

# KYTC - Professional Services Application

Internal KYTC User Authorization

Please contact Jason Landes with any questions

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## PSR2: Application Access – Internal KYTC Users Authorization

**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...

## PSR2: Application Access – Internal KYTC Users – Step 1

- 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:  
<https://apps.intranet.kytc.ky.gov/professionalservices>.
  - 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:  
<https://apps.transportation.ky.gov/professionalservices>.
  - 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.

← → ↻ <https://testapps.kytc.ky.gov/ProfessionalServices/Auth>

**PS Professional Services**

Home Profile

Welcome CITLAB\jasontesting2019! Manage Account Sign Out

### Request Authorization Instructions

First time Internal and External Users: Please click on the link below and fill out the form so that your request for access to Professional Services can be processed.

[Request Information Page](#)

## PSR2: Application Access – Internal KYTC User – Step 2

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)

[Home](#) [Profile](#)

Welcome KYTC\Jonathan.Alexander! [Manage Account](#) [Sign Out](#)

Organization Type:

Consultants

First Name:

Jonathan

Last Name:

Alexander

Organization Name:

Select Name

User Name:

KYTC\Jonathan.Alexander

Email:

Jonathan.Alexander@ky.gov

Organization Role:

Please Select a Name

Phone Number:

Ext:

State:

Kentucky

Internal KYTC users will request access using their KYTC Active Directory (AD) credentials.

 Save

## PSR2: Application Access – Internal KYTC User – Step 2

### User Profile Information

Organization Type:

Central Office ▼  
Select Org Type  
Consultants  
Central Office  
Districts

First Name:

Jason

Last Name:

Landes

User Name:

KYTCjason.landes

Email:

jason.landes@ky.gov

Organization Role:

Select ▼

Phone Number:

(812) 598-6700

Ext:

State:

Kentucky ▼

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

- Consultant
- Central Office
- Districts

## PSR2: Application Access – Internal KYTC User – Step 2

### User Profile Information

Organization Type:

First Name:

Last Name:

Organization Name:

- Select
- Aviation
- Construction
- Environmental Analysis
- Highway Design
- Maintenance
- Planning
- Professional Services
- Right of Way Utilities
- State Highway Engineer's Office
- Structural Design
- Traffic Operations

User Name:

Email:

If you select the "Central Office - Organization Type", you will need to select your "Organization Name".

## PSR2: Application Access – Internal KYTC User – Step 2

### User Profile Information

Organization Type:

Organization Name:

Organization Role:

  
Select  
Project Manager  
Professional Services Admin  
Read Only

State:

First Name:

Last Name:

User Name:

Email:

- 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.

 Save

## PSR2: Application Access – Internal KYTC User – Step 2

### User Profile Information

Organization Type:

First Name:

Last Name:

Organization Name:

- Select
- 01
- 02
- 03
- 04
- 05**
- 06
- 07
- 08
- 09
- 10
- 11
- 12

User Name:

Email:

If you select the “Districts - Organization Type”, you will need to select your “Organization Name”.

## PSR2: Application Access – Internal KYTC User – Step 2

### User Profile Information

Organization Type:

Organization Name:

Organization Role:

  
Select  
Project Manager  
Branch Manager

State:

First Name:

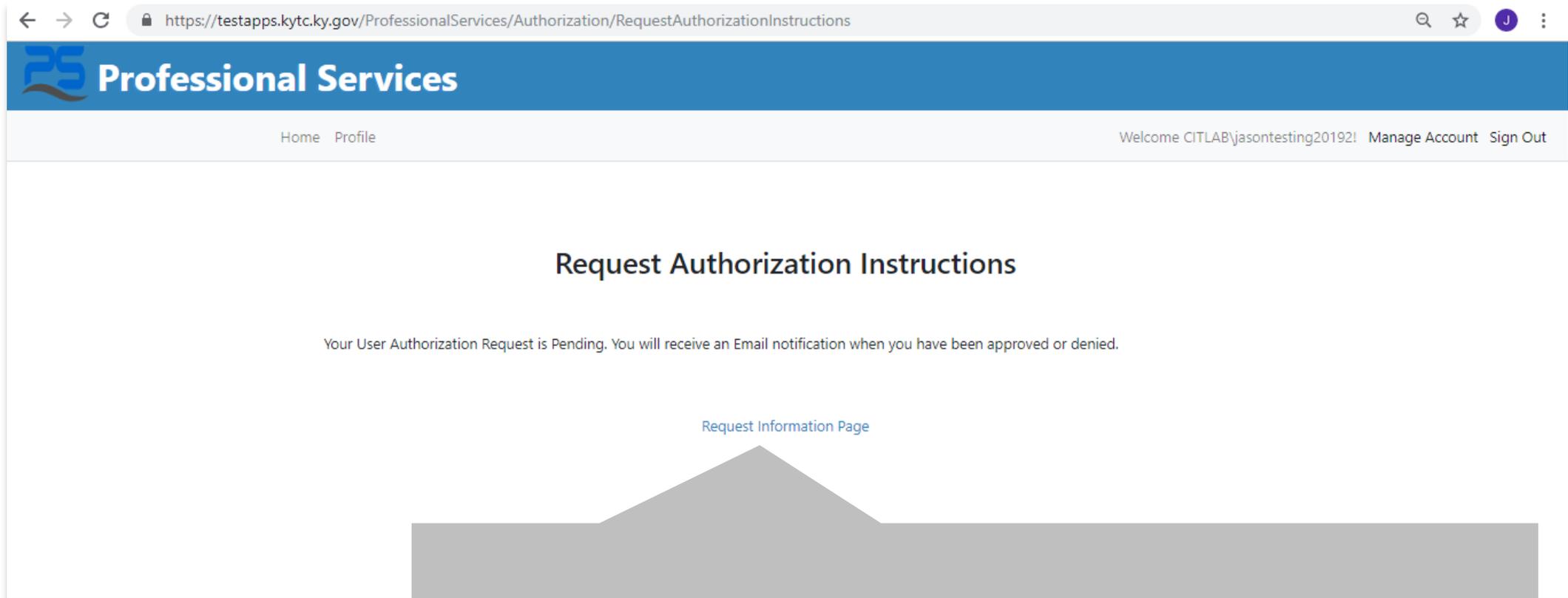
Last Name:

