

CHAF ACCESS PROCEDURES

KYTC Users Initial Access Request

The process to request access to CHAF for KYTC users is as follows:

- 1) Copy/paste or enter the link below in your browser.

KYTC Users Link: <https://apps.intranet.kytc.ky.gov/pdp>

- 2) The User Profile window will open (See Figure 1). Enter your information in the User Profile boxes, making sure all fields are complete. Press the blue save button.
- 3) After the User Profile is completed and saved, send an email to the KYTC Central Office CHAF Program Manager stating your User Profile has been submitted and is ready for review.
- 4) A notification of approval or denial will be sent via email by the CHAF Program Manager.
- 5) When CHAF authorization has been approved, access to CHAF can be obtained by clicking the link in the authorization email or using the link in step 1 above.

Figure 1 - User Profile

The screenshot shows a 'User Profile' form with the following fields and values:

- Organization Type:** Central Office
- Organization Name:** Planning
- First Name:** Jahan
- Last Name:** Khan
- User Name:** KYTCjahan.khan
- Email:** jahan.khan@ky.gov
- Phone Number:** 5027825088
- Extension:** (empty)
- City:** (empty)
- County:** Select County
- State:** Kentucky

At the bottom, there is a section titled 'Type Of Project(s) I Work' with two toggle switches: 'CHAF' (which is turned on) and 'Preconstruction' (which is turned off). A blue 'Save' button is located at the bottom right of the form, circled in red.

*Note: For KYTC users, if configured properly, your browser will automatically sign you into CHAF. This only applies to KYTC users, Non-KYTC users will need to sign in.