Commonwealth of Kentucky

TEAM KENTUCKY®

CABINET FOR HEALTH AND FAMILY SERVICES

Commonwealth Offerings for Learning & Training (COLT) Learning Management System (LMS)

COLT LMS Agent Quick Reference Guide

Last Updated: August 12, 2026

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COLT LMS Dashboard Navigation

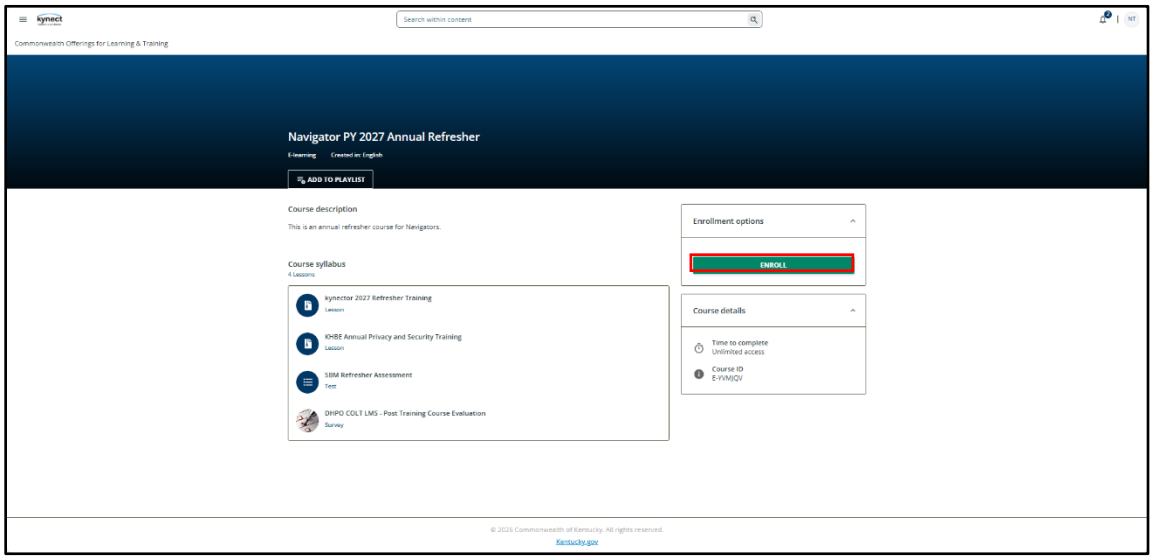
After signing into the COLT LMS, Agents will see their Dashboard display. Agents can select a course from the *Your Enrolled Training* section to begin training or enroll in additional courses through the *DHPO Training Catalog* section. Utilize the *Search Bar* to search for applicable training courses and content if needed.

Your Enrolled Training

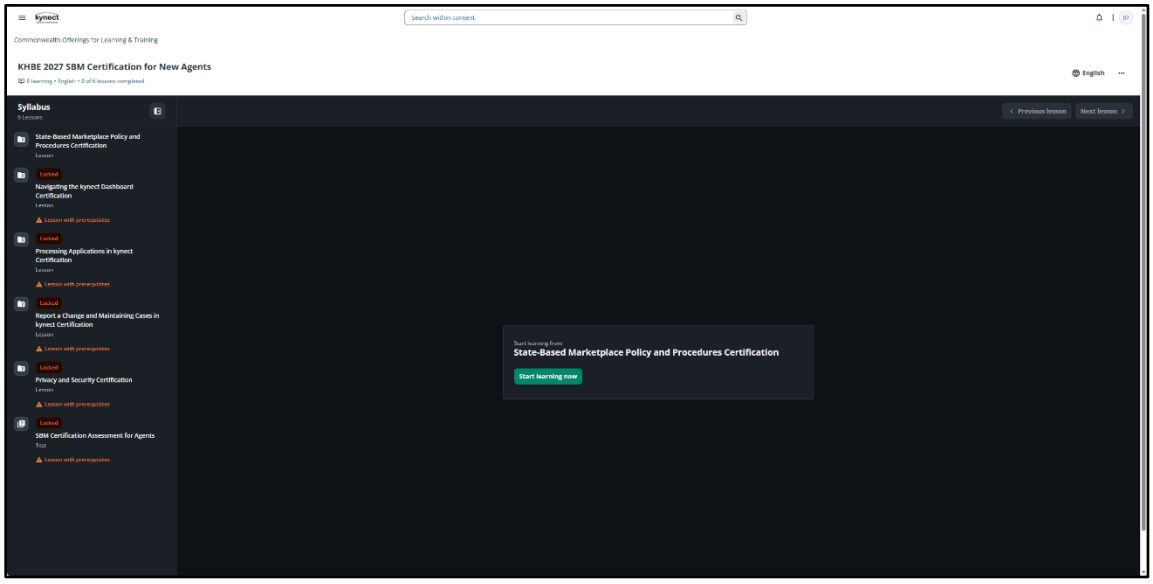
1. Under the *Your Enrolled Training* section, select the applicable **Course** then select **Start Learning Now** to begin training.

