About K@TE

K@TE (pronounced "Kate") is the University of Tennessee's comprehensive Learning Management System. To find out more about the UT programs offering training through K@TE and how to create a new account, read through the Programs page.

The K@TE Knowledge Base linked below also includes a comprehensive list of "Frequently Asked Questions" for UT faculty and staff members and external customers:

UT Faculty and Staff - K@TE Knowledge Base

External Customers - K@TE Knowledge Base

Logging in to K@TE

Which login button do I choose? If you are a UT faculty or staff member, you will choose the "UT Faculty and Staff" button on the <u>Home</u> page and will log in using your NetID and password.

All external UT customers will log in to K@TE using the "External Customers" button on the <u>Home</u> page. The user name or email address you used when first creating a K@TE account will allow you to log in using this button.

To confirm if you have a K@TE account or not, please contact the <u>UT program</u> offering your training or email AskKate@tennessee.edu before creaing a new account.

Once logged in to K@TE, browse the course catalog to view all of the in-person and online training courses currently offered or use the Search field to find what else is available. K@TE allows you to easily register and keep track of upcoming and completed courses - all in one system.

If you have a question or need assistance, please check the <u>K@TE Knowledge Base</u> for troubleshooting tips or email AskKate@tennessee.edu.

Password Information

External Customers

All external customers choose an initial password when first creating an account in K@TE. If you ever forget your password and need to change it, click Options >> My Account >> Options >> Change Password in your K@TE portal. A "Forgot Password" option is also available on the K@TE login page, which generates an email with instructions for resetting your password.

UT Faculty and Staff Members

If you are a UT faculty or staff member, you will log in to K@TE using your NetID and password. When unsure of your password, instructions for resetting it are below.

To change your password, choose one of the following two options:

OPTION 1

If you are on the UTK or UTC network and use your NetID and password to authenticate to your UT Windows computer:

- 1. From your Windows computer, press Ctrl + Alt + Delete
- Choose the option to "Change Your Password"
- 3. Enter your old password to authenticate and then enter and verify your new password

OPTION 2

For all other users, change or reset your password online with the <u>Office of Information Technology (OIT)</u>.

If you need additional assistance with your NetID and/or password, contact the UT Knoxville OIT Helpdesk at 865-974-9900.

For any UT students or UT student employees seeking training, refer to your campus safety office or academic Learning Management System for additional information. Child Protection Training is offered through Employee and Organizational Development, and instructions are available when creating a new K@TE account for UT students, UT student employees, volunteers or contractors requiring this training.

Internet Browsers Supported

To most effectively use K@TE, one of the following Internet browsers is recommended:

- Latest Mozilla Firefox
- Latest Google Chrome
- Latest Microsoft Edge
- Latest Apple Safari

Other Settings

- Pop-up blockers must be <u>disabled</u> for the K@TE application.
- Try accessing K@TE from a different Internet browser and/or <u>clearing your</u> <u>browser cache</u> on the browser you are using if an online class will not launch in K@TE.
- 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.



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