KYTC - Professional Services Application

Internal KYTC User Authorization

Please contact Jason Landes with any questions

jason.landes@ky.gov

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: 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.

← → C 🔒 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 ▼

Organization Name:

Select Name ▼

Organization Role:

Please Select a Name ▼

Phone Number: Ext:

State:

Kentucky ▼

First Name: Last Name:

Jonathan   Alexander

User Name: Email:

KYTC\Jonathan.Alexander   Jonathan.Alexander@ky.gov

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

💾 Save

User Profile Information

Organization Type:

Central Office ▾
Select Org Type
Consultants
Central Office
Districts

Organization Role:

Select ▾

Phone Number:

(812) 598-6700

Ext:

State:

Kentucky ▾

First Name:

Jason

Last Name:

Landes

User Name:

KYTC\jason.landes

Email:

jason.landes@ky.gov

You will need to first select your "Organization Type":
- Consultant
- Central Office
- Districts

User Profile Information

Organization Type:

| Central Office ▾ |

First Name: | Last Name:

| Jason | | Landes |

Organization Name:

| Select ▾ |

| **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:

| KYTC\jason.landes | | jason.landes@ky.gov |

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

| Kentucky ▾ |

User Profile Information

Organization Type:

Central Office ▾

Organization Name:

Highway Design ▾

Organization Role:

Select ▾

Select
Project Manager
Professional Services Admin
Read Only

State:

Kentucky ▾

First Name:

Jason

Last Name:

Landes

User Name:

KYTC\jason.landes

Email:

jason.landes@ky.gov

- 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

User Profile Information

Organization Type:

| Districts ▼ |

Organization Name:

| Select ▼ |

| Select |
| 01 |
| 02 |
| 03 |
| 04 |
| **05** |
| 06 |
| 07 |
| 08 |
| 09 |
| 10 |
| 11 |
| 12 |
| Kentucky ▼ |

First Name:

| Jason |

Last Name:

| Landes |

User Name:

| KYTC\jason.landes |

Email:

| jason.landes@ky.gov |

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

User Profile Information

Organization Type:

[Districts ▾]

First Name:

[Jason]

Last Name:

[Landes]

Organization Name:

[05 ▾]

User Name:

[KYTC\jaso...]

Email:

Organization Role:

[Select ▾]

| Select |
| Project Manager |
| Branch Manager |

- 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.

State:

[Kentucky ▾]

[🖫 Save]

PSR2: Application Access – Internal KYTC User – Step 3
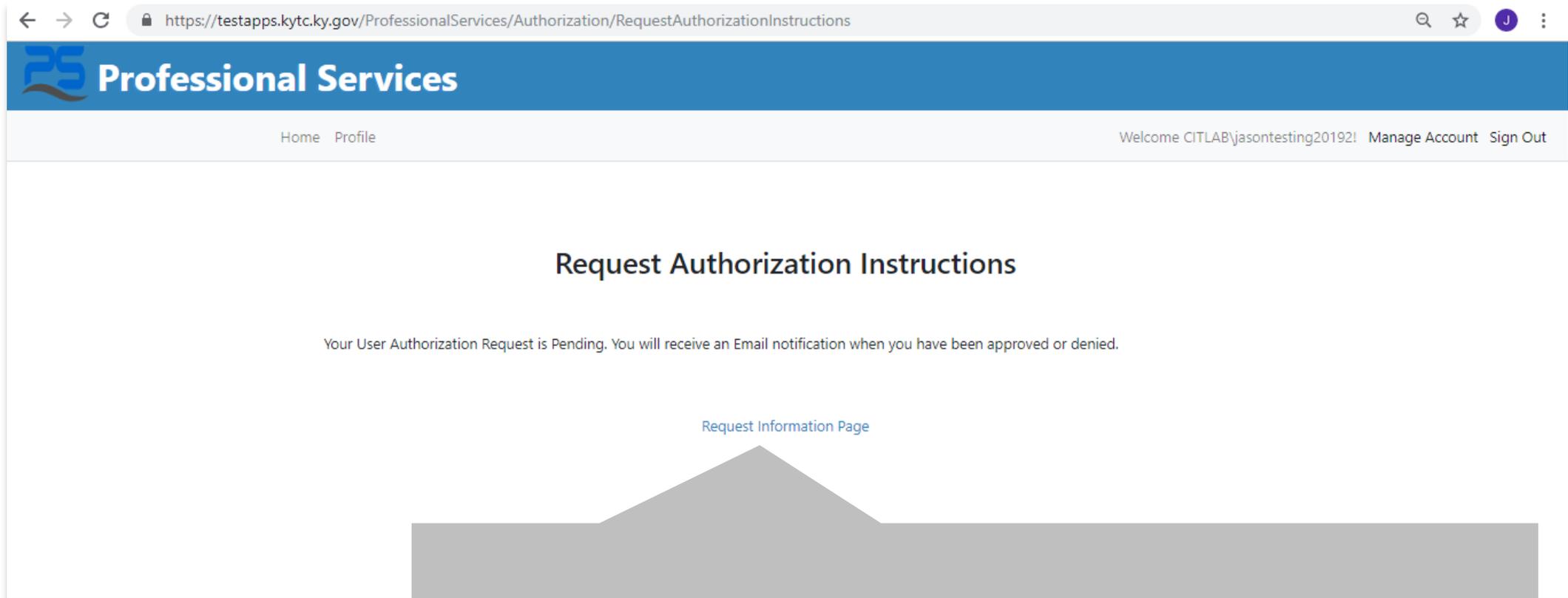
- Upon successful entry of your User Profile Information, you may select the "Home" option to navigate back to the "Request Authorization Instructions" screen.
- You shall see a message indicating that your Authorization request is pending.
- A Professional Services representative will review and approve your request.

