

Commonwealth of Kentucky



CABINET FOR HEALTH
AND FAMILY SERVICES

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

COLT LMS Presumptive Eligibility Quick Reference Guide

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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

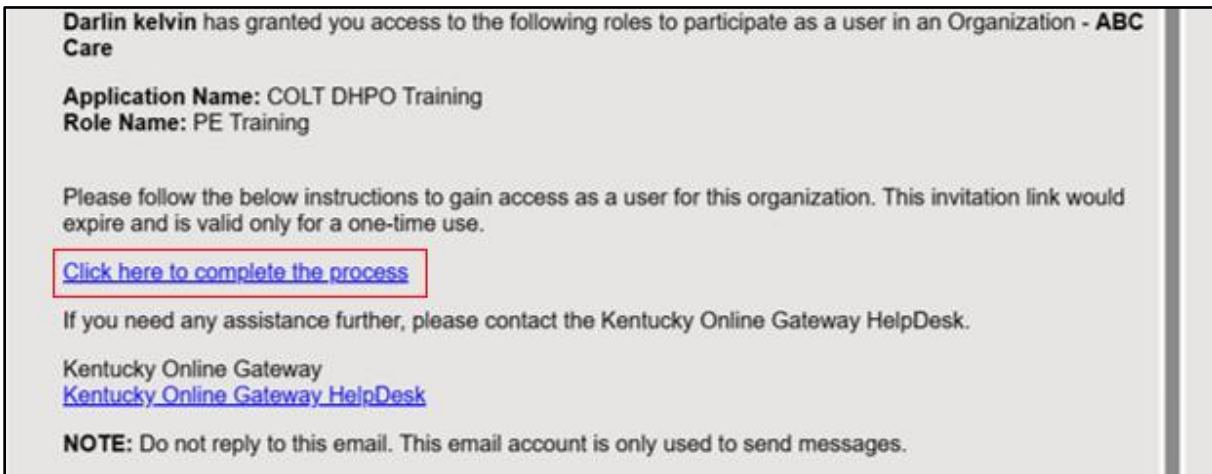
New Presumptive Eligibility (PE) users will receive an *Invitation to Organization User* email from Organization Administrators if they do not have an existing KOG account.

Existing PE users may leverage their existing KOG/KYID credentials to login. After receiving this email, follow the steps below to create a new KYID account. PE users may follow the below steps to complete their account setup.



Please note: PE users 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**.



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.

If you had a Kentucky Online Gateway (KOG) account, please use that email and password to sign into KYID. You do not need to create a new KYID Account. ✕ Dismiss

Sign in to COLT DHPO Training

* Indicates a required field

Email*
sample@email.com

☐ I consent to the [System Notice](#)

Next

Create account

[Forgot email](#)

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

i Multiple KYID accounts are not allowed. If you have a KYID account, use it to sign in. If you had a Kentucky Online Gateway (KOG) account, please use that email and password to sign into KYID. You do not need to create a new KYID Account. [Sign in now](#) ✕ Dismiss

Not sure if you have an account? [Forgot email](#)

Create your KYID account

i You will need a KYID account to access the COLT DHPO Training.

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.

PE users 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: PE users 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: PE users 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.

PE users 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.

× Exit create an account Create an Account Step 4 of 5

Enter your personal information

ddaisy@mailinator.com

Chance of Verification based on profile completion
The more information you provide us with, the higher your chances will be for successful verification.

Chance of verification: High

Basic information

Please ensure that you have entered the following information correctly to ensure a seamless and secure process.

- Full legal name
- Gender
- Date of birth
- Current home address

You have higher chances of successfully completing the identity verification if you provide social security number.

*Indicates a required field.

Legal first name* Legal middle name

Daisy

Legal last name* Suffix

Duck

Gender Date of birth* ⓘ

Female June 23, 1994 ⓘ

Social Security Number (SSN) / Individual Taxpayer Identification Number (ITIN) ⓘ

☐ I don't have a home address

Address 1* Address 2

123 Polka Dot Lane

City* State*

Lexington Kentucky

Zip/postal code* Zip/postal code extension

40511

Country* County

United States Fayette

Identity verification is limited to US addresses and US territories only.

