

# Child Protection Training


K@TE LOG-IN INSTRUCTIONS

Navigate to K@TE webpage via this link:

<https://tennessee.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=f874fe1e-7823-4482-9236-bf9dc31ddf0c#t=1>

Home Training Details

## Training Details

**Child Protection Training for UTIA Volunteers**  
Curriculum • UT - Extension • \$0.00



[Request](#)

**Price**  
\$0.00

**Available Languages**  
English (US)

**Subjects**  
Volunteerism

### Curriculum

-  UT Extension Honor Code
-  Child Protection Training for Non-Employees  
This training covers the child protection and reporting requirements for volunteers and other not University of Tennessee employees

Once you have reached the website, click “REQUEST.”

The training details should say:  
Child Protection Training for UTIA Volunteers

\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

\*Address Line 1:

Address Line 2:

\*City:

State:

\*Zip:

\*Phone:

\*Select County

Gender (optional)

Race/Ethnicity (optional)

\* Passwords must contain both upper and lower case letters  
\* Passwords must contain alpha and numeric characters  
\* Passwords cannot have three or more consecutive same characters  
\* Passwords must be 8 - 16 characters  
\* Passwords cannot have leading or trailing spaces  
\* Passwords cannot be the same as the Username, User ID, or email address.

\* New password

\* Confirm password

Fill in requested information.


Check "I'm not a robot" box then click "Log-In."

\* Passwords must contain both upper and lower case letters  
\* Passwords must contain alpha and numeric characters  
\* Passwords cannot have three or more consecutive same characters  
\* Passwords must be 8 - 16 characters  
\* Passwords cannot have leading or trailing spaces  
\* Passwords cannot be the same as the Username, User ID, or email address.

\* New password

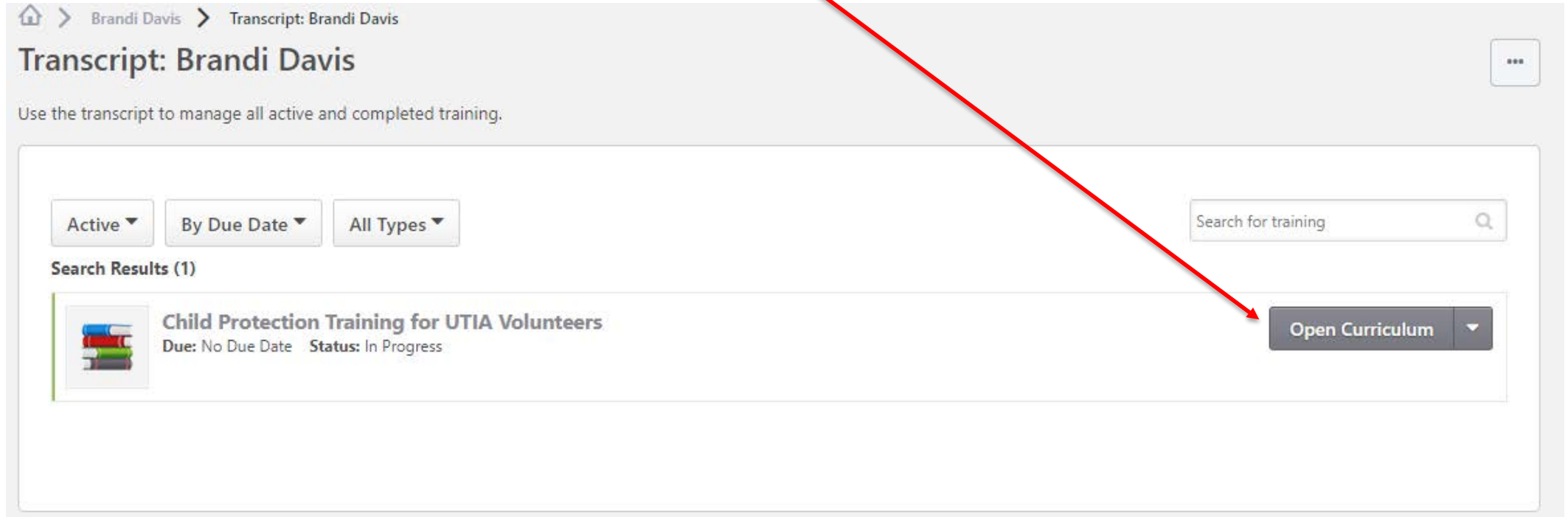
\* Confirm password

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Cancel Log In

This screen will appear after you log-in. Click “Open Curriculum” to launch the training.




