

kynect

The Commonwealth of Kentucky

kynect

kynector After Action Reporting Tool (kAART)  
Onboarding Quick Reference Guide



## Step 1: Accept the Invitation

1a. Locate the email invitation from **Microsoft Invitations on behalf of Commonwealth of Kentucky**.

From: Microsoft Invitations on behalf of Commonwealth of Kentucky <[invites@microsoft.com](mailto:invites@microsoft.com)>  
Sent: Tuesday, June 10, 2025 7:38 AM  
To: [kynector@ky.gov](mailto:kynector@ky.gov)  
Subject: [External]Tandy, Billie J (COT) invited you to access applications within their organization

You don't often get email from [invites@microsoft.com](mailto:invites@microsoft.com). [Learn why this is important](#)

☐ Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

**Sender:** Tandy, Billie J (COT) ([EAS-billie.tandy@KYMSOffice.onmicrosoft.com](mailto:EAS-billie.tandy@KYMSOffice.onmicrosoft.com))  
**Organization:** Commonwealth of Kentucky  
**Domain:** [KYMSOffice.onmicrosoft.com](mailto:KYMSOffice.onmicrosoft.com)

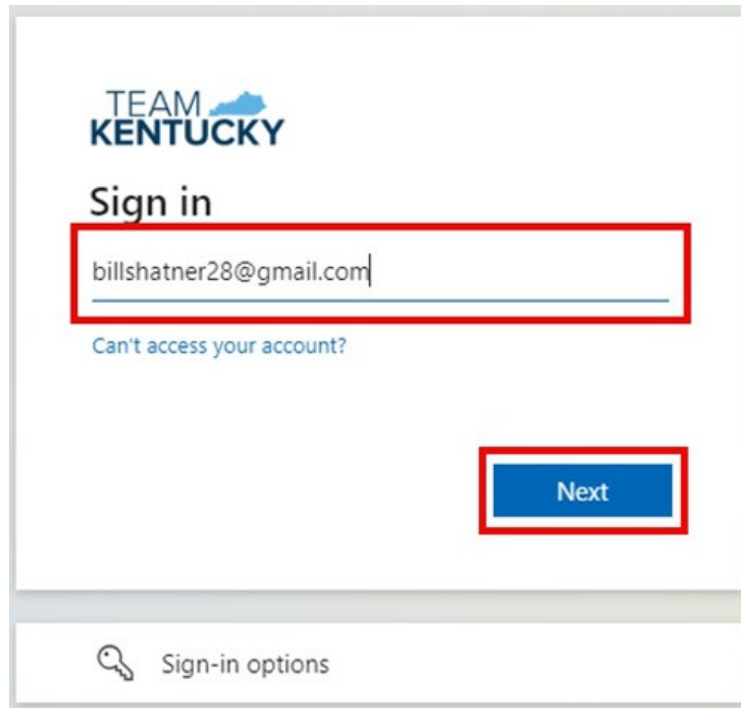
If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=d77c7f4d-d767-461f-b625-0628792e9e2a>.

[Accept invitation](#)

This invitation email is from Commonwealth of Kentucky ([KYMSOffice.onmicrosoft.com](mailto:KYMSOffice.onmicrosoft.com)) and may include advertising content. **Commonwealth of Kentucky has not provided a link to their privacy statement for you to review.** Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

1c. Enter the email address that was used to create your account and select **Next**:



The image shows a Microsoft login interface. At the top is the 'TEAM KENTUCKY' logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'billshatner28@gmail.com'. Below the input field is a link that says 'Can't access your account?'. At the bottom right, there is a blue button labeled 'Next'. At the very bottom, there is a section titled 'Sign-in options' with a key icon.

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1d. Microsoft will email your account verification code to you. Sample email shown to the right.

Your Commonwealth of Kentucky account verification code [Inbox x](#)

Commonwealth of Kentucky (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>  
to me

Commonwealth of Kentucky

### Account verification code

To access Commonwealth of Kentucky's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:  
**41341849**

If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

1e. Enter your verification code and select **Sign in**:

TEAM KENTUCKY

← billshatner28@gmail.com

### Enter code

We just sent a code to billshatner28@gmail.com

**41341849**

Didn't receive it? Please wait for a few minutes and try again.

