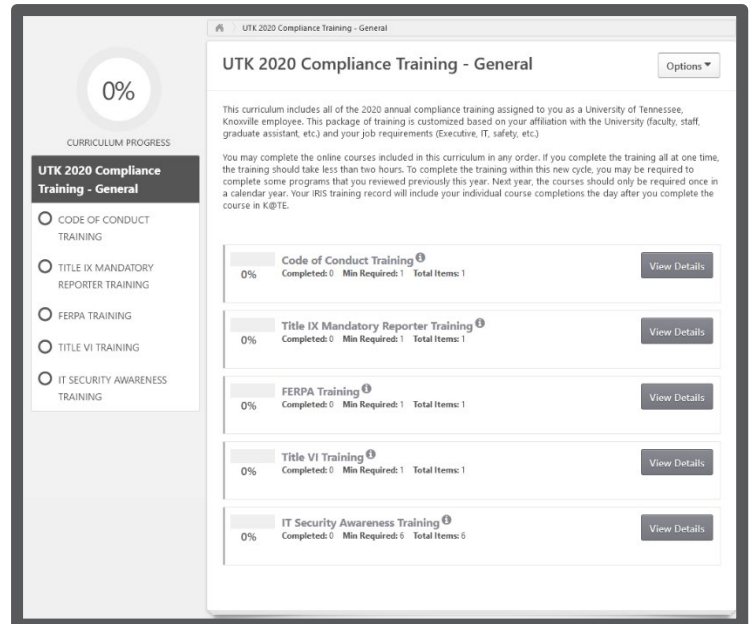
Step 6

- The “Your Transcript” widget will include your curriculum with all of the compliance courses assigned to you.
- Click “Open Curriculum”.



Step 7

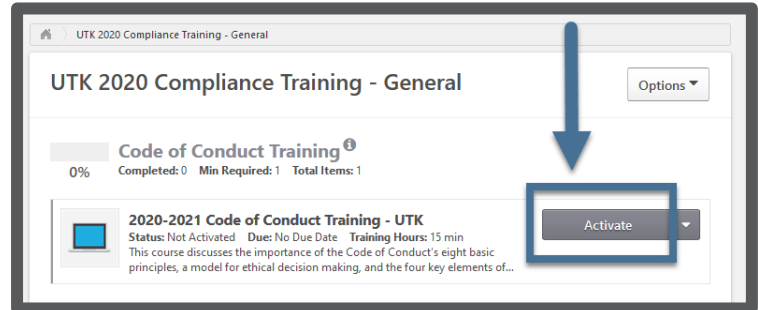
- The “Curriculum Player” page will appear, which includes all of your assigned courses.
- The courses may be completed in any order, except for the IT Security Awareness modules, which must be completed in the order assigned.
- Click “View Details” for the course you will start first.
- Tip:** Click on the “Instruction” (i) icon for course-specific information.



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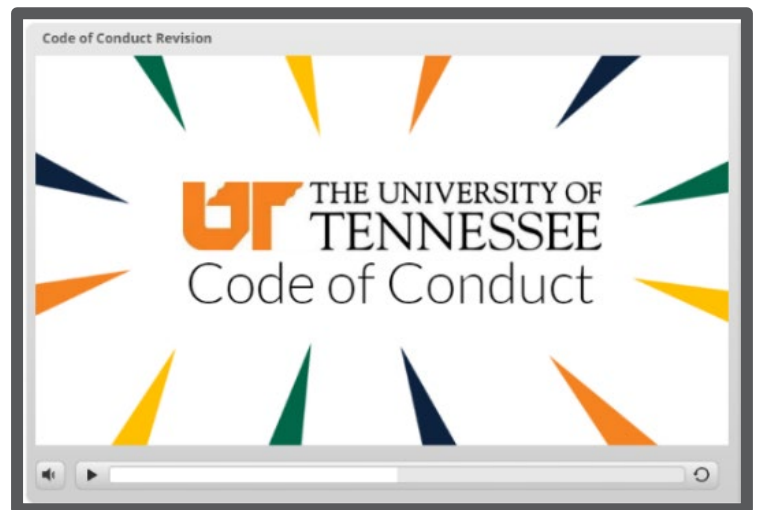
Step 8

- When the course page appears, click on the “Activate” button, which will then change to “Launch”.
- Click “Launch” to open the applicable course.