< Back Next

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

✕ [Exit create an account](#)

Create an Account
Step 5 of 5

Create a password

ddaisy@mailinator.com

Passwords must meet the following:

- ✓ Have at least 8 characters
- ✓ Should not contain the first name or last name
- ✓ Have at least one lowercase letter
- ✓ Have at least one uppercase letter
- ✓ Have at least one numeric digit
- ✓ Must have at least one of the following special characters: #@-!_\$!~-*?

* Indicates a required field.

Primary email
ddaisy@mailinator.com

Password*

Confirm password*

Strong

< [Back](#)

Create account →

How do I create a secure password?

Multi-Factor Authentication (MFA) Setup

After creating a KYID account, PE users 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**.

Your KYID account has been created!

Sign in to complete your access enrollment for COLT DHPO Training

Sign in
COLT DHPO Training

* Indicates a required field.

Email*

uat_assistertrain_0626@maildrop.cc

☒ I consent to the [System Notice](#)

Next

[Forgot email](#)

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

Your KYID account has been created!

Sign in to complete your access enrollment for COLT DHPO Training

Sign in
COLT DHPO Training

* Indicates a required field.

Email*

uat_assistertrain_0626@maildrop.cc

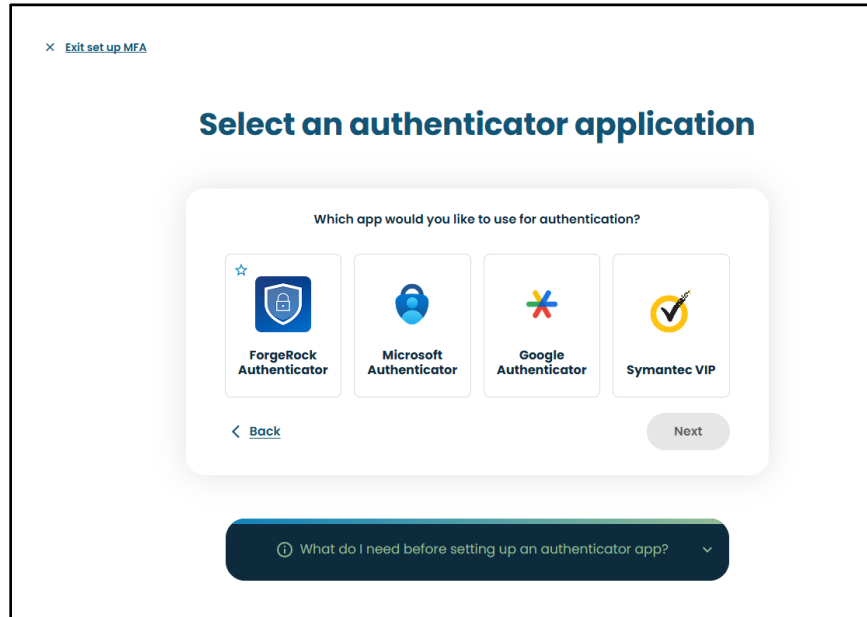
Password*

.....