**Sign in**

1f. On the Permissions Requested screen, select **Accept**:

TEAM KENTUCKY

billshatner28@gmail.com

### Permissions requested by:

Commonwealth of Kentucky  
kymsoffice.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

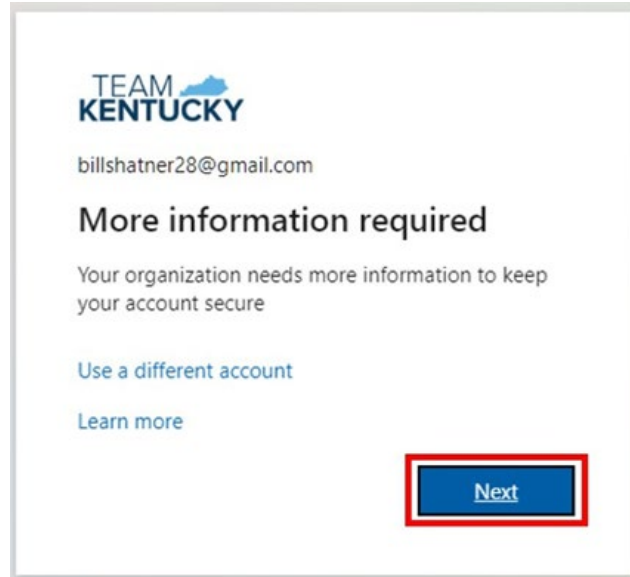
You should only accept if you trust Commonwealth of Kentucky. Commonwealth of Kentucky has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

**This resource is not shared by Microsoft.**

Cancel **Accept**

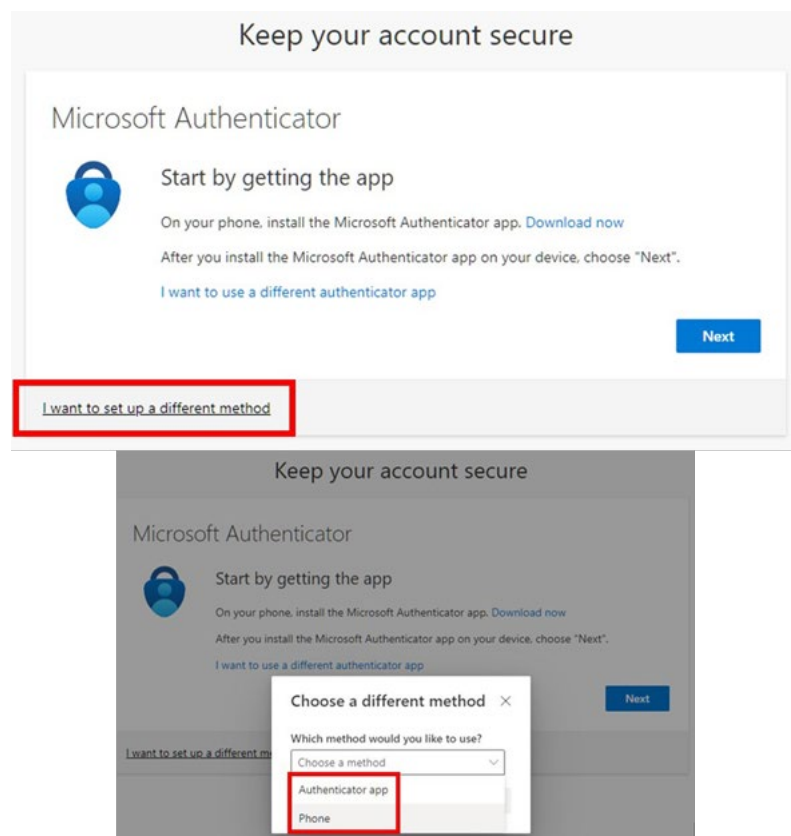
## Step 2: Begin Authentication Setup

2a. The More Information Required screen begins the Multifactor Authentication (MFA) registration process. Select **Next** on this screen:



## Step 3: Set Up Multi-Factor Authentication (MFA) Method

3a. Select the **I want to set up a different method** option  
3b. Select **Phone**.



