KYTC - Professional Services Application
Internal KYTC User Authorization

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

Internal KYTC users will use their Active Directory (AD) credentials to access the Professional Services application.

In order to access the Professional Services application, we ask that you request access. Directions for requesting access are outlined in the following slides...
• You will first need to select one of two URLs based on your physical work office location or network:
  • If you are requesting access within the KYTC Central Office (Frankfort, KY location) or within the KYTC network, please enter the following URL in your preferred Web browser:
  • If you are requesting access outside of the KYTC Central Office (Frankfort, KY location) and / or outside of the KYTC network, please enter the following URL in your preferred Web browser:
  • Note: We recommend that you use Google Chrome for this application:
    https://www.google.com/chrome/
PSR2: Application Access – Internal KYTC User – Step 1

- Upon successful entry of either the https://apps.intranet.kytc.ky.gov/professionalservices or https://apps.transportation.ky.gov/professionalservices URLs, you shall be navigated to the “Request Authorization Instructions” screen.
- Select the “Request Information Page” link.
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)

Internal KYTC users will request access using their KYTC Active Directory (AD) credentials.
You will need to first select your “Organization Type”:
- Consultant
- Central Office
- Districts
If you select the “Central Office - Organization Type”, you will need to select your “Organization Name”.
After selecting your “Organization Name”, you will need to select your “Organization Role”.
Selection of the “Save” option shall save your User Profile Information and also conclude your request authorization for the UAT session.
If you select the “Districts - Organization Type”, you will need to select your “Organization Name”.
• After selecting your “Organization Name”, you will need to select your “Organization Role”.
• Selection of the “Save” option shall save your User Profile Information and also conclude your request authorization for the UAT session.
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.

A Professional Services representative will review and approve your request.
Upon approval of their access request to the Professional Services Application, the internal KYTC user shall receive an email confirmation.
PSR2: Application Access – Internal KYTC User – Dashboard Screen

Upon approval of their User Access request to the Professional Services Application, the Internal KYTC user shall be able to access the Dashboard screen to view contracts and their permissioned widgets.
Thank you for completing this walk-through!

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