DHPO Training Catalog

1. If Agents would like to take a course they are not currently enrolled in, select a **Course** from the *DHPO Training Catalog* section to view course details and select **Enroll**.

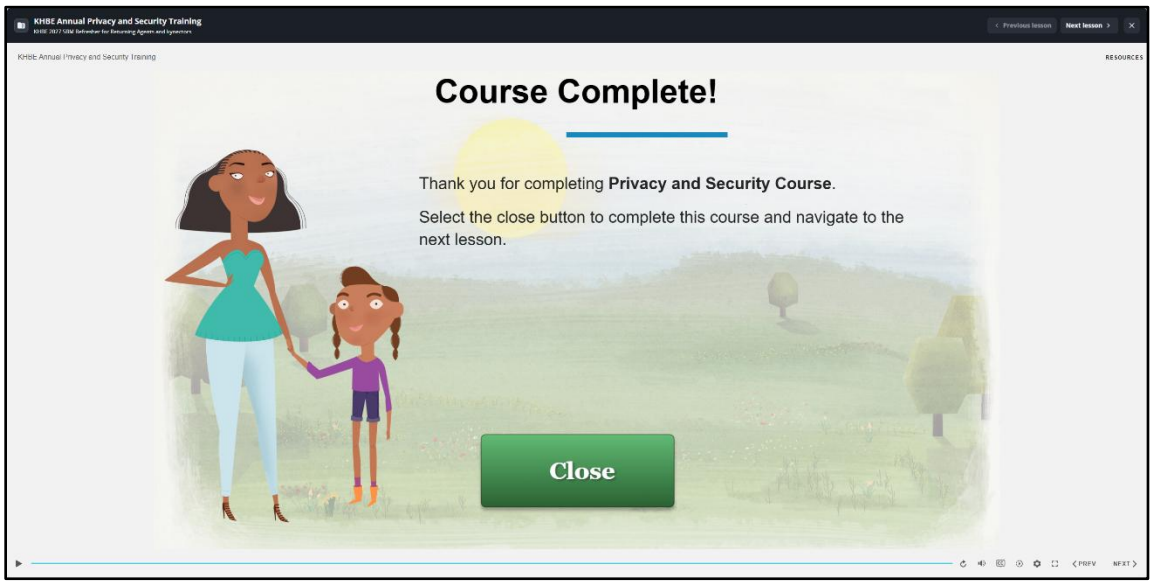


2. Select **Start Learning Now** to begin the course instruction.



Please note: Course lesson(s) will display under the left-hand *Course Syllabus* section. Courses may be locked if sequential navigation is required. Select **Close Course Syllabus** to collapse the Course Syllabus, if desired.

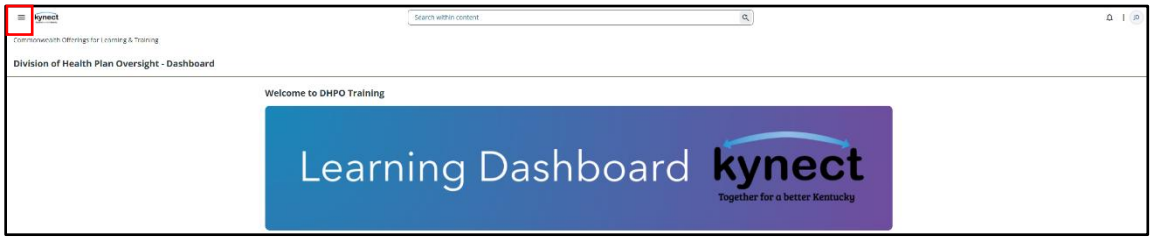
3. If the course contains multiple lessons, select **Next Lesson** to proceed to the next lesson within the selected course.



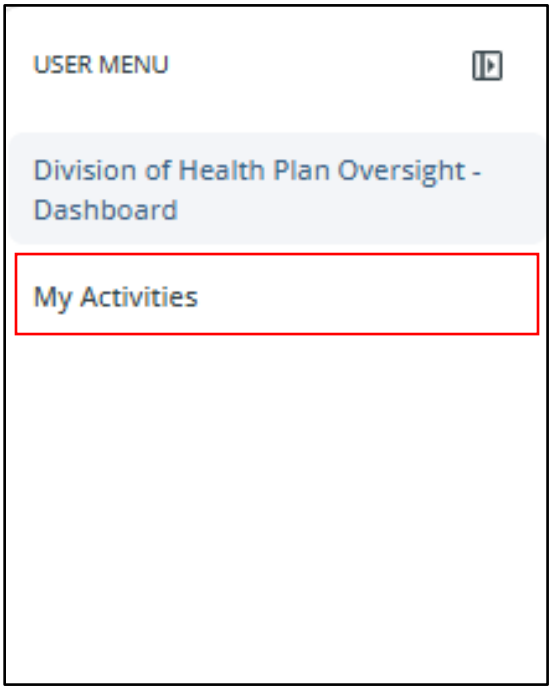
4. After completing all applicable lessons within the course, select **Collapse Lesson Preview** to exit the Course Player, then select the **kynect logo** to return to your Dashboard.