3c. After you select the **Phone** option, you will be prompted to enter your phone number and choose if you prefer to receive a phone call or a text message to complete MFA requests:  
(Text is recommended.)

The screenshot shows the 'Keep your account secure' screen with the 'Phone' option selected. It prompts the user to enter a phone number and choose how to receive a code. The phone number '502-555-1212' is entered in the field. The 'Receive a code' option is selected with a radio button. A link for 'Terms of service and cookies statement' is visible at the bottom.

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 502-555-1212

☒ Receive a code  
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and cookies statement](#).

3d. If you select the **call me** option, Microsoft will call you (automated call) whenever MFA verification is needed. If you select the **Receive a code** option, Microsoft will text a verification code to your mobile device. Simply enter the verification code and select **Next**.

The screenshot shows the 'Keep your account secure' screen with the 'Phone' option selected. It prompts the user to enter a 6-digit code received via text. The code '813483' is entered in the field. A 'Resend code' link is visible. 'Back' and 'Next' buttons are at the bottom right. A link for 'I want to set up a different method' is at the bottom left.

Keep your account secure

Phone

We just sent a 6 digit code to +1 502-555-1212. Enter the code below.

813483

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

3e. You will see a 'Verification Complete' screen, click 'Next'.

The screenshot shows the 'Verification Complete' screen. It displays a green checkmark and the message 'Verification complete. Your phone has been registered.' A 'Next' button is located at the bottom right.

Phone

✓ Verification complete. Your phone has been registered.

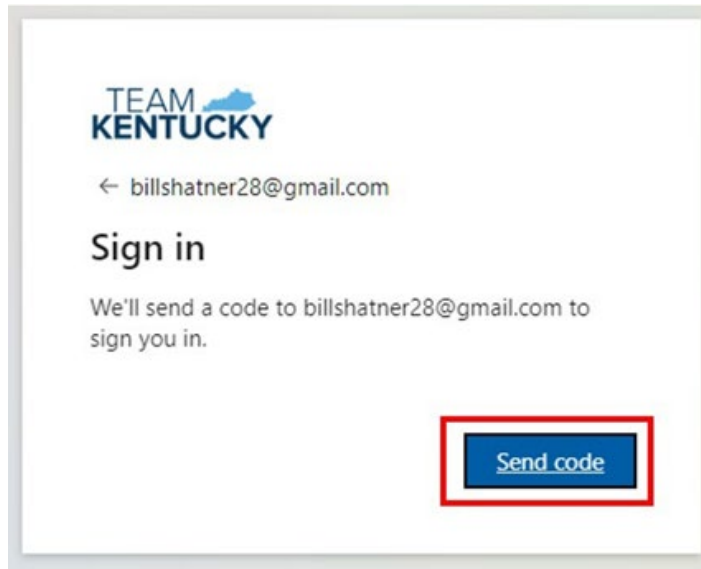
[Next](#)

## Step 4: Complete Setup

4a. The final step is to sign into your Guest User account using the MFA method that you selected.

4b. Here is an example of account verification process using the text code option. Once you try to access resources or links in the Commonwealth's M365 tenant, you will be prompted to sign in using a verification code. Select **Send code** to receive a text message with the verification code.

4c. Check your email for a new verification code, enter the code, then select **Sign in**:



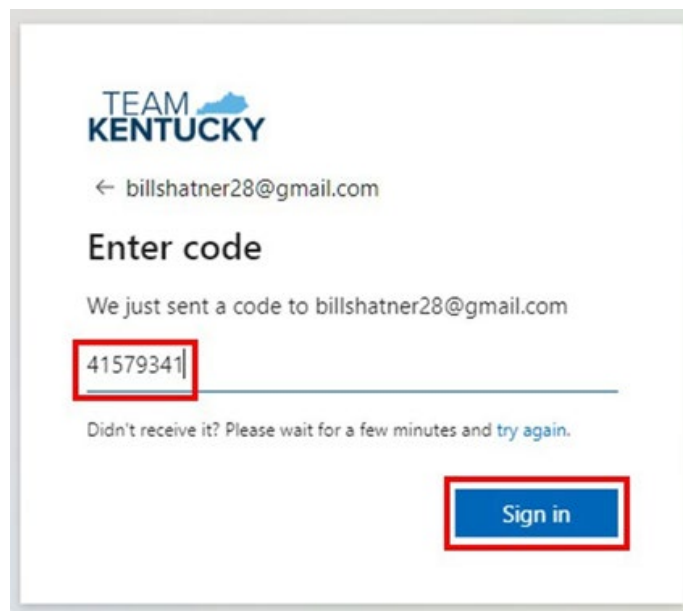
TEAM KENTUCKY

← billshatner28@gmail.com

### Sign in

We'll send a code to billshatner28@gmail.com to sign you in.

[Send code](#)



TEAM KENTUCKY

← billshatner28@gmail.com

### Enter code

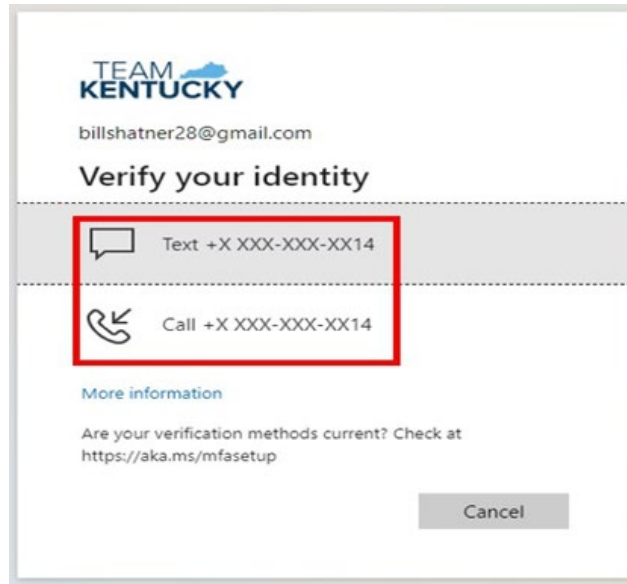
We just sent a code to billshatner28@gmail.com

41579341

Didn't receive it? Please wait for a few minutes and [try again](#).

[Sign in](#)

4d. You will then be prompted to verify your identity. Select the text option to receive your authentication code.




The screenshot shows the 'Verify your identity' screen for 'TEAM KENTUCKY'. The user's email is 'billshatner28@gmail.com'. There are two options for verification: 'Text +X XXXX-XXX-XX14' and 'Call +X XXXX-XXX-XX14'. The 'Text' option is highlighted with a red box. Below the options is a link for 'More information' and a note about verification methods with a URL. A 'Cancel' button is at the bottom right.

4e. Check your mobile device for a new text message with the code. Enter the code and select **Verify**:



The screenshot shows the 'Enter code' screen. It states 'We texted your phone +X XXXX-XXX-XX14. Please enter the code to sign in.' A text input field contains the code '531984', which is highlighted with a red box. Below the input field is a link for 'Having trouble? Sign in another way' and another 'More information' link. A blue 'Verify' button is at the bottom right, also highlighted with a red box.

4f. Once your code has been verified, you will see the **Apps dashboard** landing page:



The screenshot shows the 'Apps dashboard' landing page. The header includes the 'TEAM KENTUCKY' logo, 'My Apps' dropdown, and a search bar. The main content area is titled 'Apps dashboard' and shows a list of apps. There are links for 'Add apps', 'Create collection', and 'Customize view' at the top right. A 'Settings' link is at the bottom right. The text 'There are no apps to show.' is displayed in the center.

4g. Congratulations!  
You have **successfully**  
completed the  
onboarding process.

CAK: <https://kymsoffice.sharepoint.com/sites/chfsext-DMS-kynectreporting/CAK/>

KIPDA: <https://kymsoffice.sharepoint.com/sites/chfsext-DMS-kynectreporting/KIPDA>

4h. Use the link  
provided by KHBE to  
access the kAART  
application.

KPCA: <https://kymsoffice.sharepoint.com/sites/chfsext-DMS-kynectreporting/KPCA>

**Please note:** Only use  
the link that  
corresponds with your  
kynector Organization.