Commonwealth of Kentucky

TEAM KENTUCKY®

CABINET FOR HEALTH AND FAMILY SERVICES

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

# COLT LMS Organization Administrator Quick Reference Guide

Last Updated: August 12, 2026

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## KYID Overview

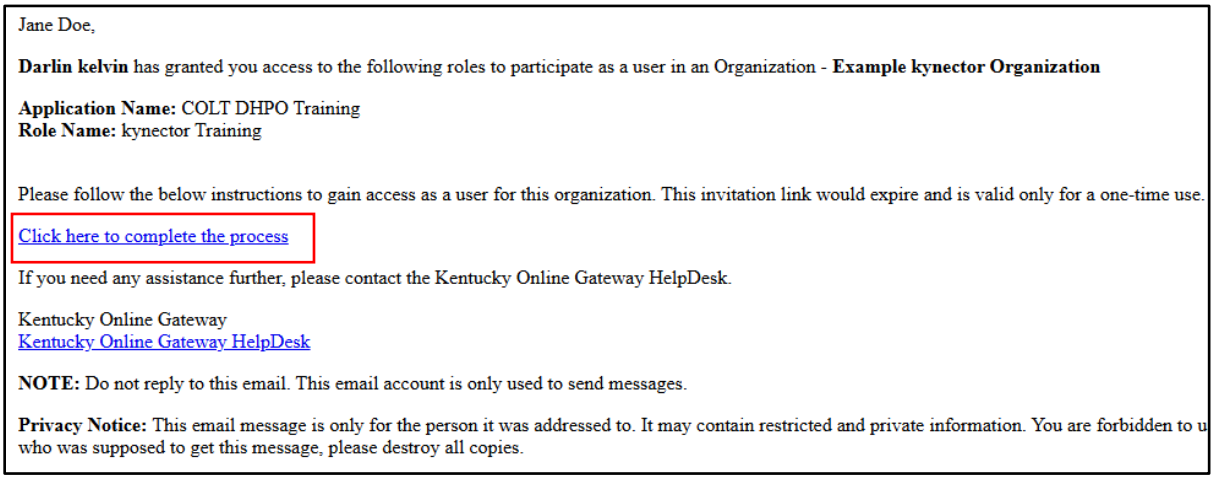
KYID, previously known as the Kentucky Online Gateway (KOG), is Kentucky's self-service portal that allows users to securely access applications in one place, including the Commonwealth Offerings for Learning & Training (COLT) Learning Management System (LMS). Through single sign-on (SSO), KYID enables users to access their Kentucky applications using one username and password.

### Create a New KYID Account From Invitation Email

New kynectors will receive an *Invitation to Organization User* email from Organization Administrators if they do not have an existing KOG account. **Existing kynectors may leverage their existing KOG/KYID credentials to login**. After receiving this email, follow the steps below to create a new KYID account. Organization Administrators may follow the below steps if newly onboarded kynectors need assistance with account setup.

**Please note:** kynectors must complete KYID account creation within seven (7) days of the invitation being sent by Organization Administrators. After seven (7) days, the invitation will expire.

1. In the *Invitation to Organization User* email, select **Click here to complete the process**.



Jane Doe,

**Darlin kelvin** has granted you access to the following roles to participate as a user in an Organization - **Example kynector Organization**

**Application Name:** COLT DHPO Training
**Role Name:** kynector Training

Please follow the below instructions to gain access as a user for this organization. This invitation link would expire and is valid only for a one-time use.

Click here to complete the process

If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

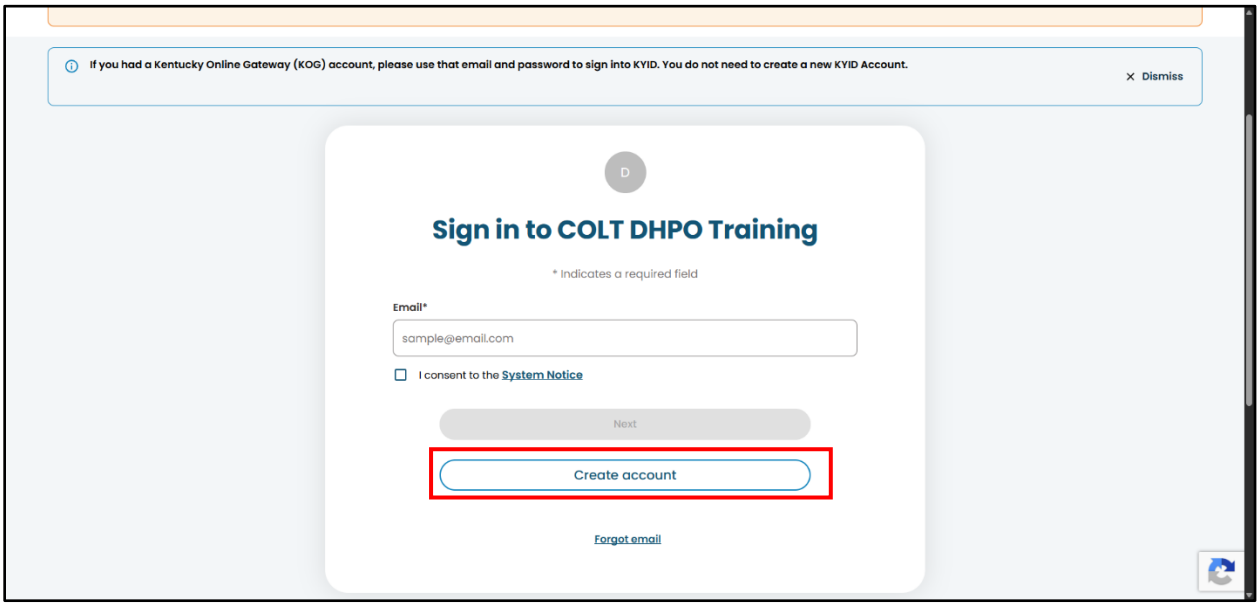
Kentucky Online Gateway
Kentucky Online Gateway HelpDesk

**NOTE:** Do not reply to this email. This email account is only used to send messages.

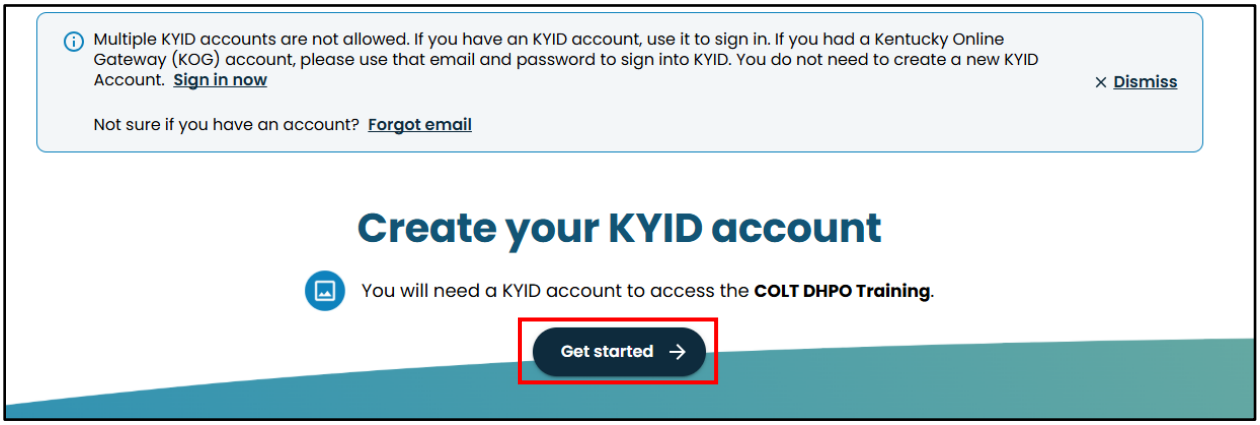
**Privacy Notice:** This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to u
who was supposed to get this message, please destroy all copies.

2. On the **KYID Sign In** screen, if you do not already have a KYID account (previously KOG), select **Create Account**. If you already have an account, enter the **email address associated with your existing KYID/KOG account** to proceed with sign-in.

**Please note:** For existing KYID/KOG users, after completing this step and signing in with your existing KYID/KOG credentials, proceed to the Multi-Factor Authentication (MFA) Setup section of this QRG.