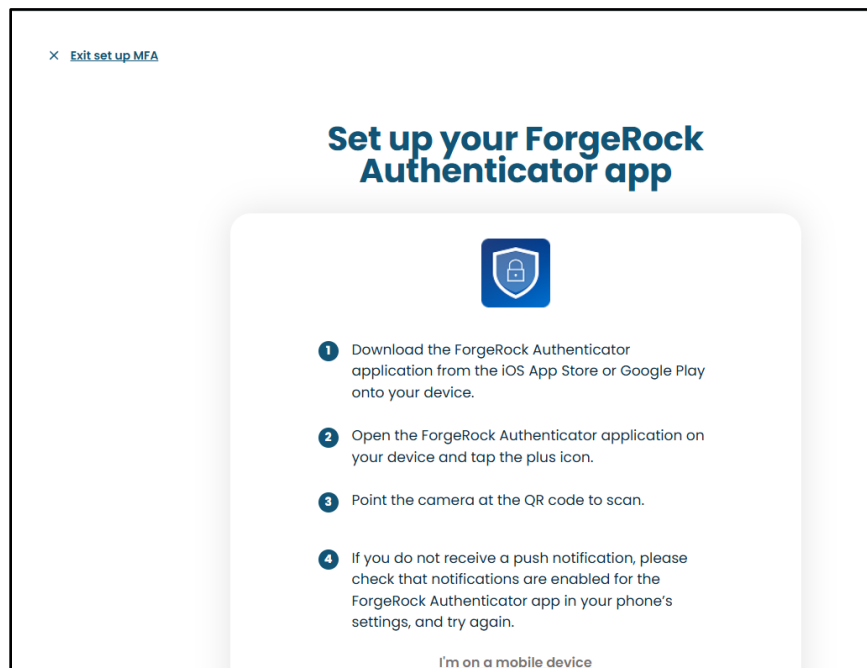
[Back](#) **Sign in**

[Forgot password](#)

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



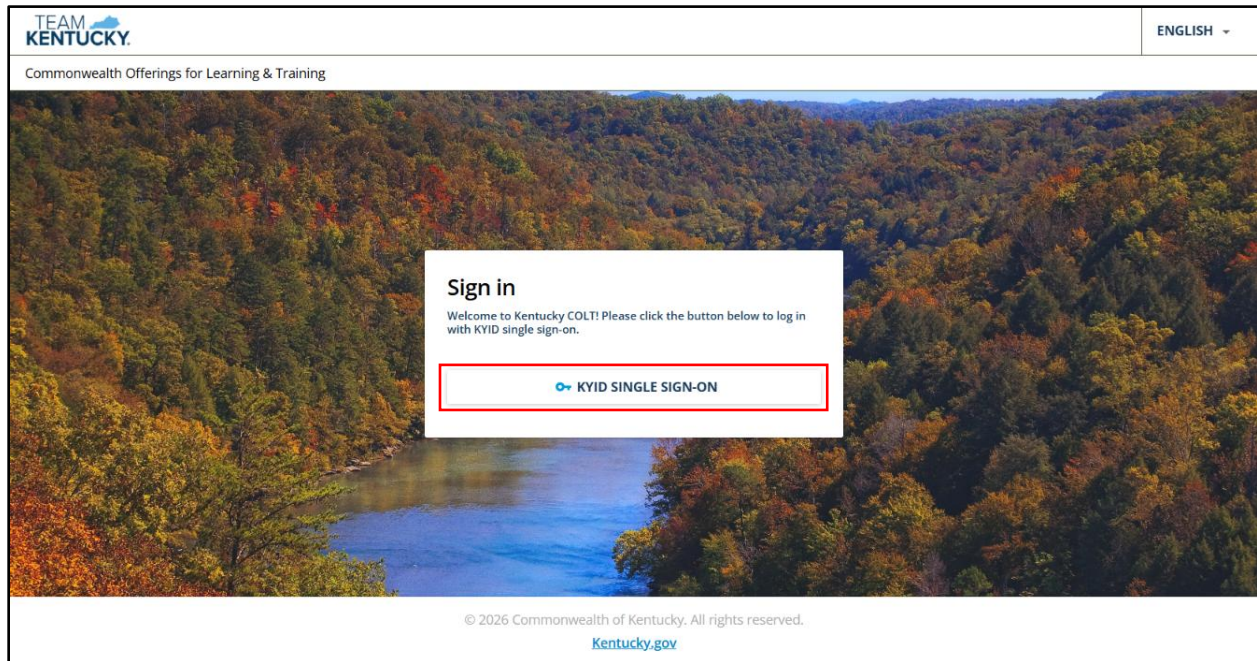
4. Follow the on-screen instructions to set up your selected MFA method.



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, PE users 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.

Default policy

You must read and agree to the privacy policy in order to proceed

I have read and accept the Commonwealth of Kentucky privacy and security policy located at <https://www.kentucky.gov/policies/Pages/default.aspx> and I understand the policy may be periodically updated at the same location.

