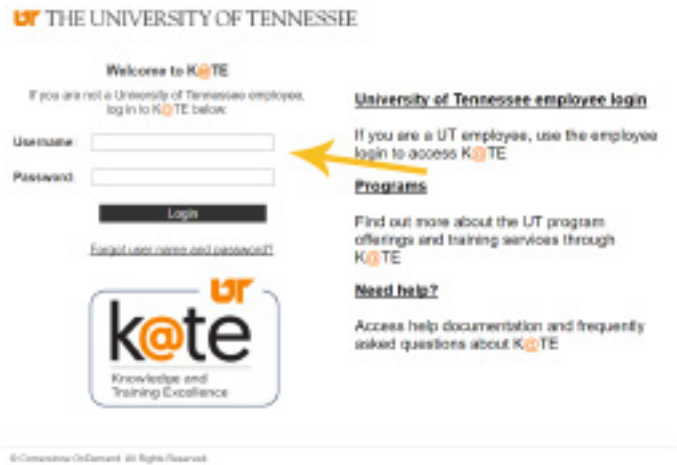


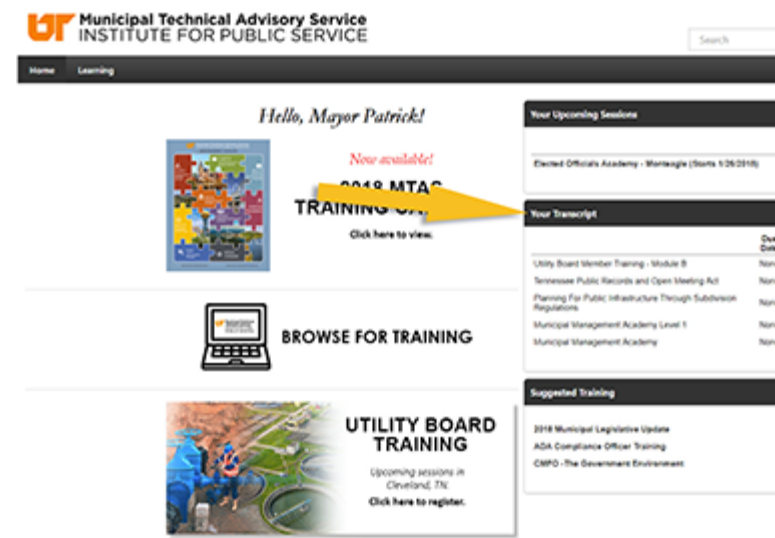
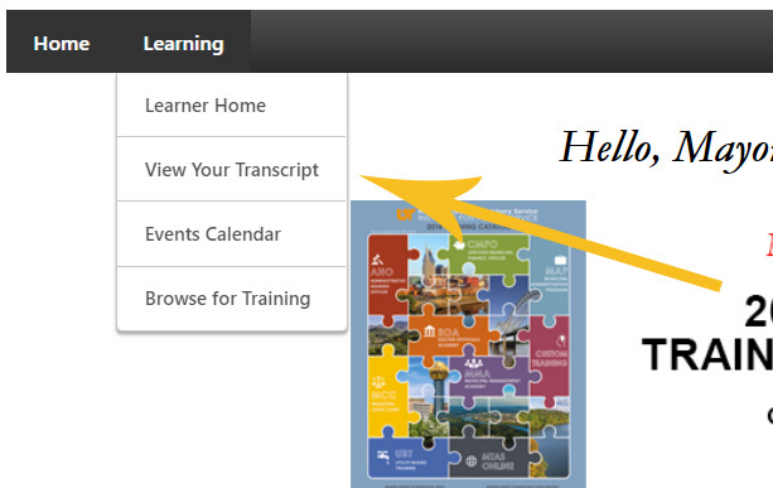
How to Access Your Transcript and to Print Certificates for a Course that you have completed in person or online inside K@TE.

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.