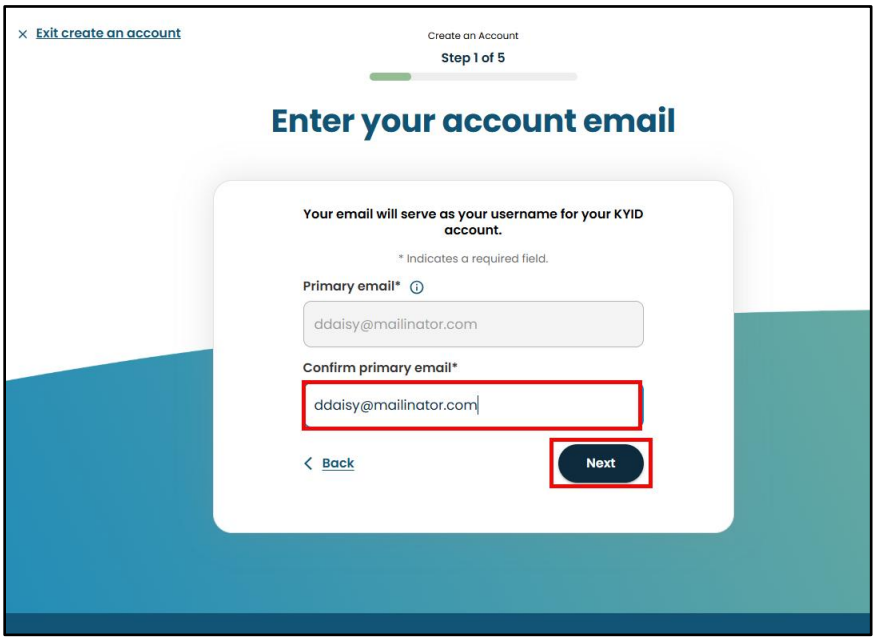

3. On the **Create Your KYID Account** screen, if you do not already have a KYID/KOG account, select **Get Started**.



4. On the **Enter Your Account Email** screen, re-enter the **email address** where you received the Invitation to Organization User in the *Confirm Primary Email* field, then select **Next**. You will be taken to the **Verify Your Email** screen.

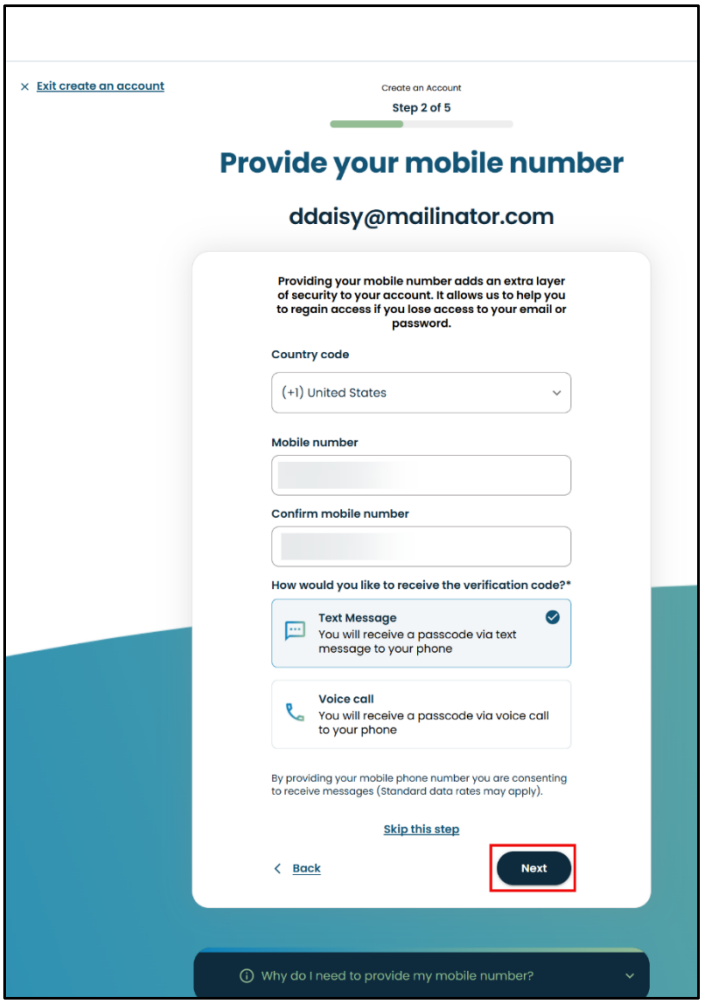
**Please note:** The *Primary Email* and *Confirm Primary Email* fields must match and must be the same email address to which the *Invitation to Organization User* email was sent.

kynectors will receive a six (6)-digit verification code by email. Enter this code on the **Verify Your Email** screen. The code expires after 10 minutes.



5. *(Optional)* After your email address is verified, you will be taken to the **Provide Your Mobile Number** screen. Enter your **mobile number** in both the *Mobile Number* and *Confirm Mobile Number* fields. Select how you would like to receive the verification code, then select **Next**. If you do not want to provide a mobile number, select **Skip this step**.

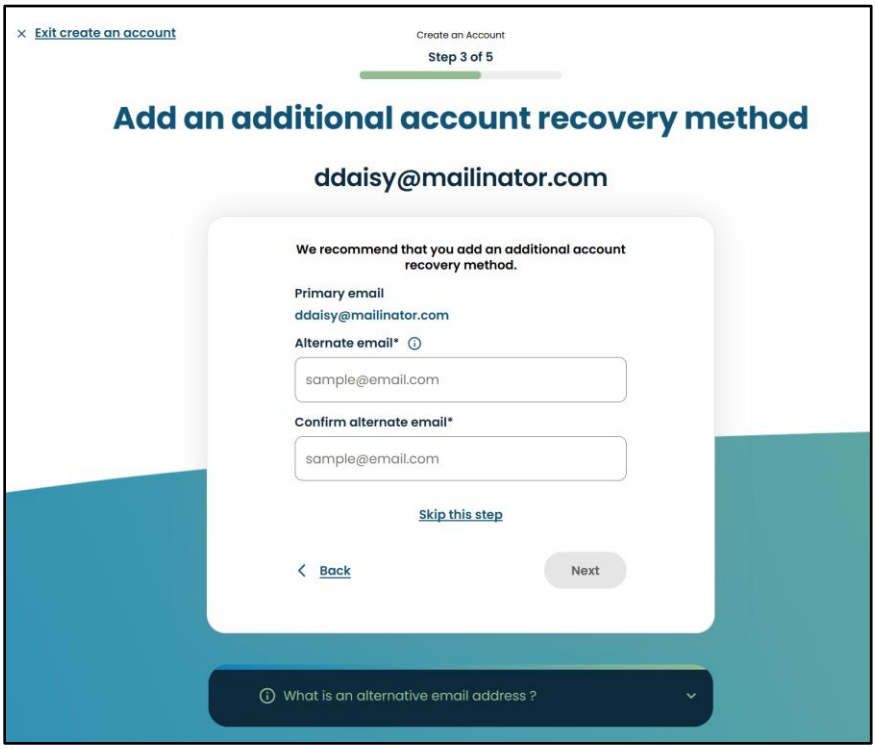
**Please note:** kynectors must enter at least one alternate contact method—either an alternate mobile number or an alternate email address. Both may be provided, but at least one is required.



6. On the **Add an Additional Account Recovery Method** screen, enter and confirm an **alternate email address** to use for account recovery and select **Next**.

**Please note:** kynectors must enter at least one alternate contact method—either an alternate mobile number or an alternate email address. Both may be provided, but at least one is required.

