

Child Protection for Covered Adults Training

If you know your NetID and password, skip to step 2.

STEP 1: To access the Child Protection Training, you will need:

1. Net ID - Every employee has one.
 - Assigned by IRIS – UT HR system when hire process is complete
 - Find your Net ID at: <https://directory.utk.edu>
 - Type your name in the Search box, when it appears click on it to view your NetID (it will be listed on the right)
2. Password –
 - If you have forgotten your password, go to: <https://ds.utk.edu/passwords/reset.asp>
 - Problems call OIT Helpdesk at 865-974-9900.

First Time User – Initial Setup:

- Initial setup on UTK Directory website: <https://ds.utk.edu/passwords/setup.asp>
- Enter NetID, select continue, and follow all instructions

Further information:

- Access any information about NetID and Passwords at <https://ds.utk.edu/passwords/>
- It will take 15-20 minutes for your new password to take effect.

STEP 2: Once you have your NetID/Password you will need to access K@TE, UT's Learning Management System, to complete the training.

1. Access K@TE here: <http://kate.tennessee.edu/>
2. Click on "UT Faculty and Staff"
3. Sign in using your NetID and password.
4. In Search box in upper right corner, search for Child Protection Training for Covered Adults.
5. Click on launch to begin the training.
6. Once you have completed the training, your results will be submitted electronically.

Have questions? Contact Lori Beth Jones at 731-881-7846.