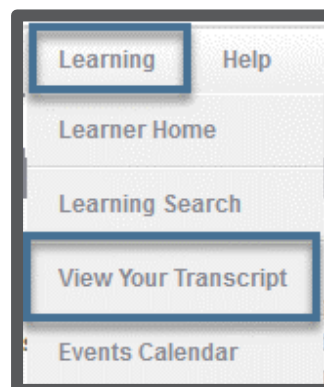
Step 9

- A new window will open with the course.
- Navigate through the course, per the instructions for that specific course.
- **Tip:** Ensure pop-ups are enabled for your Internet browser and that you follow all instructions for each course.



Step 10

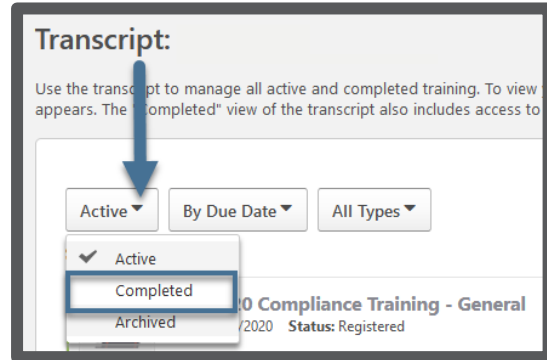
- To verify completion and view your transcript of all completed courses in K@TE, hover over “Learning” in the top left-hand corner of the “Home” page.
- Select “View Your Transcript” from the dropdown menu that appears.



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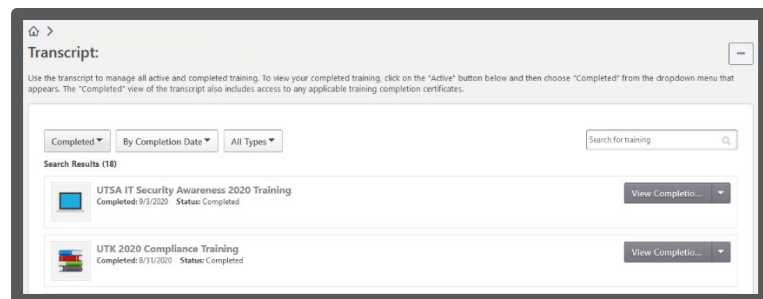
Step 11

- Click on the “Active” filter and select “Completed” from the dropdown menu that appears.



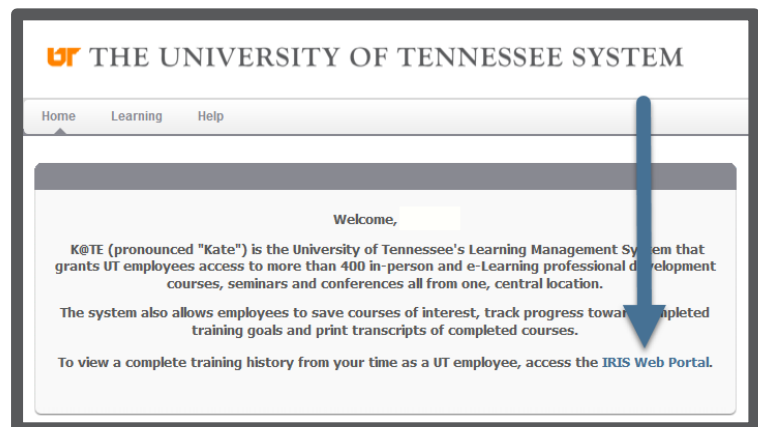
Step 12

- Important:** Your compliance curriculum will only appear on your “Completed” transcript in K@TE after you complete **all** of the courses assigned to you.



Step 13

- To review your “My HR 128 Training History List” in the IRIS Web Portal, return to the K@TE “Home” page.
- Click on the “IRIS Web Portal” link in the “Welcome” message.
- For IRIS reporting purposes, your individual compliance courses will update in the IRIS Web Portal the day after you complete the course(s) assigned to you in K@TE.



FAQ

Q: If I experience technical difficulties, who should I contact for assistance?

A: Please contact the [OIT Helpdesk](#) for assistance.

Q: What Internet browsers are recommended for K@TE?

A: The latest versions of Mozilla Firefox, Google Chrome, and Apple Safari are recommended, and Microsoft Edge for Windows 10.

Q: Do I need to disable pop-up blockers?

A: Yes, pop-up blockers must be disabled to launch online courses in K@TE.

Q: What should I do if my course will not 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: Adobe Acrobat Reader is required to view training completion certificates launched from K@TE.

Q: What if my course in K@TE does not complete automatically?

A: If you are still listed as “In Progress” for a specific course, please ensure that you completed all of the necessary requirements within that course.

If you still need assistance, please contact the [OIT Helpdesk](#) and your request will be routed appropriately.