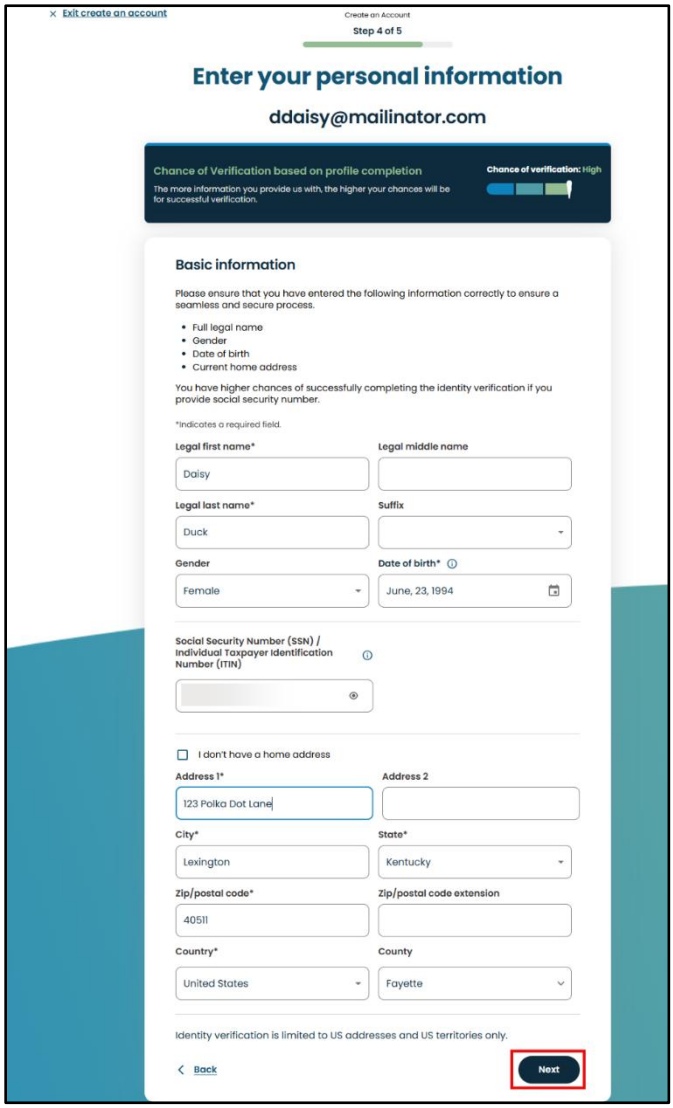
kynectors will receive a six (6)-digit verification code by email. Enter this code on the **Verify Your Email** screen. The code expires after 10 minutes.



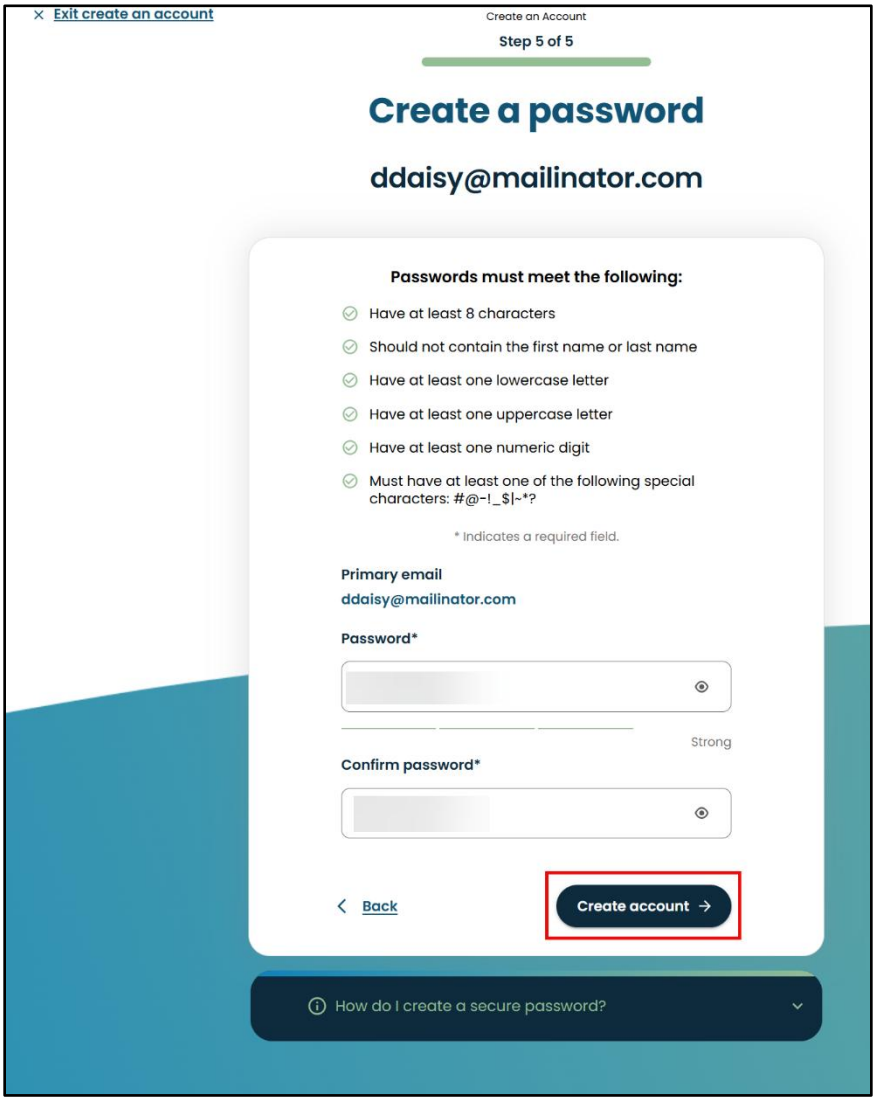
7. On the **Enter Your Personal Information** screen, enter all required basic information, then select **Next**.

**Please note:** While providing your Social Security Number (SSN) is optional, it is recommended for verification purposes. Your SSN will not be disclosed without your consent unless required by law.

If you do not provide your SSN, a pop-up message will appear encouraging you to enter it. You may select **No, continue** to proceed to the **Create a Password** screen.



8. On the **Create a Password** screen, enter your **password**, then select **Create Account**.

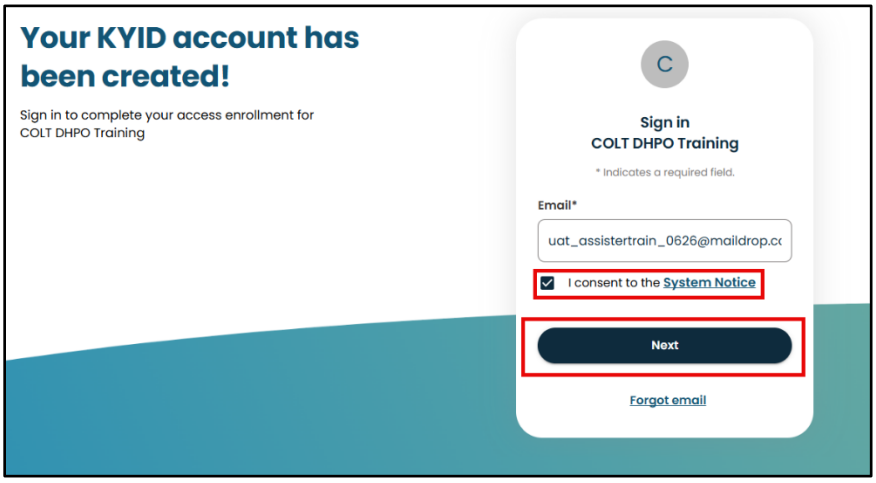


## Multi-Factor Authentication (MFA) Setup

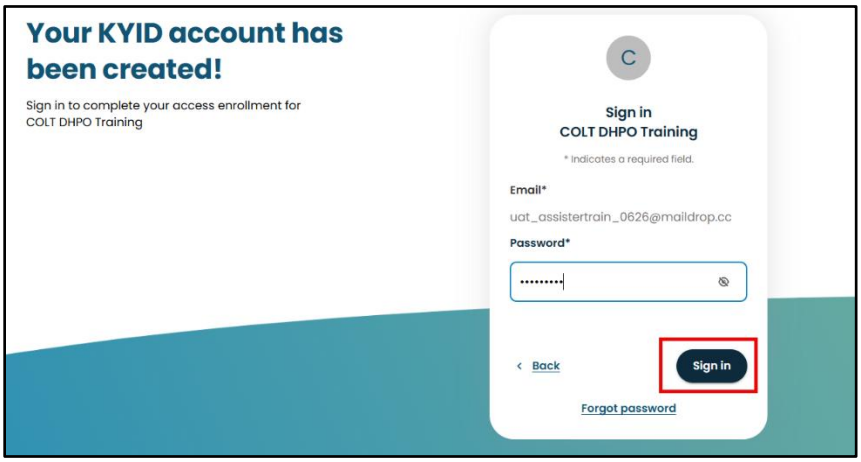
After creating a KYID account, kynectors must set up Multi-Factor Authentication (MFA) the first time they sign in to KYID.

**Please note:** Existing KYID/KOG users who previously set up MFA during KOG account creation should proceed to the Access COLT LMS from KYID Dashboard section of this QRG.

