How to Access Your Transcript and to Print Certificates for a Course that you have completed in person or online inside K@TE.

1. Go to K@TE - https://tennessee.csod.com/client/tennessee/default.aspx Enter your **Username:** _____ and **Password:** _____ into the appropriate boxes and click the Login Button.



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2. Proceed to click on your transcript - either under Learning or at the top of "Your Transcript" Box on the Welcome page - the first page you see when you login.



How to Access Your Transcript and to Print Certificates

3. On the Transcript page - Change the Active Tab to Completed.



4. Pull down the drop down menu at the right side next to the Course that contains the course you are trying to print a certificate for and choose **View Certificate**.



5. The certificate will open in a new window (if it does not you must turn off your pop-up blocker - * see last page) where you can print to PDF or you can download if you have Acrobat Reader installed on your computer.

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How to Disable Pop-up blocker on the standard browsers.

(Search http://www.google.com if your browser is not covered below.)

Chrome Browser

On your computer, open Chrome. At the top right, click More or the 3 vertical dot icon Click Settings. At the bottom, click Advanced. Under "Privacy and security," click Content settings. Click Popups. Turn Allowed on or off.

Internet explorer

To turn Pop-up Blocker on or off

Open Internet Explorer

the browser with this symbol, select the Tools button (the blue cog located at right of the address bar)

 \bigcirc \bigcirc \bigcirc , and then select Internet options.

Microsoft Edge Browser

To deactivate the Microsoft Edge Pop-up Blocker please follow these steps:

Open Microsoft Edge



Select the More actions (...) button and select Settings.

Scroll down the list to select View advanced settings and turn Block pop-ups to on.

On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.



located at the right of the address bar.