

# Registering for a CTAS Online Class

## Before you begin:


Google Chrome is the recommended browser:



Allow pop ups from the site if asked:

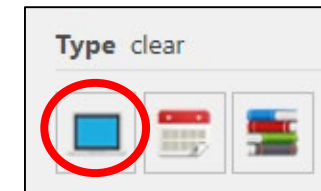


1 Log in to k@te: <https://kate.tennessee.edu/ctas>

2 Click on BROWSE FOR TRAINING (left side of main screen): 

3 Click on BROWSE ALL (top right of next screen): 

4 Filter by Type (left side of screen) and click on the icon for online classes:



5 Results of your search can be sorted (top right of screen) by most recently added:



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Having Difficult Conversations - 1 credit  
 Online Class • UTIPS\_LIL\_CTAS • 1 hour, 6 minutes • \$0.00

**Request**

Once you find a class of interest to you, click on REQUEST.

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Active ▾ By Due Date ▾ All Types ▾ Search for training 🔍

Search Results (2)

	<b>Having Difficult Conversations - 1 credit</b> Due: No Due Date Status: <b>Approved</b>	<b>Register</b> ▾
	<b>Developing Your Professional Image - 1 credit</b> Due: No Due Date Status: In Progress	<b>Launch</b> ▾

The program will be placed on your transcript in "Active Training." It will be in **Approved** status. Click on REGISTER.

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Active ▾ By Due Date ▾ All Types ▾ Search for training 🔍

Search Results (2)

	<b>Having Difficult Conversations - 1 credit</b> Due: No Due Date Status: <b>Registered</b>	<b>Launch</b> ▾
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Once the status updates to **Registered**, click on LAUNCH.

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Your organization requires you to sign in with Single Sign-On

[Sign in with Single Sign-On](#)

[Don't work here anymore?](#)  
Not the correct organization? [Start over](#)

This message indicates that this class is provided by LinkedIn Learning. Click on **SIGN IN WITH SINGLE SIGN-ON**.

### Need assistance?

Email [ctas.training@tennessee.edu](mailto:ctas.training@tennessee.edu) or call 615-532-3555 and ask for the Training Department.

### IMPORTANT:

The course should then begin. You will need to complete all the content. To see your progress, click on **CONTENTS**. You can pause, exit, and then be able to start near the same place you stopped the next time you launch the course. Each part will need to be completed, as indicated by the filled-in dot to the left of each section.

The screenshot shows a course interface with tabs for Overview, Contents, Transcripts, and Exe. The Contents tab is active, displaying a list of sections. A folder icon and 'See Exercise Files' link are at the top. The sections listed are: Introduction (1m 14s), 1. The Foundation (3m 16s), What makes a conversation difficult? (3m 42s), Identify the power structure and patterns (3m 18s), and Learning break: Story of a difficult conversation. A 'Start Exam' button is at the bottom.

