KYTC - Professional Services Application

External (Non-KYTC) User Authorization

Please contact Jason Landes with any questions:
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Brief: The purpose of this presentation is to provide external (non-KYTC) users a step-by-step walkthrough of how to request access to the new KYTC Professional Services application.

External (non-KYTC) users are required to have a Kentucky Online Gateway (KOG) profile, prior to accessing the KYTC Professional Services application.

We request that you sign-up for a KOG profile, so that you can then request access to the Professional Services application. Directions for requesting access are outlined in the following slides...
PSR2: Application Access – External (Non-KYTC) Users – Step 1

• All first time users of the Professional Services application will be required to request access.
• The first step in requesting access is to type in the following URL into your Web browser of choice: https://apps.transportation.ky.gov/professionalservices
• Note: We recommend that you use Google Chrome for this application: https://www.google.com/chrome/
• You will be navigated to the Kentucky Online Gateway (KOG) site: https://kog.chfs.ky.gov/home/
• As an External (non-KYTC) user, you will need to sign-up for a KOG profile to access the Professional Services application.
• Simply select the “Citizen or Business Partner” option, then “Create Account” to begin the sign-up process.
  • Note: A user with an existing KOG account can simply select “Sign In” option to enter their KOG credentials.
Upon selection of the “Create Account” option, you will be prompted to complete your Kentucky Online Gateway (KOG) profile.
Upon successful entry of your Kentucky Online Gateway (KOG) profile, you will see messaging indicating that your pending account requires email verification.

You will need to access the email account that you used when filling out your KOG profile request.

Note: You may need to check your email account’s spam or junk folders.
The body of the “KOG Account Verification” email shall contain a link that will need to be clicked on to complete the verification of your KOG account.
Selection of the “KOG Account Verification” email link shall navigate you to the KOG “Validate New Account” screen.

From here, you may register your Mobile Phone Number for easy username and password retrieval or simply select the “Skip and Continue” option.
• Selection of the “Skip and Continue” option shall navigate you to the KOG “Validate New Account” screen.
• To complete your KOG account validation, select the “Continue to Sign in” option.
Selection of the “Continue to Sign in” option shall navigate you to the KOG “Sign in” screen.
You will be prompted to enter in your KOG account credentials (Email Address and Password).

PSR2: Application Access – External (Non-KYTC) Users – Step 4

- Upon successful entry of your KOG account credentials, you will then be navigated to the Professional Services application to complete your user authorization request.
- You will now need to enter in your “User Profile Information” that will identify the type of user access you will have within the application.
- Select the “Request Information Page” option.
Upon selection of the “Request Information Page” option, you will be required to enter the following to complete your user profile:

- Organization Type
- Organization Name
- Organization Role
- Phone Number / Extension
- State (defaulted to KY)
PSR2: Application Access – External (Non-KYTC) Users – Step 5

You will need to first select your “Organization Type”:

- Consultant
- Central Office
- Districts
Selection of the “Consultants” Organization Type will prompt you to enter in your “Organization Name”.
This shall be the name of your firm.
Upon entry of your “Organization Name” you will be prompted to select your “Organization Role”:
- System Admin
- Project Manager
- Read Only

You will also be required to enter in additional information related to your firm:
- Phone Number / Extension
- Job Title
- Address 1 / Address 2
- City / State / Zip

Selection of the “Save” option shall save your User Profile Information.
Upon successful entry of your User Profile Information, you may select the “Home” option to navigate back to the “Request Authorization Instructions” screen.

You shall see a message indicating that your Authorization request is pending.
Upon approval of your access request to the Professional Services Application, you shall receive an email confirmation.
Upon user approval, you will use your KOG credentials to access the Professional Services Application.
PSR2: Application Access – External (Non-KYTC) User – Dashboard Screen

- Upon successful entry of your KOG credentials, you will be navigated to the Professional Services’ “Dashboard” screen.
- Note: Your Dashboard view and access to certain application widgets will be based on your user role and permissions.
Thank you for completing this walk-through!

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