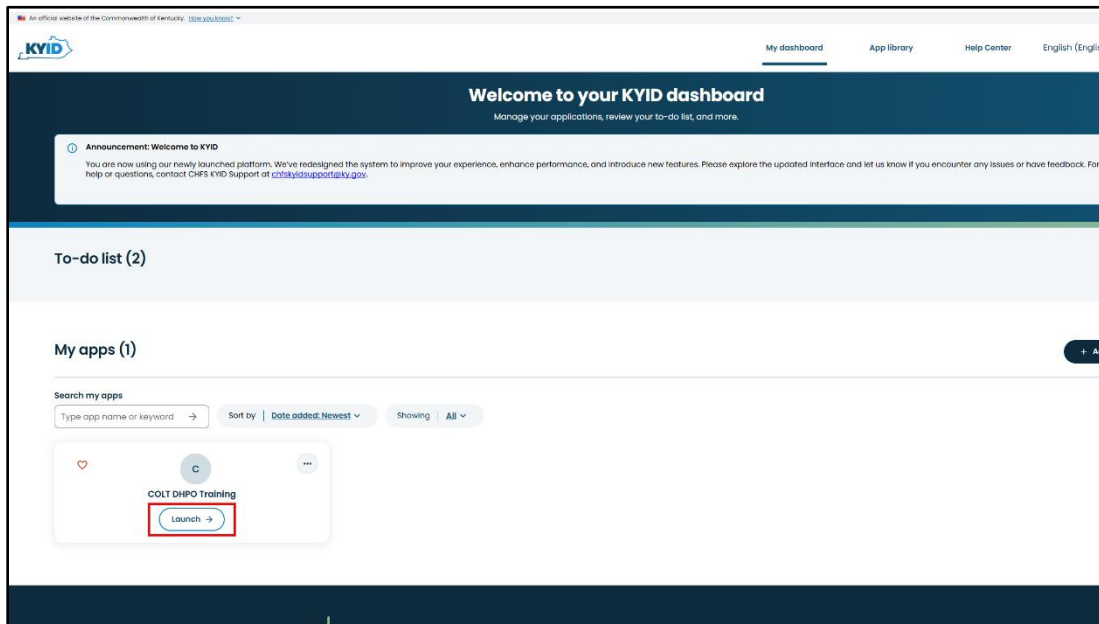
☐ I accept the terms of the privacy policy (required)

[I DON'T AGREE](#) [I AGREE](#)

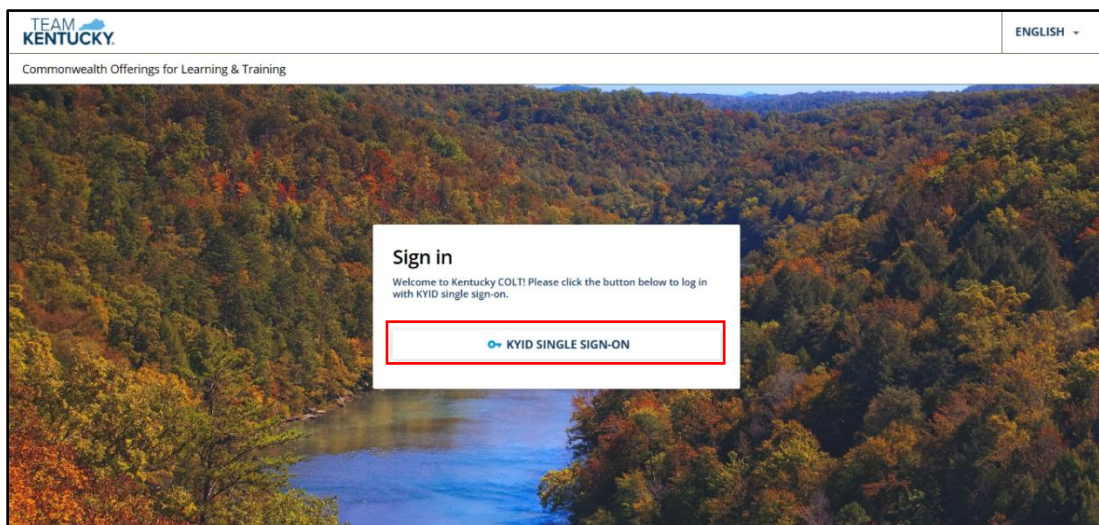
Access COLT LMS from KYID Dashboard

After KYID account creation and MFA setup are complete, PE users 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