User Menu

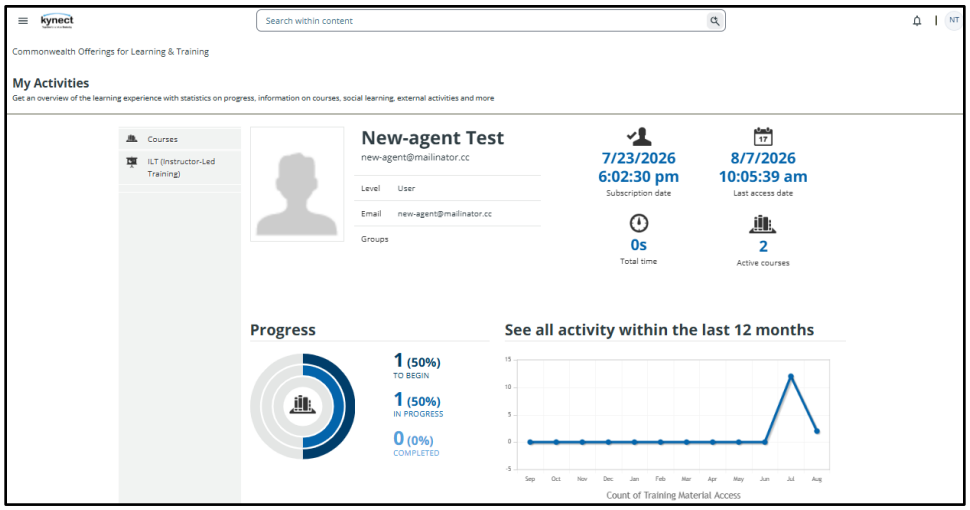
1. Select the **Hamburger Menu** located in the top-left of your Dashboard to access the *User Menu* section.



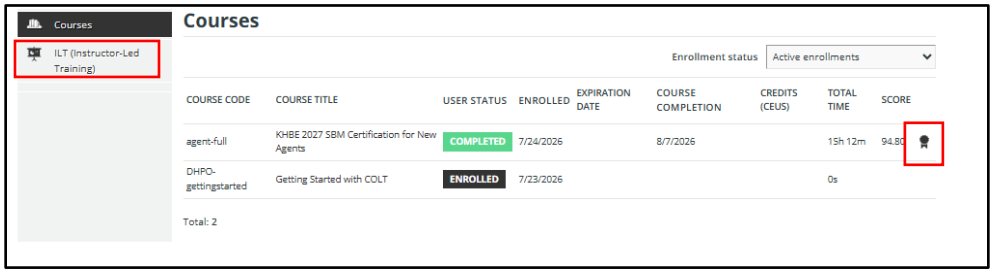
2. Select **My Activities** to view a snapshot of training activities.



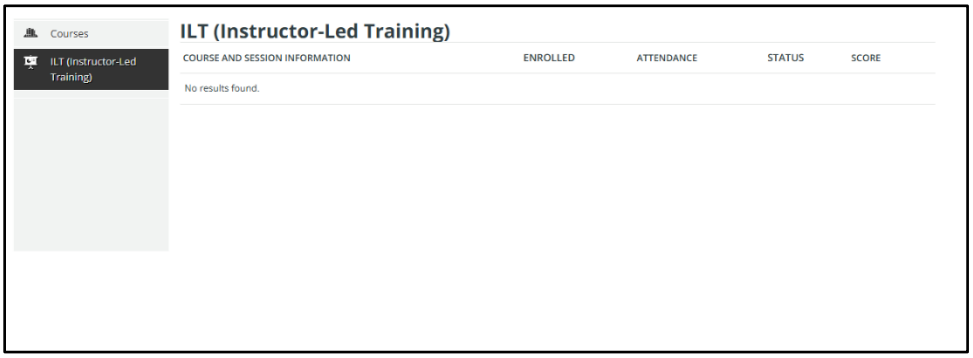
3. The **My Activities** screen displays an overview of a user's learning history, including total time spent in training, enrolled courses, progress of enrolled courses, and more. Select **Courses** to view information related to enrolled, in progress, or completed training courses and to download course certificates.