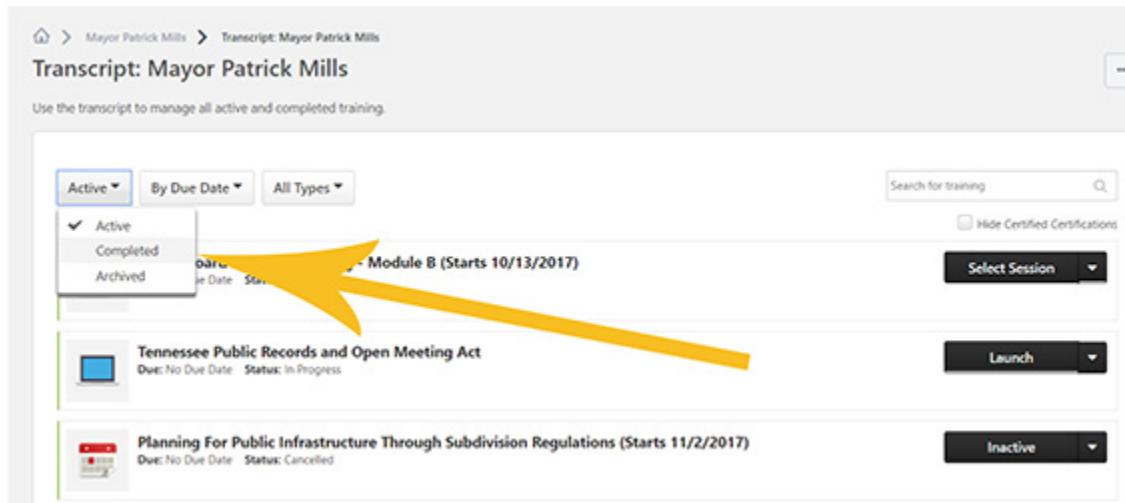


2. Proceed to click on your transcript - either under **Learning** or at the top of "Your Transcript" Box on the Welcome page - the first page you see when you login.