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

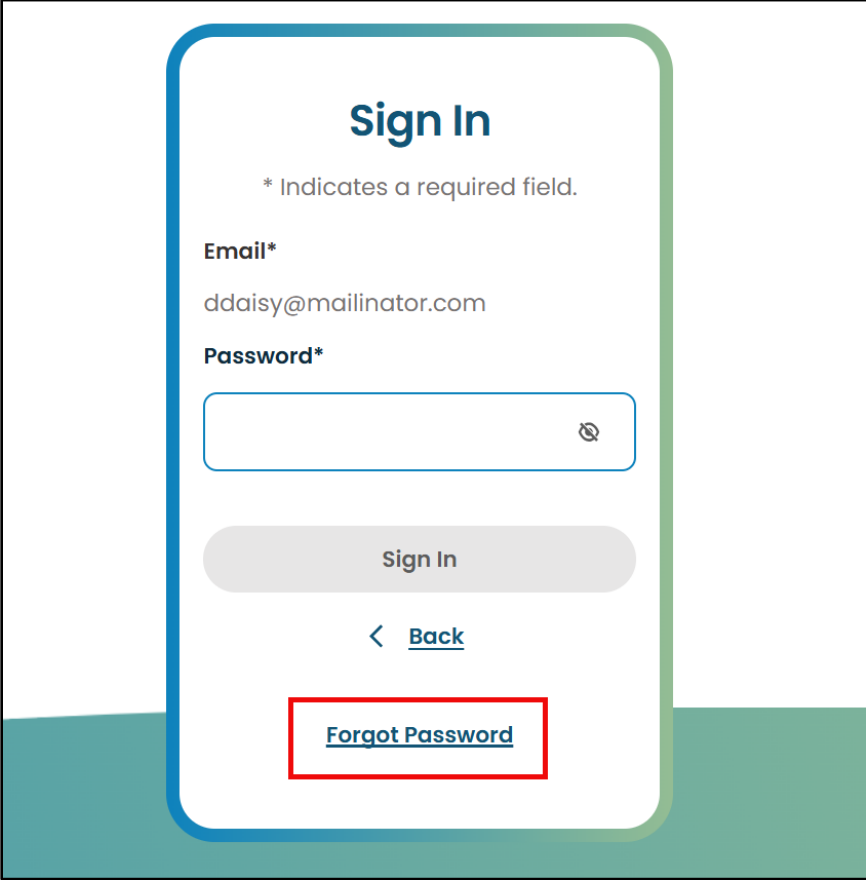
1. On the **KYID Sign In** screen, enter your **primary email address**, select the **I consent checkbox**, and then select **Next**.

The screenshot shows a 'Sign In' form with the following elements:

- Sign In** title
- * Indicates a required field.
- Email*** label above a text input field containing `ddaisy@mailinator.com`.
- A checkbox with a checkmark and the text **I consent to the [System Notice](#)**.
- A dark blue **Next** button.
- A [Forgot email](#) link below the button.

Red rectangular boxes highlight the email input field, the consent checkbox area, and the Next button.

2. Select **Forgot Password**.

A screenshot of a mobile application's 'Sign In' screen. The screen has a white background with a blue and green gradient at the bottom. The title 'Sign In' is at the top in blue. Below it is a note: '* Indicates a required field.' There are two input fields: 'Email*' with the text 'ddaisy@mailinator.com' and 'Password*' which is empty. A 'Sign In' button is below the fields. At the bottom, there is a '< Back' link and a 'Forgot Password' link, which is highlighted with a red rectangular box.

Sign In

* Indicates a required field.

Email*
ddaisy@mailinator.com

Password*

Sign In

< [Back](#)

[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**.



