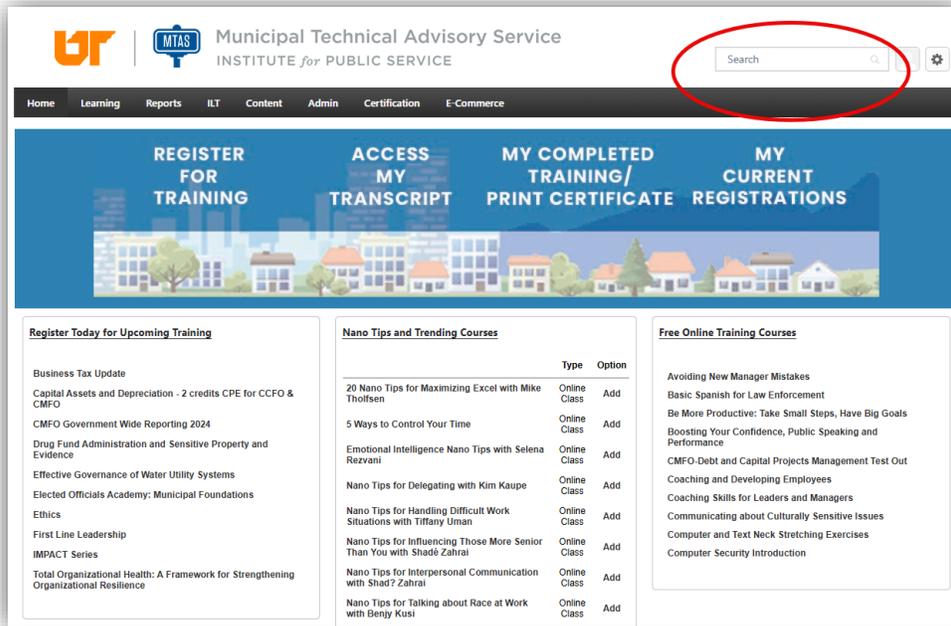


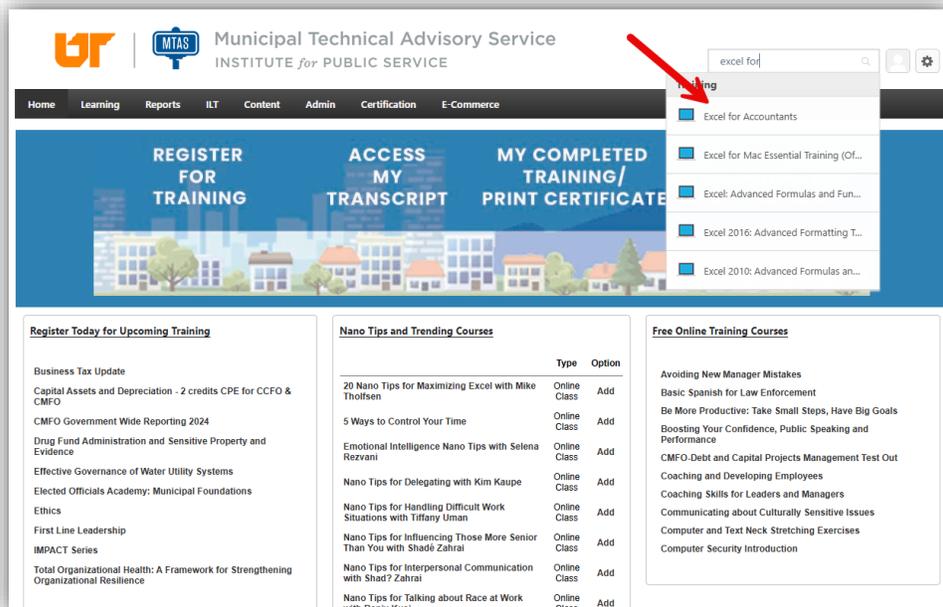


How to Search and Access Online Courses in K@TE

1. Visit kate.tennessee.edu.
2. Select **External Customers**.
3. Login with your Username and Password.
4. In the pop-up window, click 'Yes I Agree.'
5. From the home page in the top right corner, look for the search field.

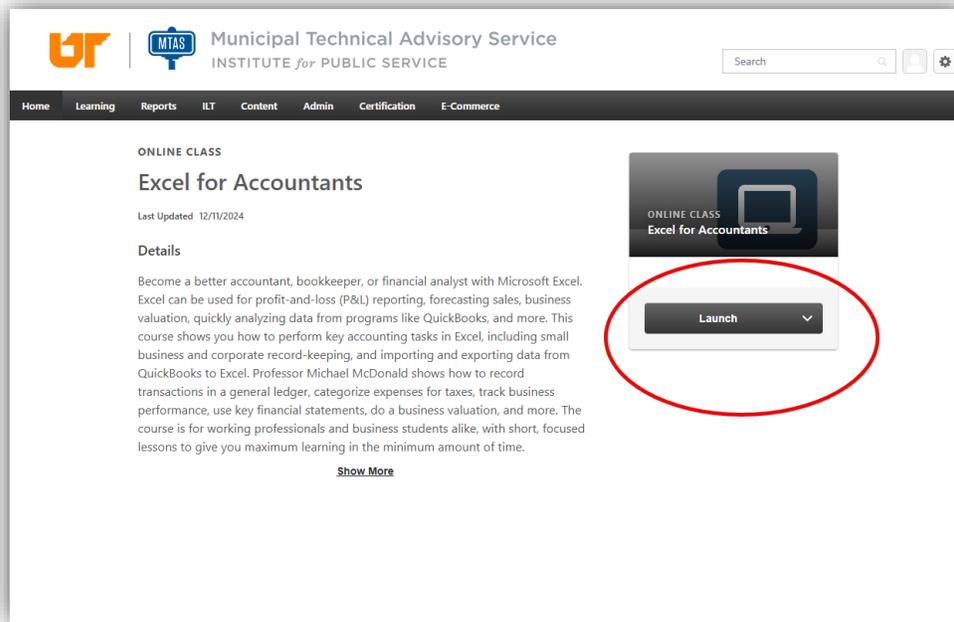


6. In the search field, begin typing the course title. Results that match your search terms will be listed.





7. Select the correct course title from the search results. Be sure to double check spelling.
8. On the course page, click Launch. This will add the course to your K@TE transcript.



9. Once you complete the course, you can view/print your certificate from K@TE.

Need assistance? Contact us at mtas_training@tennessee.edu.