User Name:

Email:

- 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.

## PSR2: Application Access – Internal KYTC User – Step 3



Professional Services

Home Profile

Welcome CITLAB\jasontesting20192! Manage Account Sign Out

### Request Authorization Instructions

Your User Authorization Request is Pending. You will receive an Email notification when you have been approved or denied.

[Request Information Page](#)

- 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.

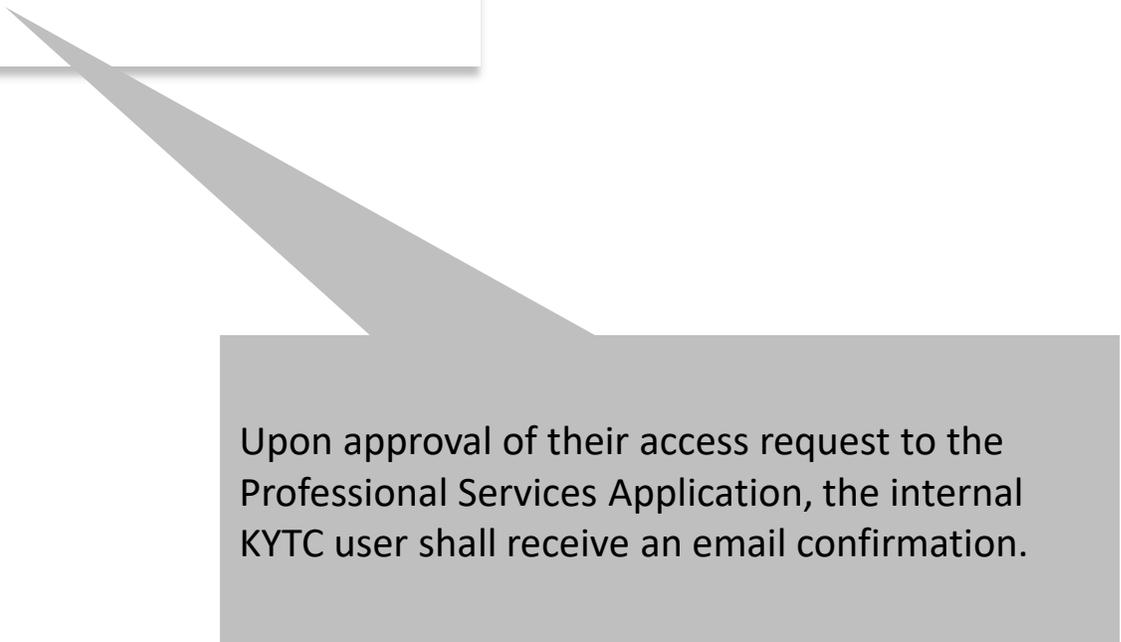
## PSR2: Application Access – Internal KYTC User – Step 3

### Professional Services - Access Approved

Yesterday at 8:15 AM

From [no-reply@ky.gov](mailto:no-reply@ky.gov) >

Your request for access to the Professional Services Application has been approved.



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.

The screenshot displays the Professional Services Dashboard. The header includes the 'Professional Services' logo and navigation links for 'Home' and 'Profile'. A user greeting 'Welcome CITLAB\jasontesting2019!' is visible along with 'Manage Account' and 'Sign Out' options. The main content area features a 'Service' widget with 'Statewide' selected and a 'Contract Search' widget with a search input and a 'Search' button. Below these is a 'Contracts' section with filters for 'Contract Type' (set to 'Project Specific Contracts') and 'Status' (set to 'Open'), along with a 'Search' button and a 'Show 10 entries' dropdown. A search input field is also present. At the bottom, a table lists contract details with columns for Agreement #, Item #, Description, Route, County, PON2, eMars End Date, Consultant/Firm, and Project Manager. The first row shows an agreement for 'PERFORM DITCHING, SLOPE PROTECTION, MILLING, AND ASPHALT PAVING ON THE BUTLER COUNTY APPROACH TO THE' with route '016-KY-0369' and project manager 'KYTCJEREMY.EDGEWORTH'.

Agreement #	Item #	Description	Route	County	PON2	eMars End Date	Consultant/Firm	Project Manager
	3-159	PERFORM DITCHING, SLOPE PROTECTION, MILLING, AND ASPHALT PAVING ON THE BUTLER COUNTY APPROACH TO THE	016-KY-0369	BUTLER	-000			KYTCJEREMY.EDGEWORTH

Thank you for completing this  
walk-through!

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