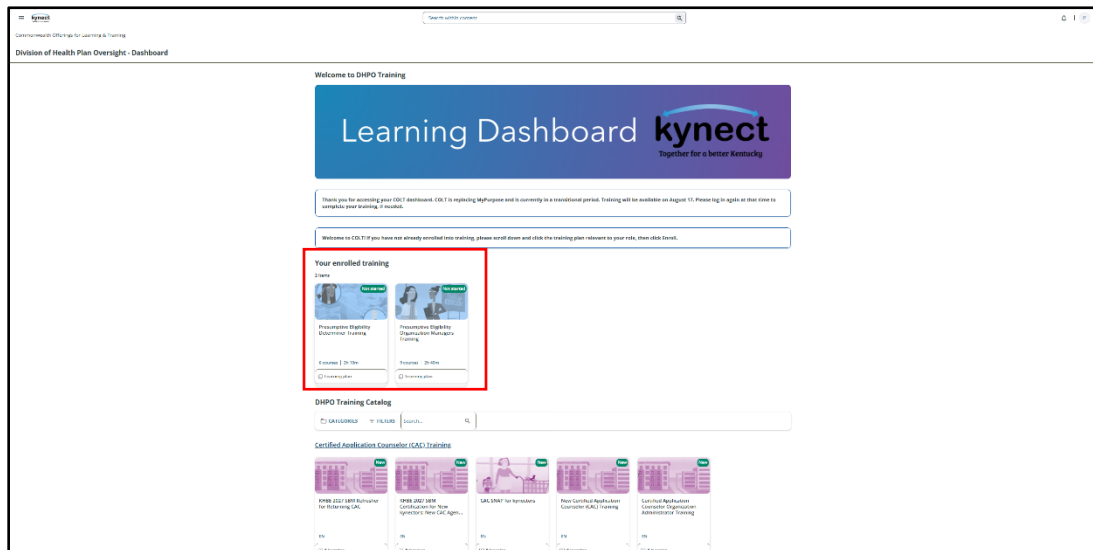
Please note: After selecting *Reset Password*, you must sign in to KYID using your primary email address and new password before you can access the COLT LMS from the KYID Dashboard.

COLT LMS Dashboard Navigation

After signing into the COLT LMS, PE users will see their Dashboard display. PE users 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.

