Tips for Searching the Tennessee Certified Business Directory

These tips are provided as a convenience for UT employees. The Tennessee Certified Business Directory is a state resource, not a UT resource.

Navigate to the directory.
- Go to: https://tn.diversitysoftware.com/.
- From the left column, click on "Search Registered Directory."

Search Option 1: Search by criteria.
- Enter criteria in the appropriate fields. Fewer criteria yield more results.
- Scroll to the bottom of the page and work through the reCAPTCHA fields. If asked to enter a code, manually type the code. The system will not recognize the code if you copy and paste it.
- Click "Search."
- From the resulting list, click on the company's certification type to view the company record.
- Click the print link in the upper right-hand corner to save the record as a PDF or to print it.

Search Option 2: Download the entire directory.
- Scroll to the bottom of the page and work through the reCAPTCHA fields. If asked to enter a code, manually type the code. The system will not recognize the code if you copy and paste it.
- Click "Download the Entire Directory" and select "Download to CSV." The CSV version is formatted for easier sorting and filtering capabilities. After downloading the file, save it as an Excel spreadsheet.
- Click "Okay" if there is a pop-up alert.

Tips for searching for suppliers in the downloaded spreadsheet.
- Delete rows 1-5. Sort by "Business Category," then by "Business Activity."
- To search for a specific item or service, highlight the "Capability" column and use Excel's Conditional Formatting feature to highlight rows containing key words relating to the search.