Professional Services - Access Approved

Yesterday at 8:15 AM

From no-reply@ky.gov >

Your request for access to the Professional Services Application has been approved.
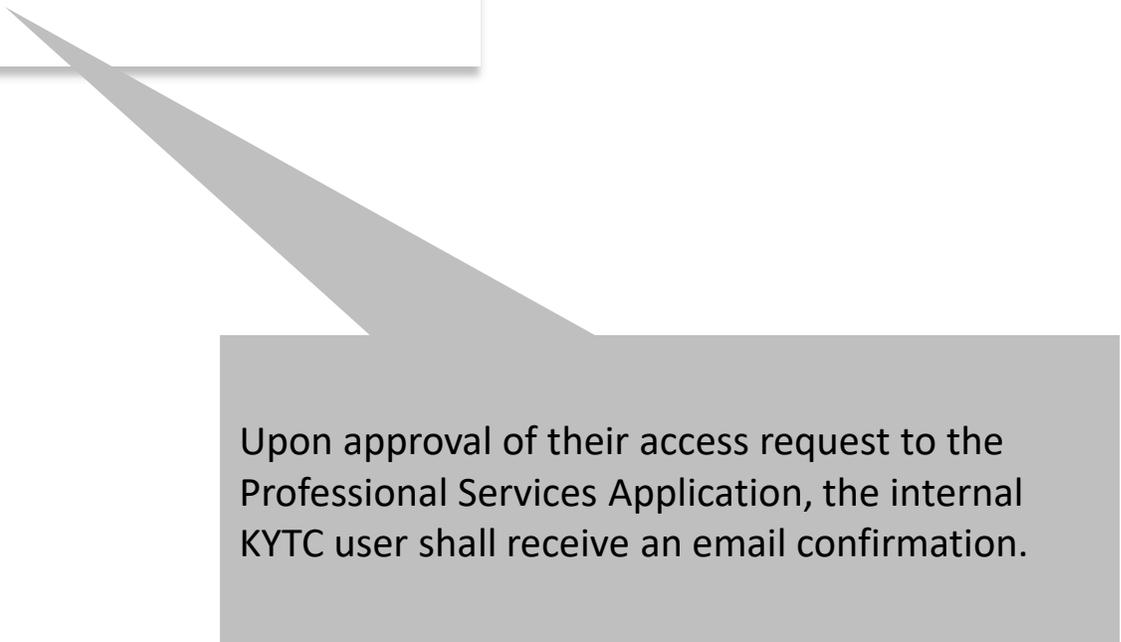
Upon approval of their access request to the Professional Services Application, the internal KYTC user shall receive an email confirmation.

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.

Thank your for completing this walk-through!

Please contact Jason Landes with any questions:
jason.landes@ky.gov