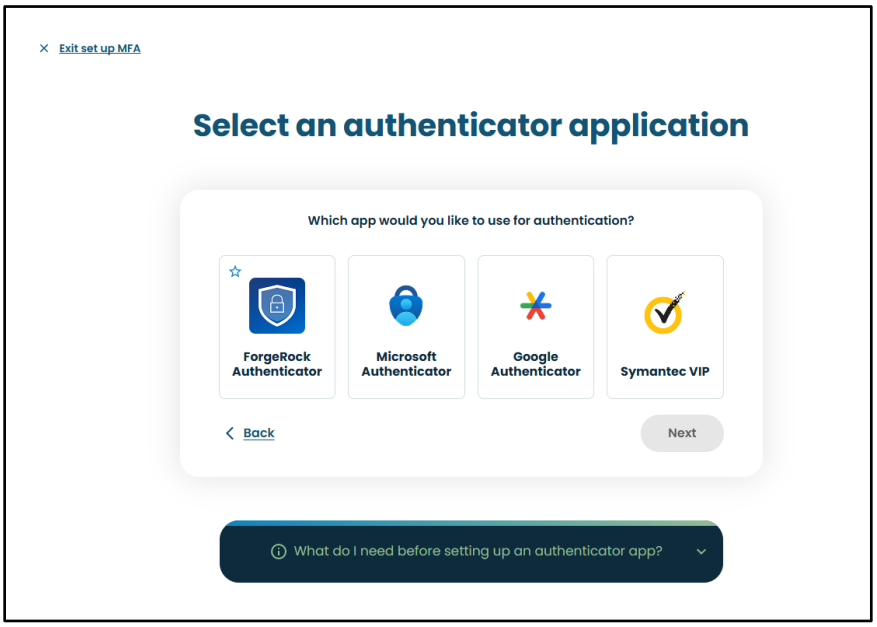
1. On the **Your KYID Account Has Been Created!** screen, enter your **primary email address**, select the **I consent checkbox**, and then select **Next**.



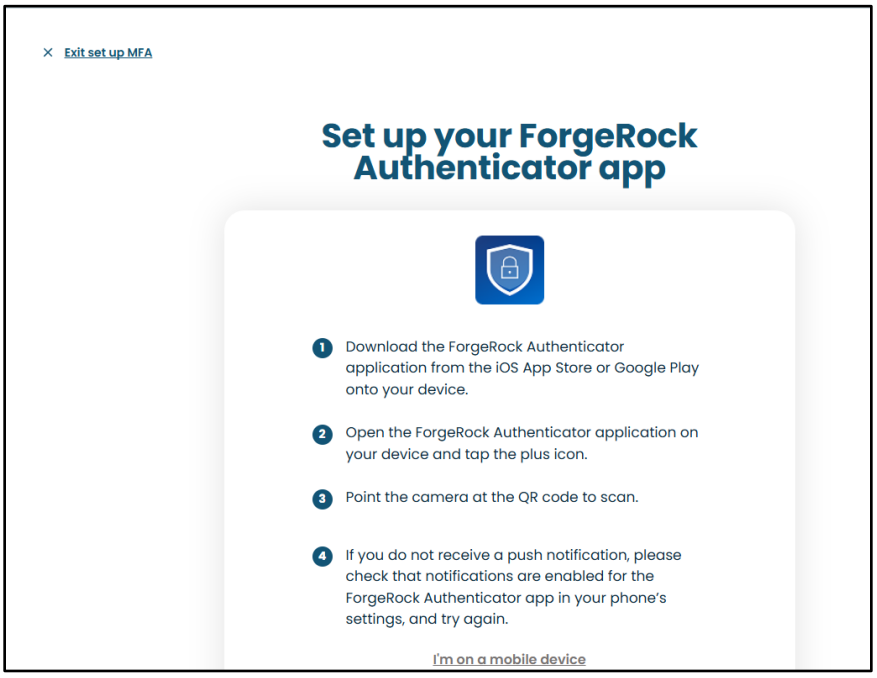

2. Enter your **password**, then select **Sign In**.



3. On the **Select an Authenticator Application** screen, Organization Administrators will be prompted to set up Multi-Factor Authentication (MFA) using an authenticator application.

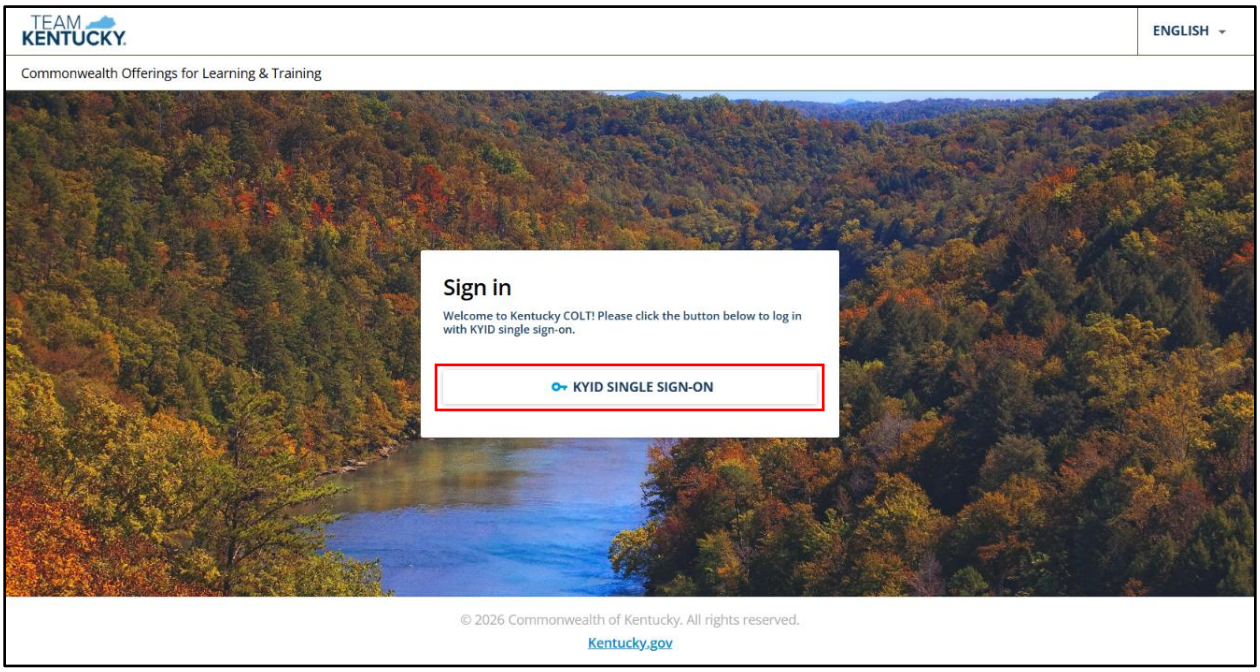



4. Follow the on-screen instructions to set up your selected MFA method.

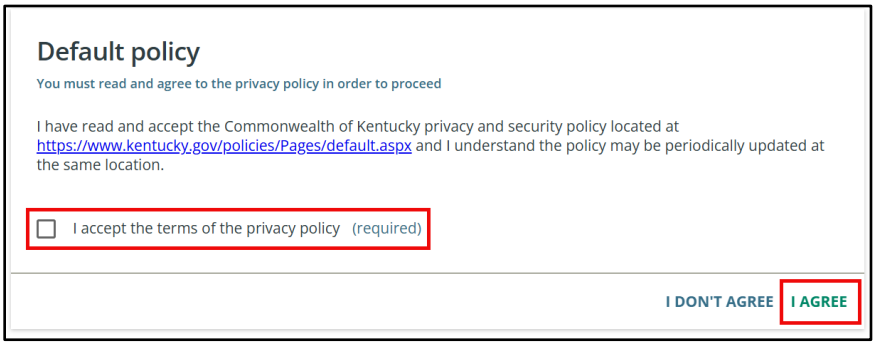


5. After MFA setup is complete, you will be taken to the COLT LMS. Select **KYID Single Sign-On** to be automatically authenticated into the COLT LMS.