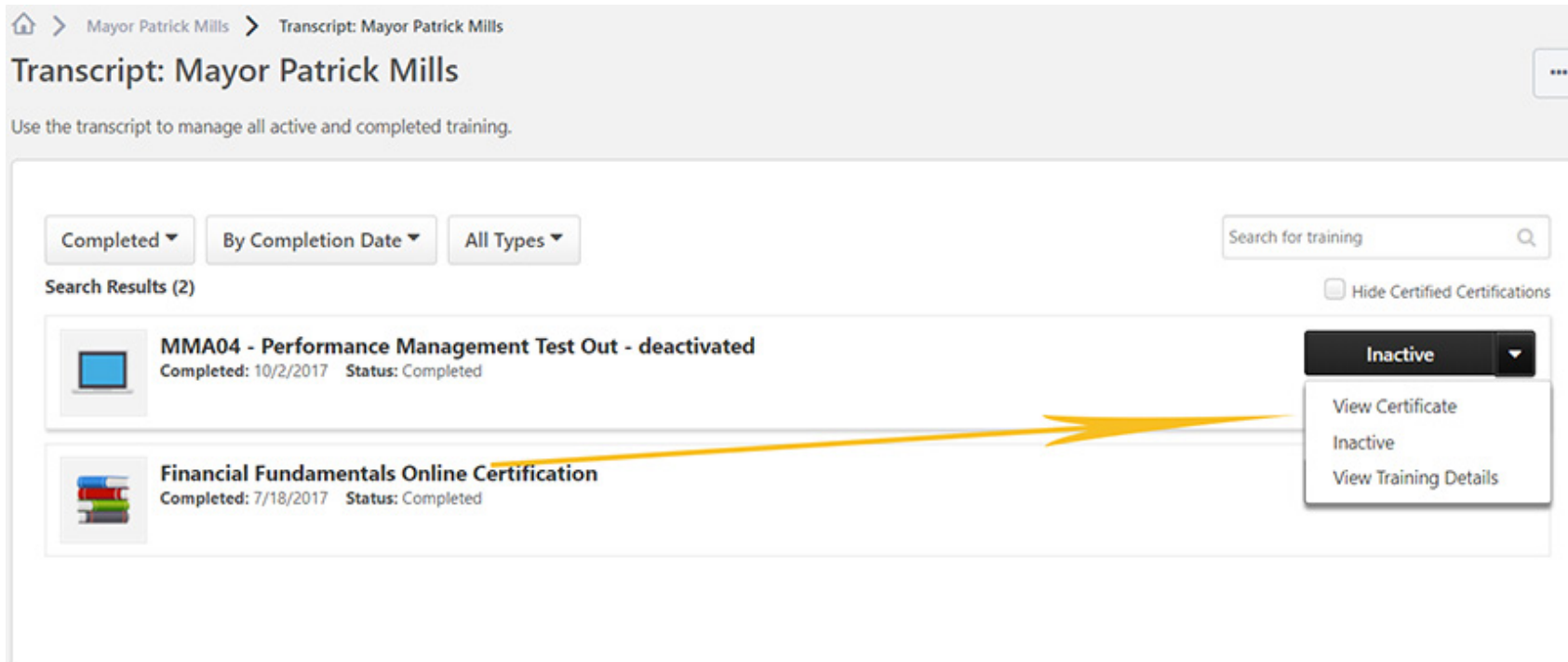


How to Access Your Transcript and to Print Certificates

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

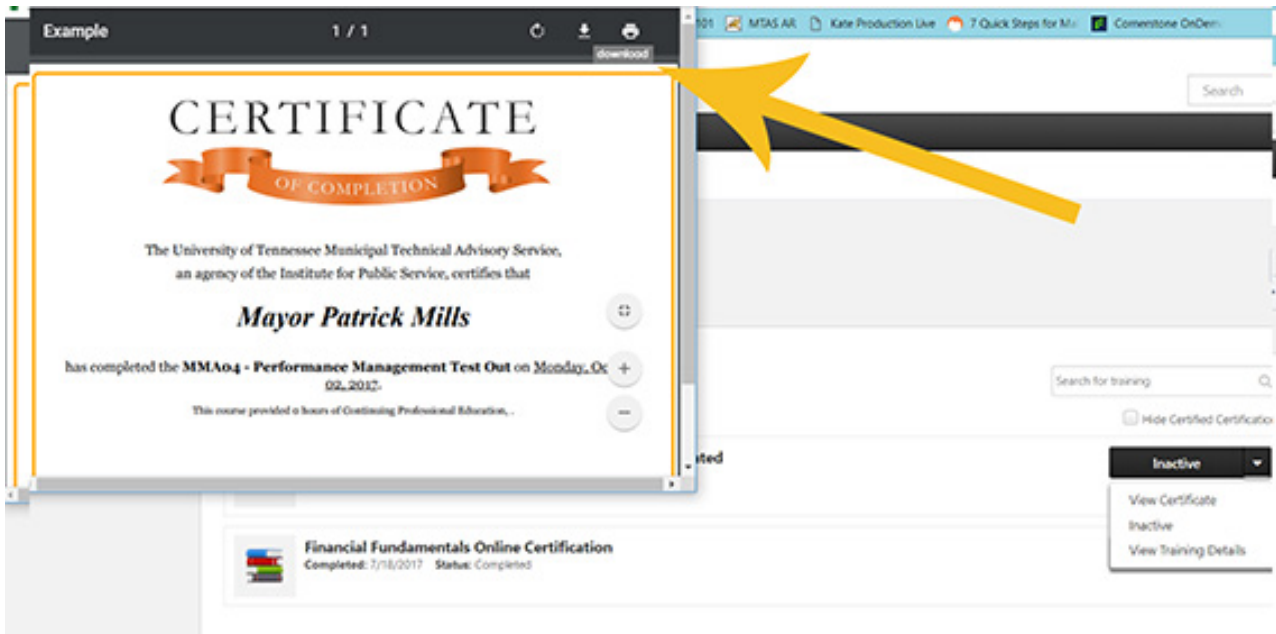


4. Pull down the drop down menu at the right side next to the Course that contains the course you are trying to print a certificate for and choose **View Certificate**.



How to Access Your Transcript and to Print Certificates

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.



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  located at the right of the address bar.
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)
    , 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.