The screenshot shows a user interface for a transcript. At the top, there is a breadcrumb trail: Home > Brandi Davis > Transcript: Brandi Davis. Below this is the title "Transcript: Brandi Davis" and a sub-header "Use the transcript to manage all active and completed training." There are three filter buttons: "Active", "By Due Date", and "All Types". A search bar labeled "Search for training" is on the right. Under "Search Results (1)", there is a card for "Child Protection Training for UTIA Volunteers" with a book icon, "Due: No Due Date", and "Status: In Progress". A red arrow points from the top of the page down to the "Open Curriculum" button on the right side of the training card.

Brandi Davis > Transcript: Brandi Davis > Child Protection Training for UTIA Volunteers

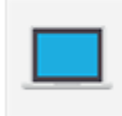
## Child Protection Training for UTIA Volunteers

Options ▾



**UT Extension Honor Code**  
Status: Not Started Due: No Due Date

Launch ▾



**Child Protection Training for Non-Employees**  
Status: Pending Prior Training Due: No Due Date  
This training covers the child protection and reporting requirements for volunteers and other not University of Tennessee employees

Click "Launch"  
And complete  
the UT Extension  
Honor Code  
question.

Child Protection Training for UTIA Volunteers

## Child Protection Training for UTIA Volunteers

Options ▾

**UT Extension Honor Code**  
Status: Completed Due: No Due Date

**Child Protection Training for Non-Employees**  
Status: Registered Due: No Due Date  
This training covers the child protection and reporting requirements for volunteers and other not University of Tennessee employees

Launch ▾

Click “Launch”

Note: A new screen containing the training curriculum should appear. If a new screen does not appear then you need to change your browser settings to allow pop-ups.

After you have completed the training and quiz, click “finish.”

Once you have completed the training, you will receive an email with instructions to review the course and access your certificate. Please follow the directions and send a copy of the certificate of completion to Brandi Davis at [bdavis94@utk.edu](mailto:bdavis94@utk.edu).  
Note: The directions for accessing the transcript are on the following slides.

askkate@utk.edu

to me ▾

9:13 AM (11 minutes ago) ☆



Dear Brandi Davis,

Congratulations, you have completed Child Protection Training for UTIA Volunteers!

**Reviewing Your Course**

To access your course click "View Your Transcript" under the "Learning" menu. Click the "Active" dropdown and choose "Completed". You will then see your course and be able to access it by clicking on the course name.

**Course Certificate**

To access your certificate click "View Your Transcript" under the "Learning" menu. Click the "Active" dropdown and choose "Completed". Click the gray "View Completion Page" dropdown and choose "View Certificate" to download your certificate as a pdf.

Sincerely,  
K@TE Support Team



The transcript screen for getting your certificate should look like this.

NOTE:

If you have logged out of the training system, you will need to log back in to access the transcript.

Home Learning Admin

Brandi Davis Bio Transcript Actions

Home > Brandi Davis > Transcript: Brandi Davis

### Transcript: Brandi Davis

Use the transcript to manage all active and completed training.