**Please note:** If your session has expired, kynectors will be prompted to enter their KYID credentials.



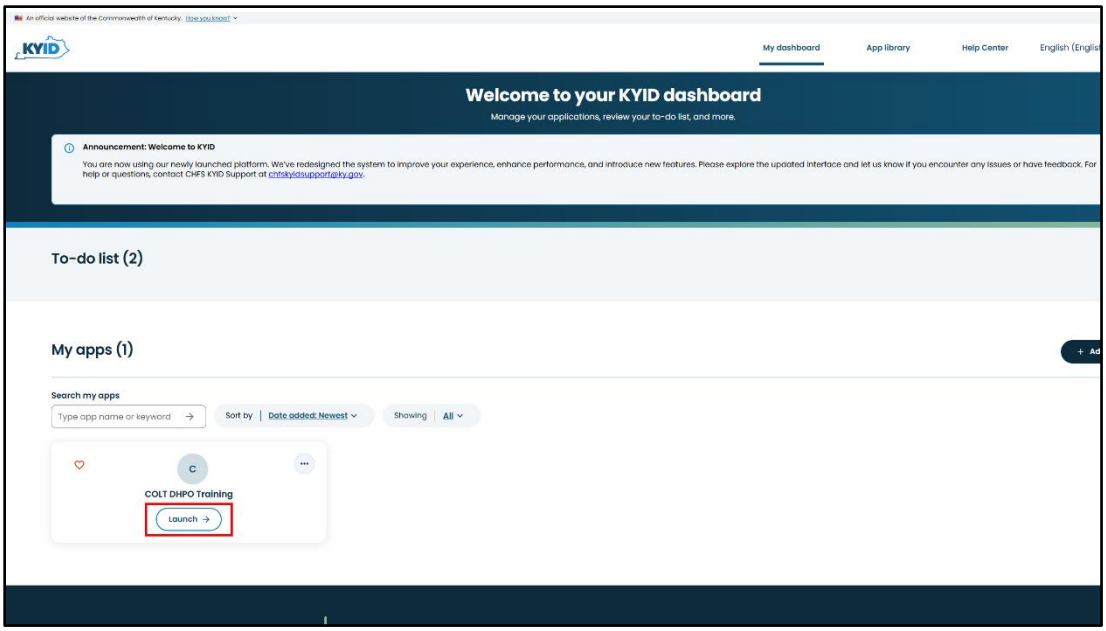

If this is your first time signing in to the COLT LMS, a pop-up message will appear prompting you to acknowledge the Privacy Policy. Select the **I accept the terms of the privacy policy checkbox** and then select **I Agree**. You will then be directed to your COLT LMS Dashboard.



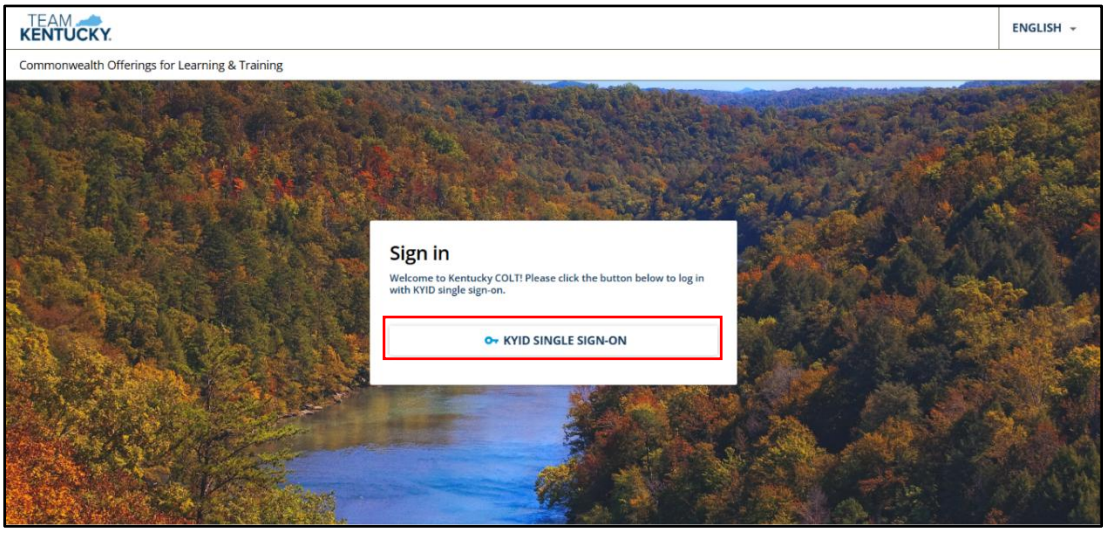
## Access COLT LMS from KYID Dashboard

After KYID account creation and MFA setup are complete, kynectors can access the COLT LMS from the KYID Dashboard.

1. After successfully signing in to KYID, from the KYID Dashboard, under *My apps*, select **Launch** on the *COLT DHPO Training* tile.




2. On the **COLT LMS Sign In** screen, select **KYID Single Sign-On** to navigate to your COLT LMS Dashboard.

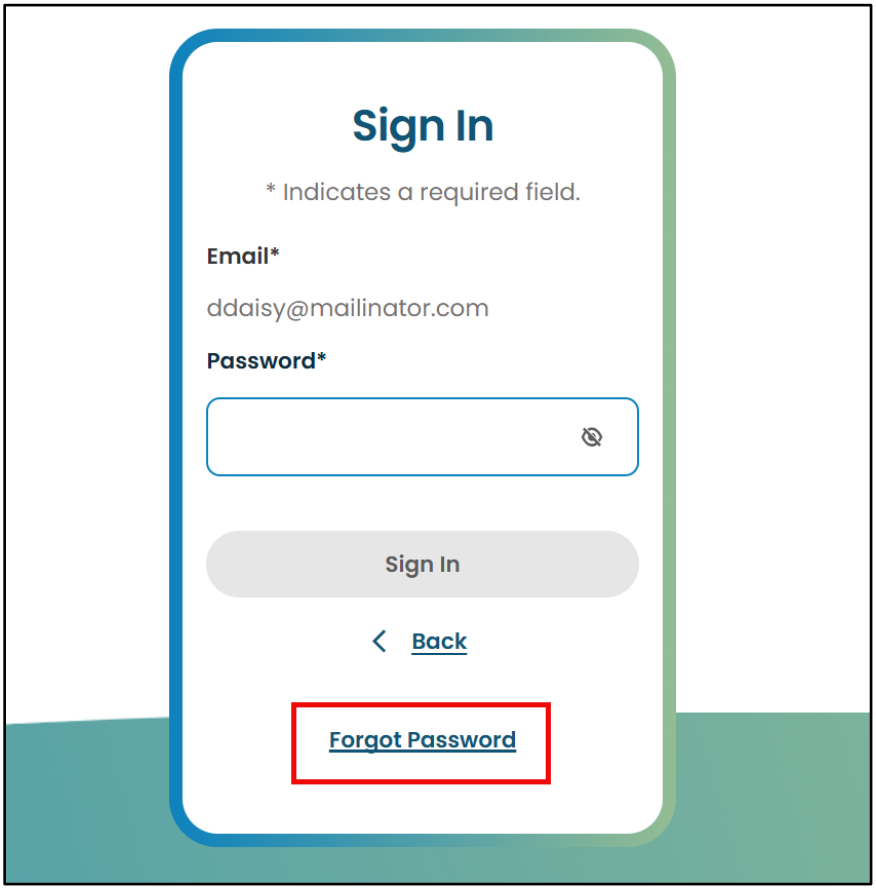


## Forgot Password

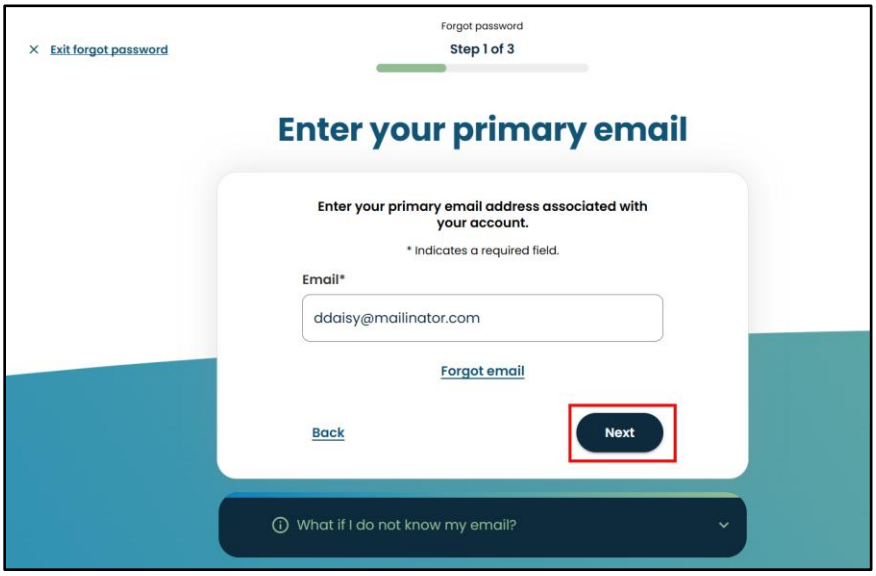
kynectors should follow these steps if they forget their KYID account password.