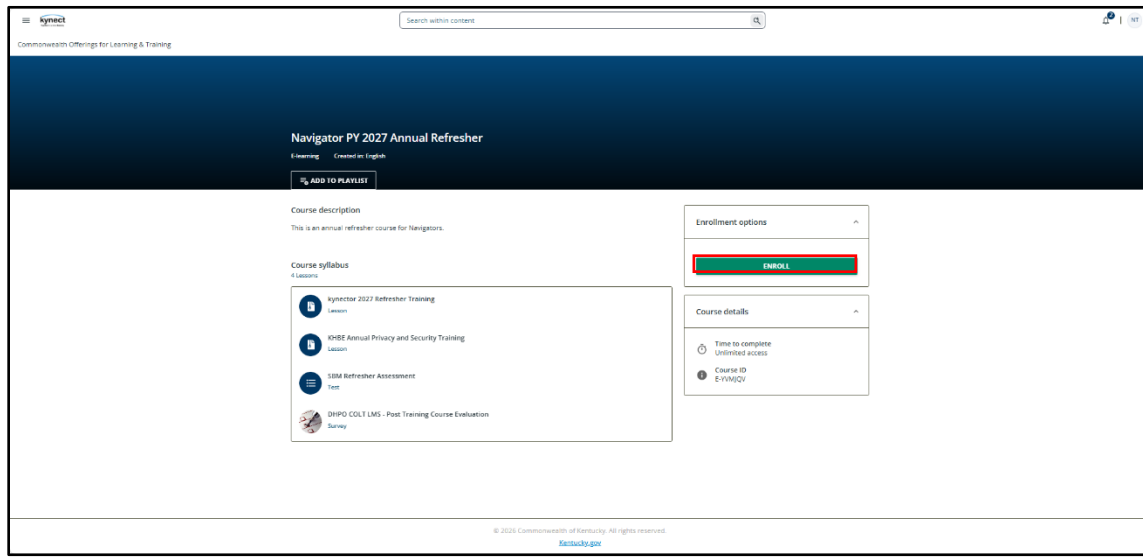
Your Enrolled Training

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

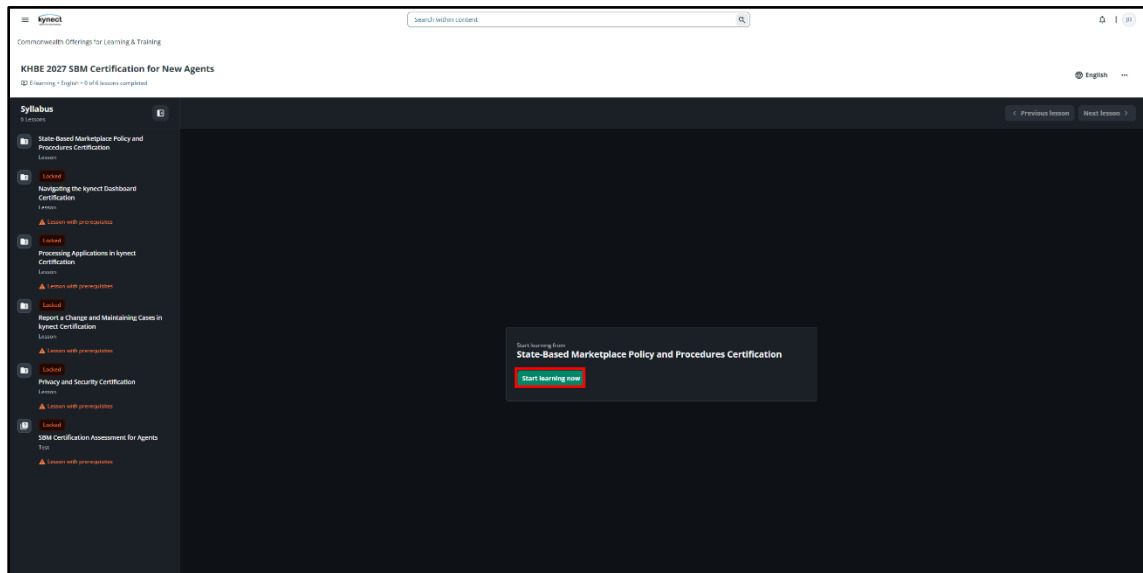


DHPO Training Catalog

1. If PE users 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**.



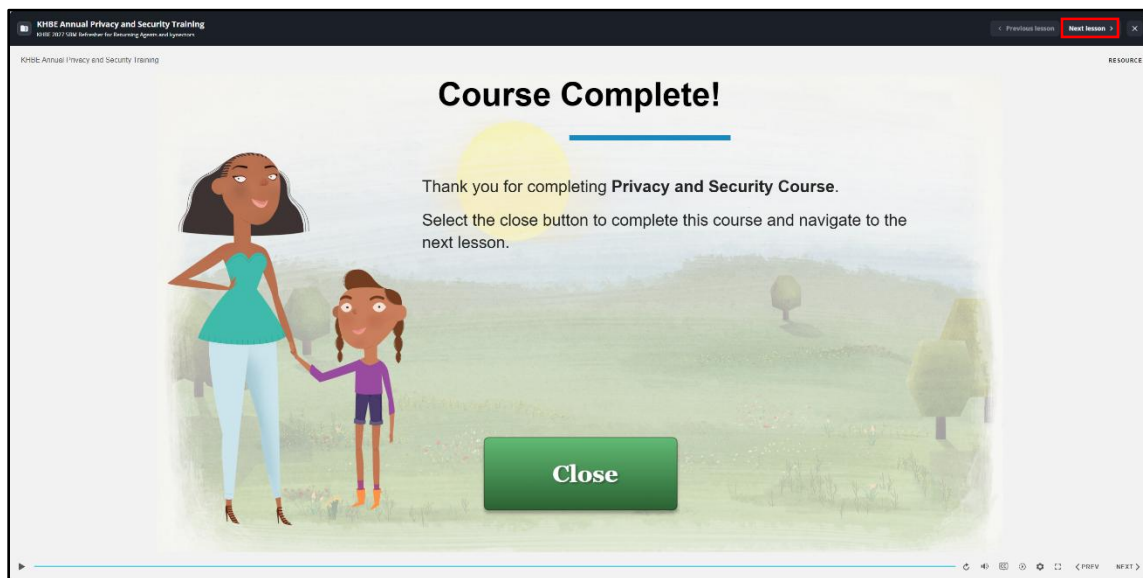
2. Select **Start Learning Now** to begin the course instruction.