Active By Due Date All Types

Search for training

Search Results (0)

Brandi Davis    Bio ▾    Transcript    **Actions ▾**

Brandi Davis > Transcript: Brandi Davis

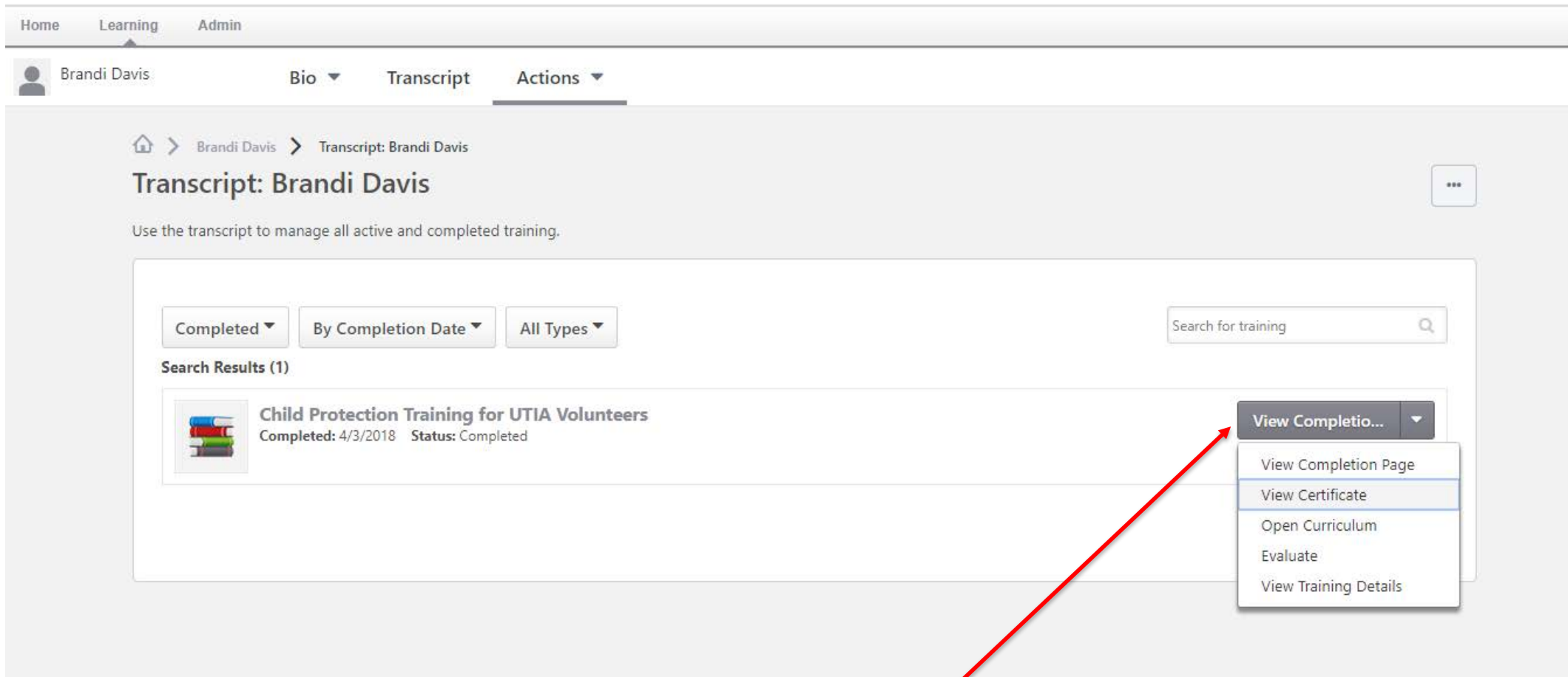
## Transcript: Brandi Davis

Use the transcript to manage all active and completed training.

Completed ▾    By Completion Date ▾    All Types ▾    Search for training 🔍

Active		
✓ Completed	Protection Training for UTIA Volunteers	View Completio... ▾
Archived	: 4/3/2018    Status: Completed	

Click the drop down that says “Active” and choose “Completed.”



The transcript screen will look like this. From here, click the drop-down and choose “View Certificate.”

A new screen will populate. Note: If a new screen does not populate, you may need to change your browser settings to allow pop-ups.

If you are unable to email the certificate, please call or send an email to Brandi Davis confirming your completion of the training.

[bdavis94@utk.edu](mailto:bdavis94@utk.edu)

423-626-3742

Thank you for volunteering!