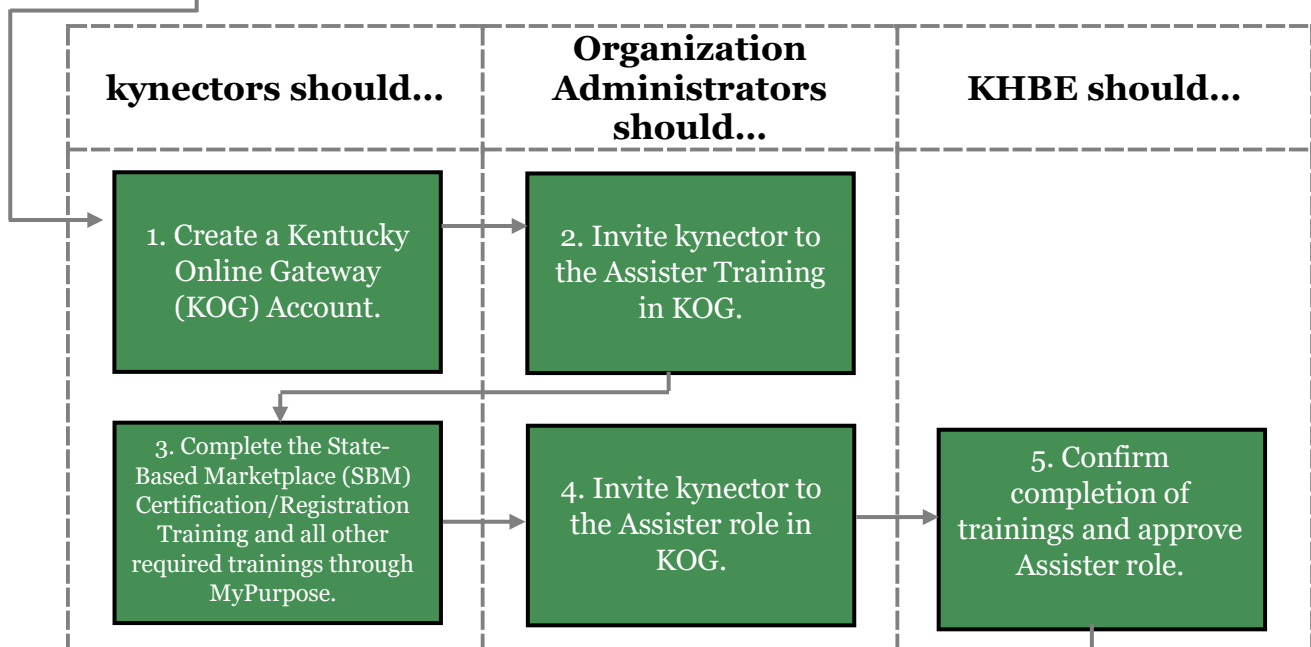# kynect
Together for a better Kentucky

New kynector Onboarding Process Flow

New kynectors and their Organization Administrators (must have Organization Administrator role in KOG) should follow the high-level process flow below when onboarding. The below process flow is divided by responsibility.

Start: A new kynector requires onboarding.

kynectors should...	Organization Administrators should...	KHBE should...
1. Create a Kentucky Online Gateway (KOG) Account.	2. Invite kynector to the Assister Training in KOG.	
3. Complete the State-Based Marketplace (SBM) Certification/Registration Training and all other required trainings through MyPurpose.	4. Invite kynector to the Assister role in KOG.	5. Confirm completion of trainings and approve Assister role.

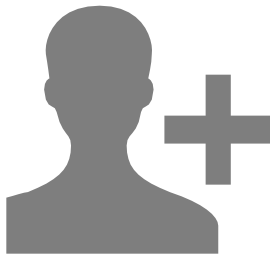**Finish:** The kynector has now completed onboarding.

Once a kynector has completed onboarding, they gain access to MyPurpose. For questions and more information please see the detailed process flow on the KHBE website at **KHBE.ky.gov**.
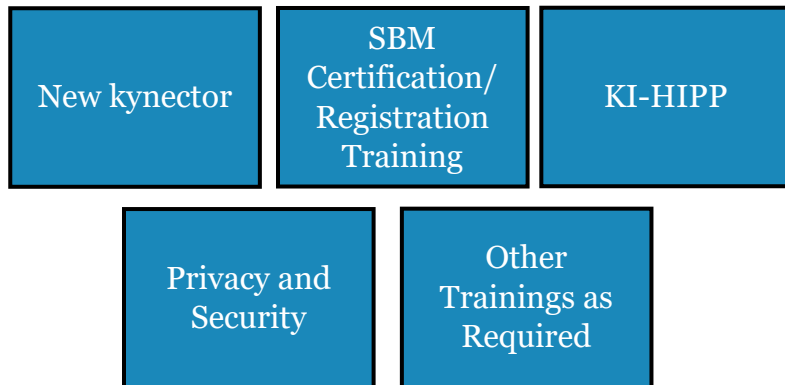
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New kynector Onboarding Process Flow

Contracted kynectors (Navigators) and non-contracted kynectors (Certified Application Counselors (CACs)) are required by KHBE to complete trainings to become a kynector. Additionally, KHBE requires annual trainings to maintain the kynector status.

Initial Trainings

Trainings required by KHBE to become a kynector:

- New kynector
- SBM Certification/ Registration Training
- KI-HIPP
- Privacy and Security
- Other Trainings as Required

Annual Trainings

Trainings annually required by KHBE to maintain the kynector role:

- SBM Certification/ Registration Training
- Privacy and Security
- Other Trainings as Required

The KHBE Program may require kynectors to complete additional training to continue to maintain and improve the kynector Program. Organization Administrators have additional trainings that are required as well. For further questions please contact the KHBE Program email inbox at **KHBE.Program@ky.gov**.