1. On the **KYID Sign In** screen, enter your **primary email address**, select the **I consent checkbox**, and then select **Next**.

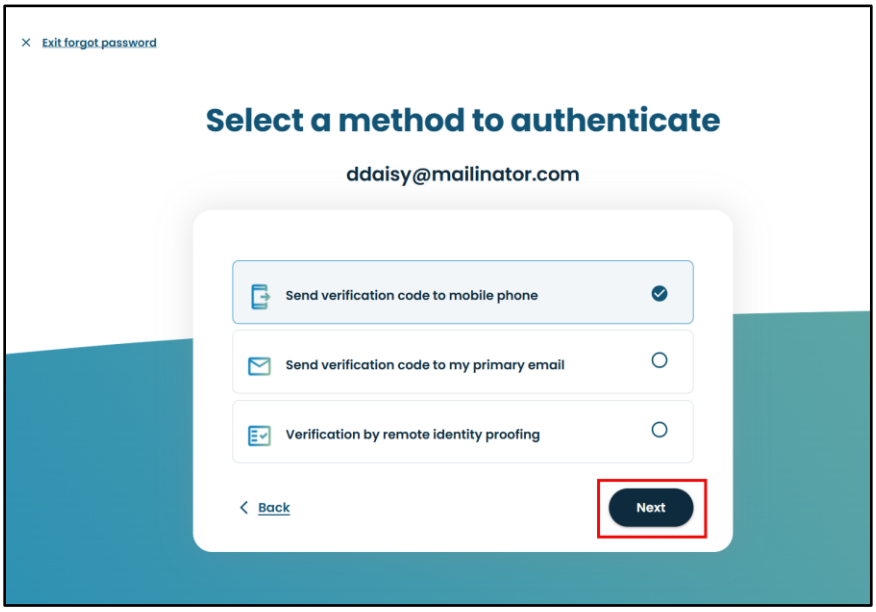
2. Select **Forgot Password**.



3. On the **Enter Your Primary Email** screen, your primary email address will be auto-populated. Select **Next**.

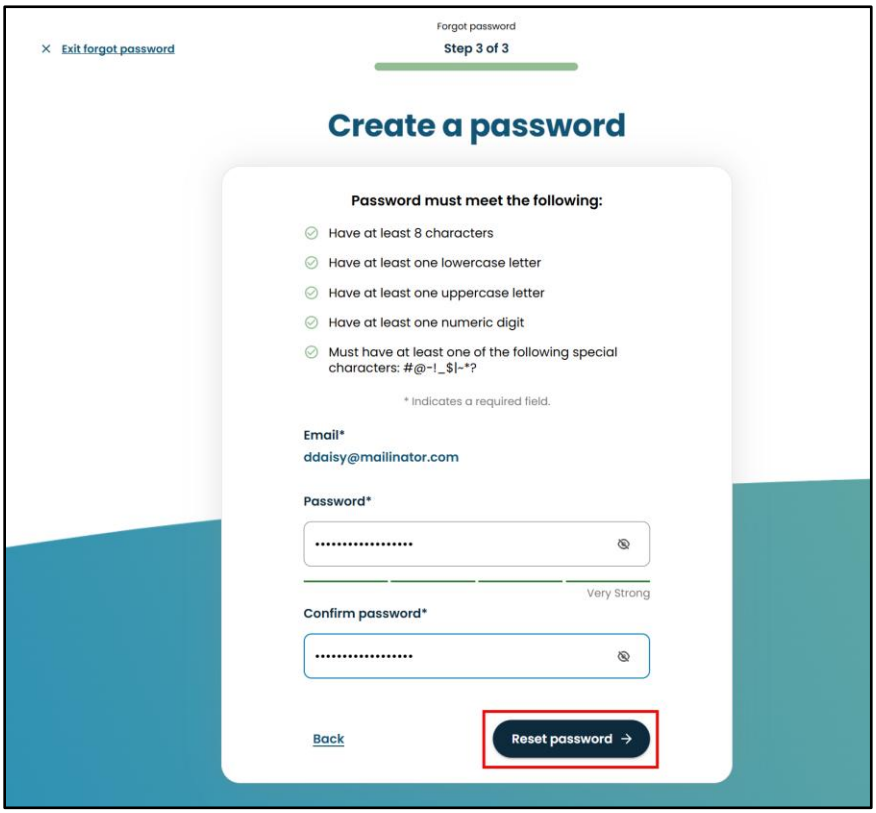



4. On the **Select a Method to Authenticate** screen, choose your preferred authentication method and select **Next**. Then follow the on-screen prompts to continue to the **Create a Password** screen.



5. On the **Create a Password** screen, enter and confirm your **new password**, then select **Reset Password**.

**Please note:** After selecting *Reset Password*, you must sign in to KYID using your primary email address and new password before you can access the COLT LMS from the KYID Dashboard.

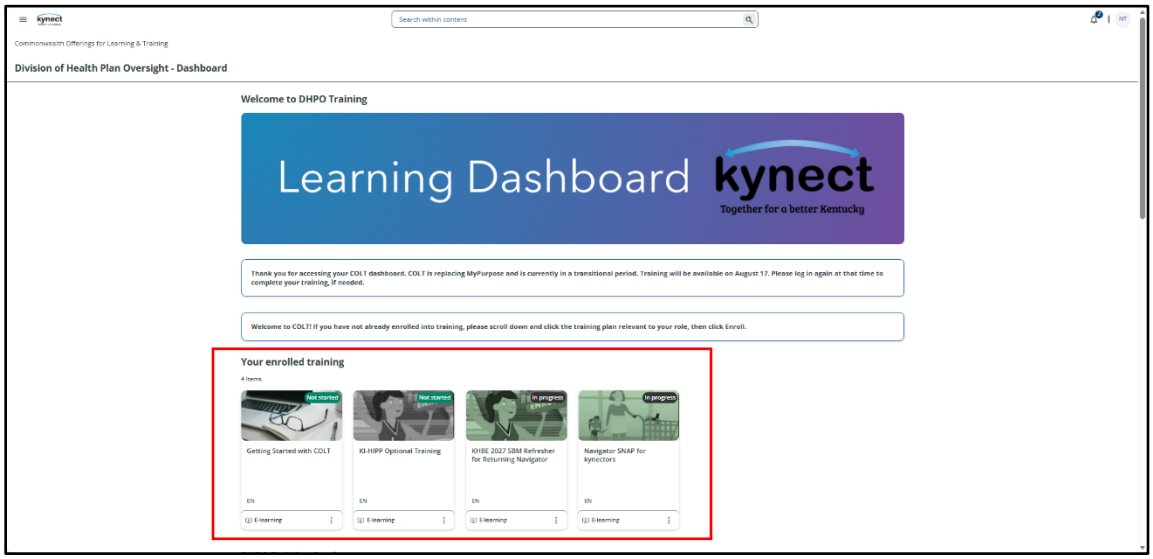


## COLT LMS Dashboard Navigation

After signing into the COLT LMS, Organization Administrators will see their Dashboard display. Organization Administrators 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.