4. The **Courses** screen displays details related to a user's enrolled courses including *User Status, Enrolled Date, Expiration Date, Course Completion Date, Total Time,* and *Score*. Select the **Certificate** icon to download course certificates. The certificate will open in a new browser window on your computer.
5. Select **ILT (Instructor-Led Training)** to view details related to ILT courses, if applicable.



6. The **ILT (Instructor-Led Training)** screen displays details related to a user's enrolled ILT courses including *Enrolled, Attendance, Status,* and *Score*. These are courses that are hosted virtually or in-person with a live instructor.

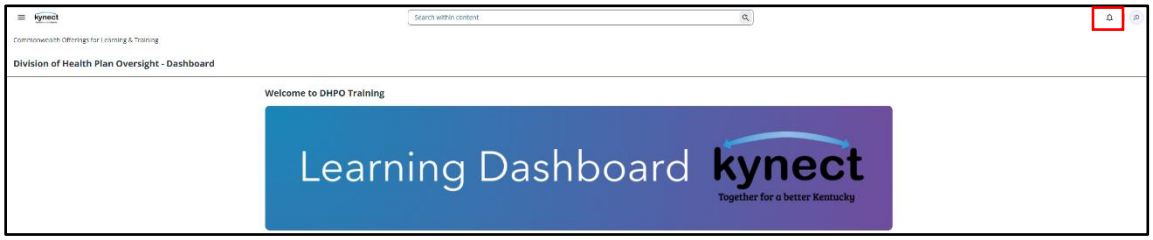


Please note: KHBE does not currently have any assigned ILT courses.

Notifications

Notifications help Agents stay informed on training-related updates.

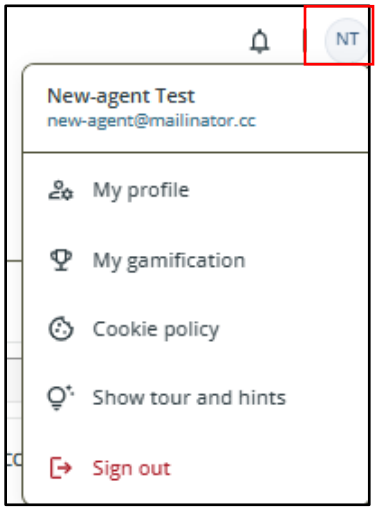
1. Select the **Bell Icon** in the top-right corner to view recent system notifications. When selected, the *Notifications Panel* opens on the right side of any COLT LMS screen. Agents may view all notifications, filter unread notifications, or mark all notifications as read.



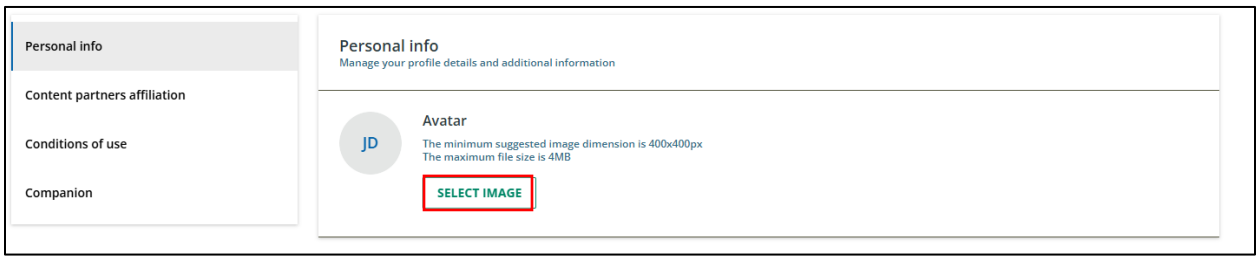
My Profile

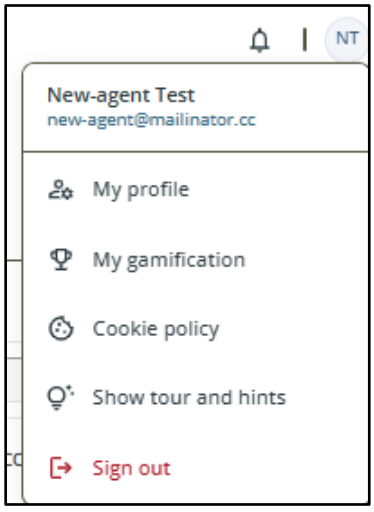
The *My Profile* section is where Agents may access account details or sign out of the COLT LMS.

1. Select your **Initials** to access related functions, then select **My Profile** to access account details



2. Select **Select Image** to upload a profile avatar for your COLT LMS account. Select the applicable **Image** from your local device then select **Open** to apply the image.



Please note: The COLT LMS uses KYID/KOG account information to link and manage personal information. If a user wants to update personal information, they must update their KYID/KOG account.

3. To sign out of the COLT LMS, select **Sign Out** to navigate to the COLT LMS **Sign in** screen.