UT Tower Tenant Handbook:
Review and Acknowledgement Process

Steps to Review the UT Tower Tenant Handbook:

Step 1:

Log in to the K@TE Learning Management System by clicking on the "UT Faculty and Staff" login button and entering your NetID and password.

- K@TE System Website: https://kate.tennessee.edu/

Step 2:

Once logged in to K@TE, click on the "Search Learning Opportunities" icon on the Home page, as shown in the screen shot below.

Step 3:

Add "UT Tower Tenant Handbook" as your search term and hit "Enter" to execute your search. From the search results, click on the "UT Tower Tenant Handbook" learning item.
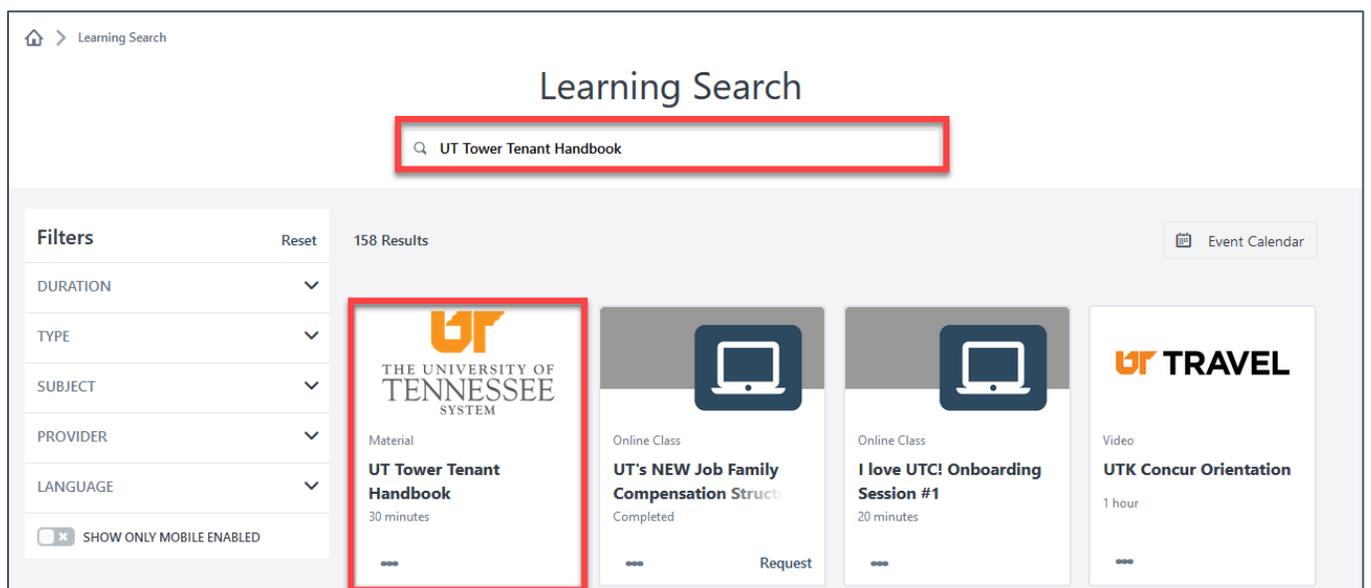
Steps to Review the UT Tower Tenant Handbook:

Step 4:

On the page that appears, click on the "Launch" button to open the "UT Tower Tenant Handbook" as a PDF document. The PDF document opens automatically in a new window.

Note: If needed, the new PDF window provides the opportunity to download and/or print the PDF document and an example screen shot is included below.

Steps to Review the UT Tower Tenant Handbook:

Step 5: Complete in One Sitting

If you launch and read the PDF document in the one sitting, click on the "Mark Complete" button when you are finished reading the PDF document. (The "Launch" button changes to "Mark Complete" on this page automatically.)

However, if you need to return to the process at a later time, please refer to the instructions and screen shots listed in **"Step 5: Complete at Later Time"** below.

MATERIAL

UT Tower Tenant Handbook

Last Updated 12/08/2021   Duration 30 minutes

Details

All UT System staff are required to read, and acknowledge that they have read, the "UT Tower Tenant Handbook" prior to moving to the UT Tower. If you have any questions about this process, please contact UT System Human Resources at systemhr@tennessee.edu.

Show More

MATERIAL
UT Tower Tenant Handbook

In Progress

Mark Complete

Step 5: Complete at Later Time

As mentioned above, if you need to return to the process at a later time, log in to the K@TE system again and click on the "My Active Courses" icon from the Home page.

New Health and Wellness Content
Fourteen Courses Available Until December 31, 2021
Browse the Complete List Here!

My **ur k@te** Learning   **My Active Courses**   Search Learning Opportunities   My Completed Courses

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Then, click on the "Mark Complete" button for the "UT Tower Tenant Handbook" PDF document from your list of active courses, as shown in the screen shot below.

UT Tower Tenant Handbook
Due : No Due Date   Status : In Progress

Mark Complete

Steps to Review the UT Tower Tenant Handbook:

Step 6:

After you click "Mark Complete" using either of the steps listed on the previous page, the button will change to the final step, which is "Acknowledge". You must now click "Acknowledge" to acknowledge that you read the "UT Tower Tenant Handbook" PDF.
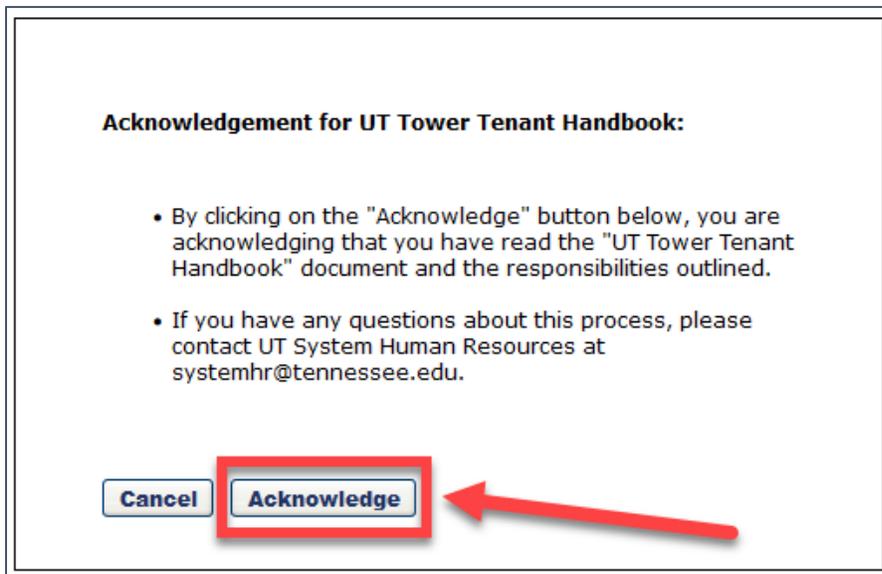
Once you complete this step in the process, your completion status is updated in the K@TE system and the completion will load to the IRIS system for you the next morning.

If you have any questions about this process, please contact UT System Human Resources at SystemHR@tennessee.edu.

For questions related to the K@TE system, please email AskKate@tennessee.edu.