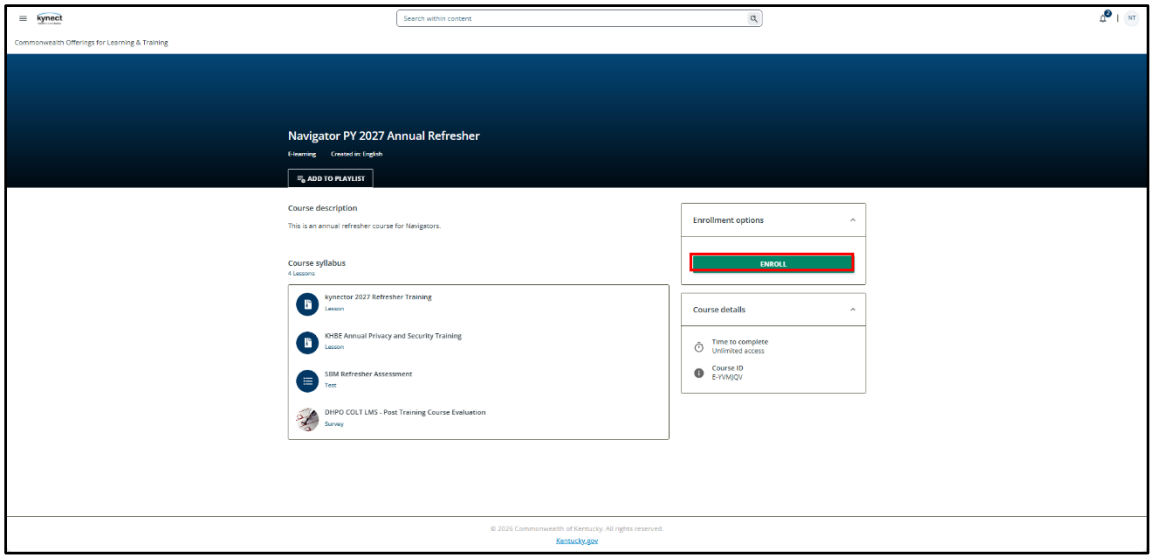
### Your Enrolled Training

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

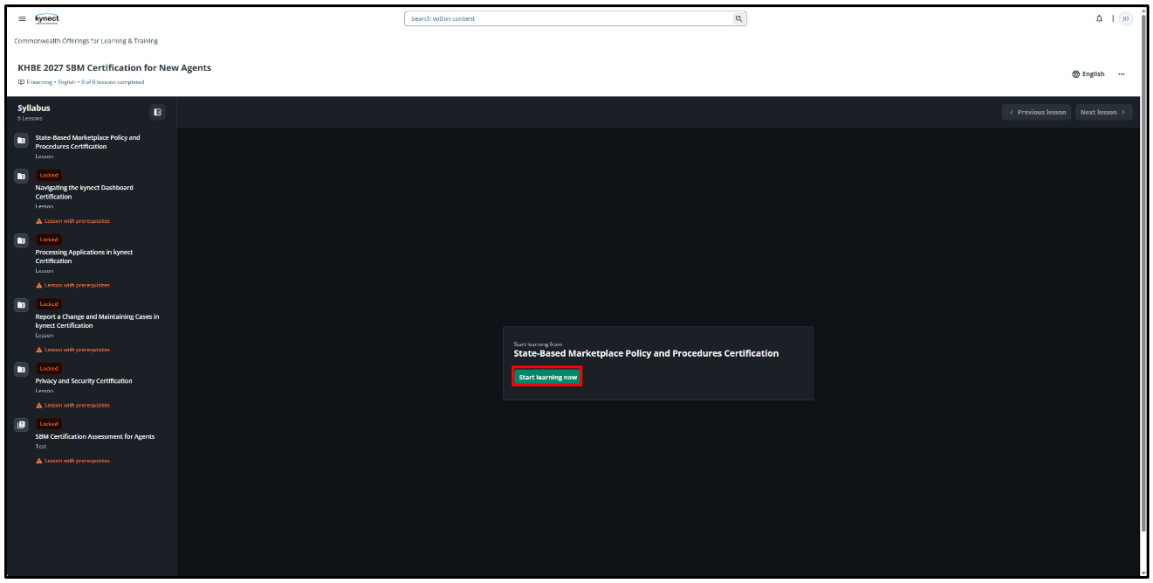


## DHPO Training Catalog

1. If Organization Administrators 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**.

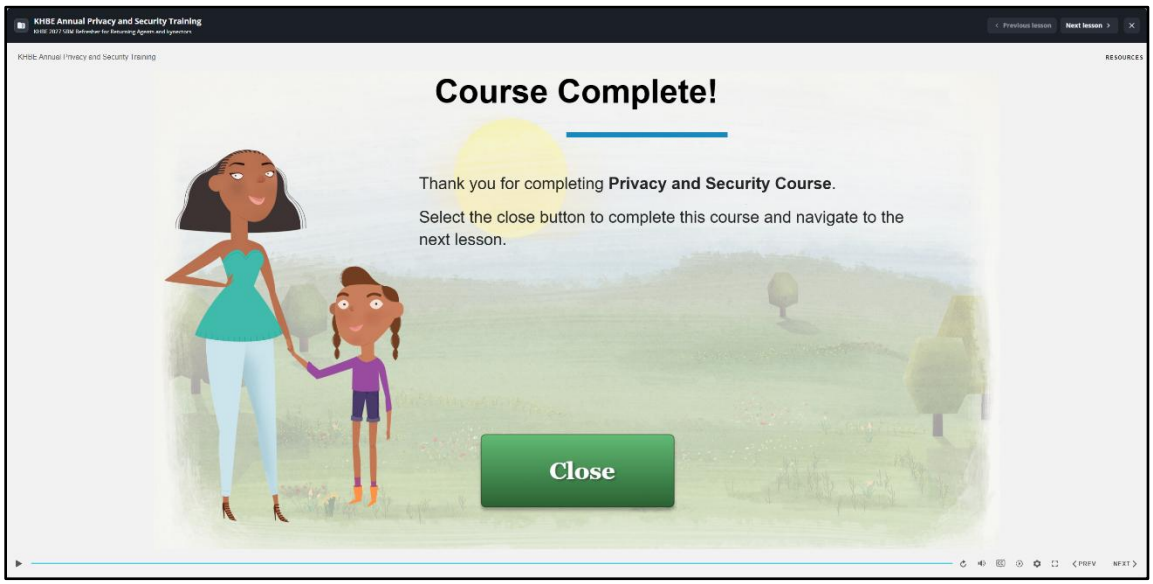



2. Select **Start Learning Now** to begin the course instruction.



**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.

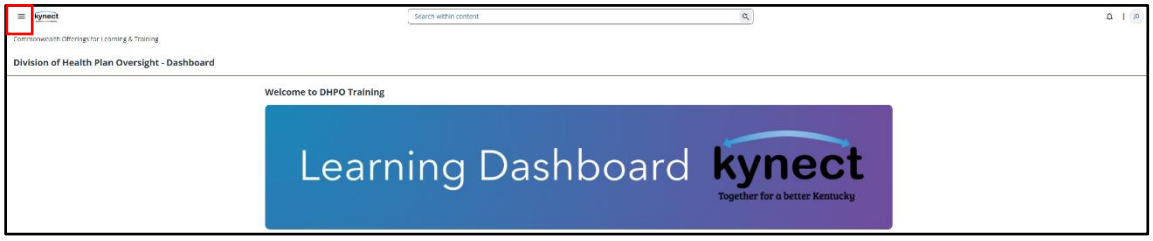
3. If the course contains multiple lessons, select **Next Lesson** to proceed to the next lesson within the selected course.



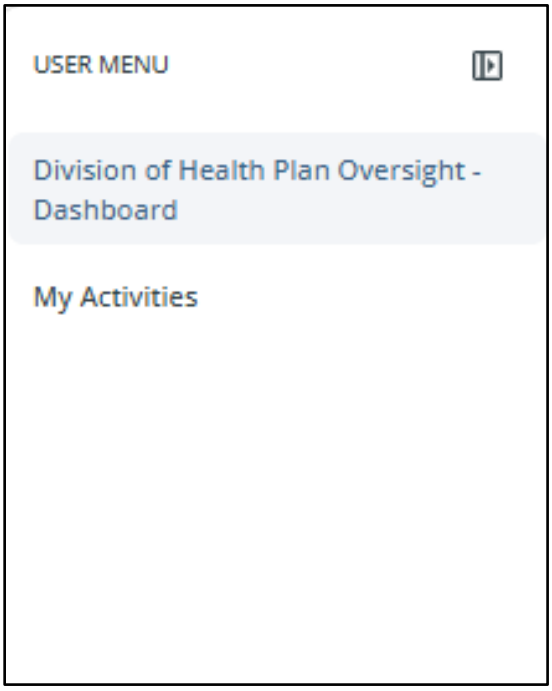
4. After completing all applicable lessons within the course, select **Collapse Lesson Preview** to exit the Course Player, then select the **kynect logo** to return to your Dashboard.

## User Menu

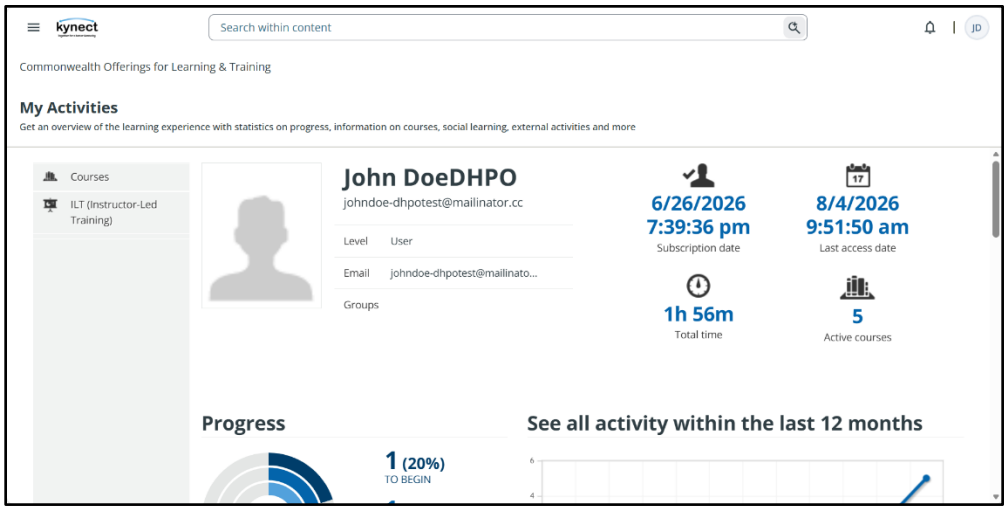
1. Select the **Hamburger Menu** located in the top-left of your Dashboard to access the *User Menu* section.



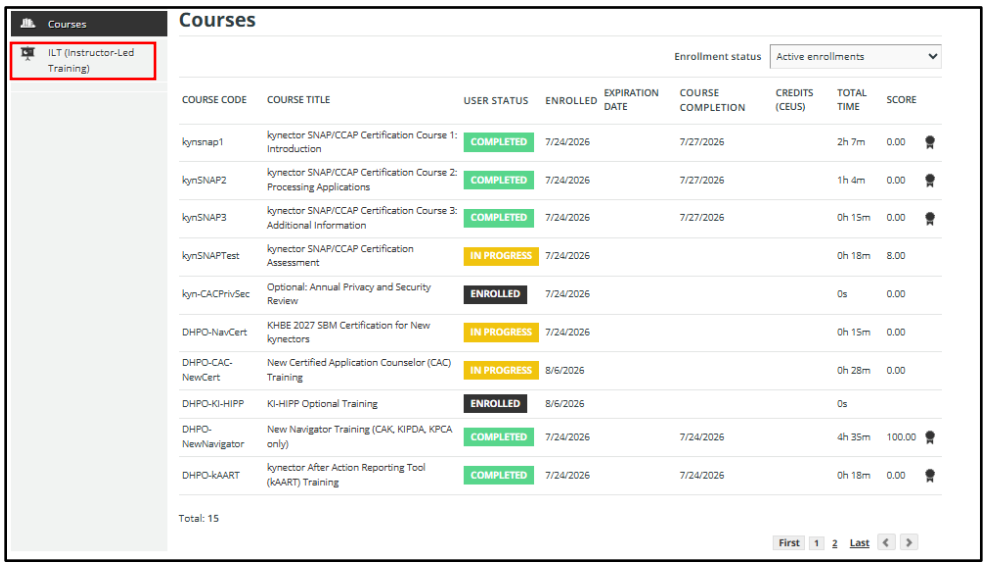
2. Select **My Activities** to view a snapshot of training activities.



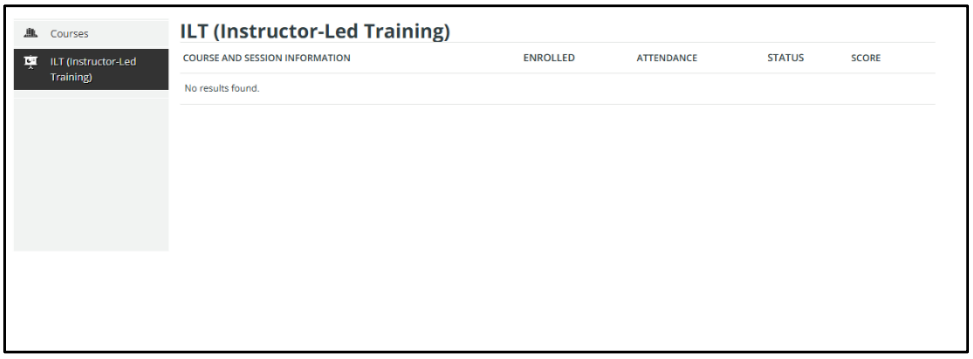

3. The **My Activities** screen displays an overview of a user's learning history, including total time spent in training, enrolled courses, progress of enrolled courses, and more. Select **Courses** to view information related to enrolled, in progress, or completed training courses and to download course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

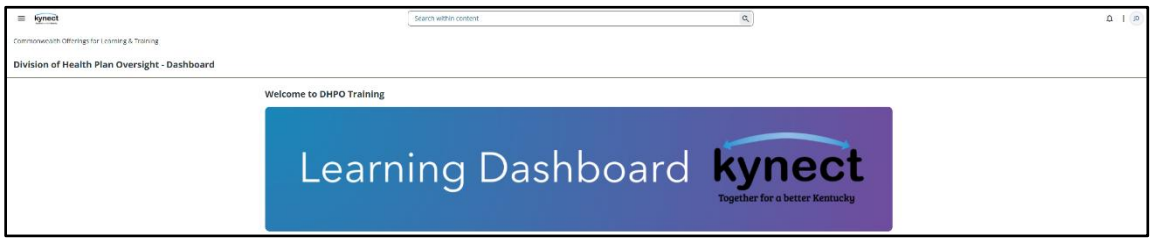



**Please note:** KHBE does not currently have any assigned ILT courses.

## Notifications

Notifications help Organization Administrators stay informed on training-related updates.

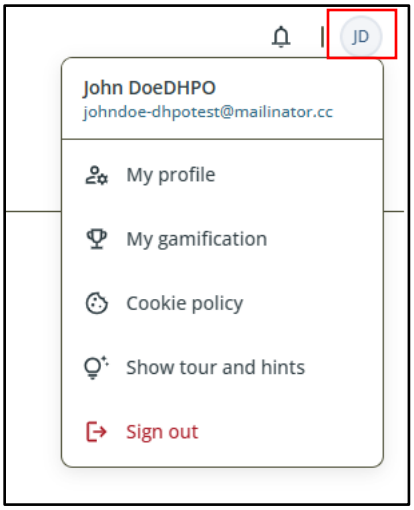
1. Select the **Bell Icon** in the top-right corner to view recent system notifications. When selected, the *Notifications Panel* opens on the right side of any COLT LMS screen. Organization Administrators may view all notifications, filter unread notifications, or mark all notifications as read.



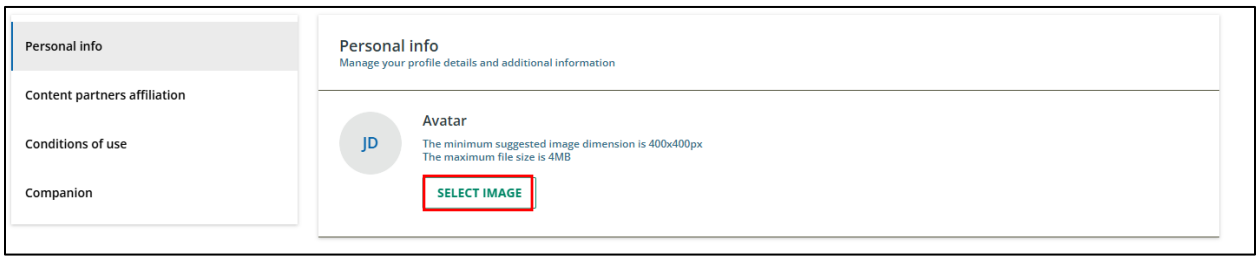

## My Profile

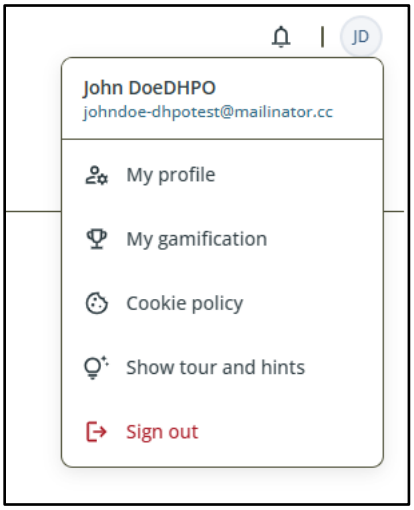
The *My Profile* section is where Organization Administrators may access account details or sign out of the COLT LMS.

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.