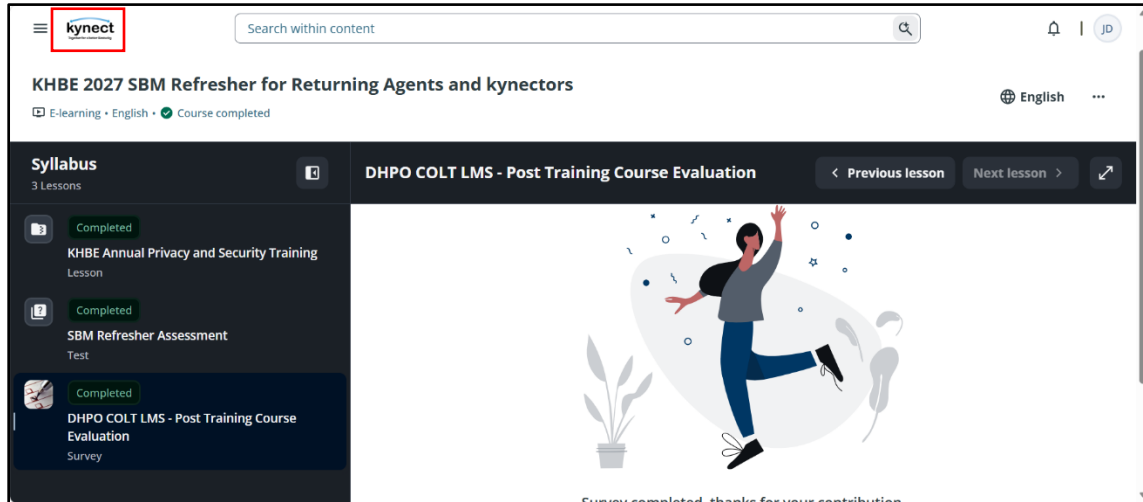


Please note: Course lesson(s) will display under the left-hand *Course Syllabus* section. Courses may be locked if sequential navigation is required. Select **Close Course Syllabus** to collapse the Course Syllabus, if desired.

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

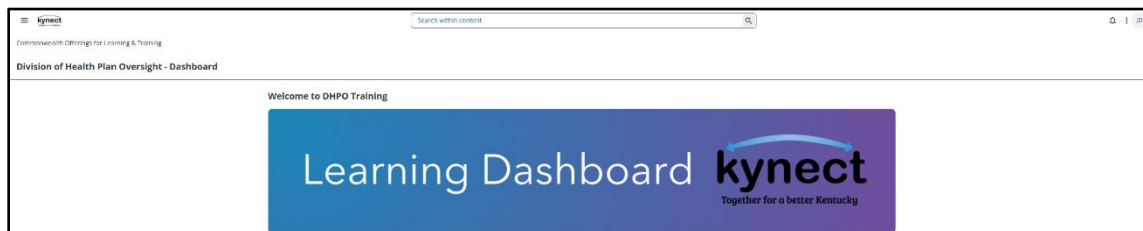


4. After completing all applicable lessons within the course, select **Collapse Lesson Preview** to exit the Course Player, then select the **kynect logo** to return to your Dashboard.

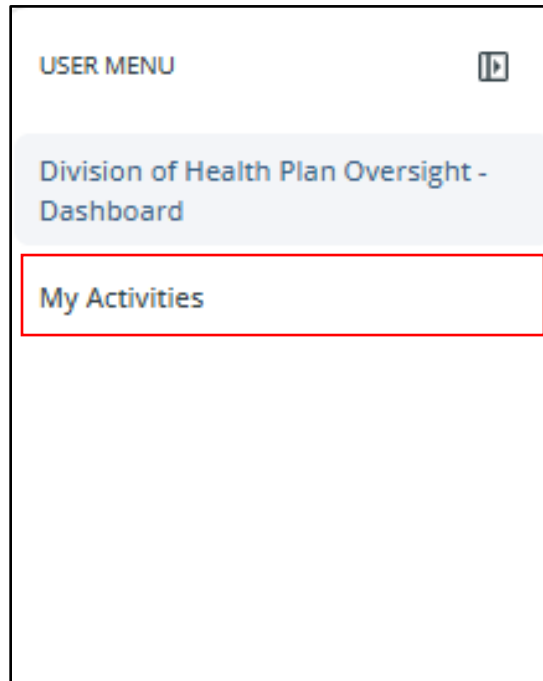


User Menu

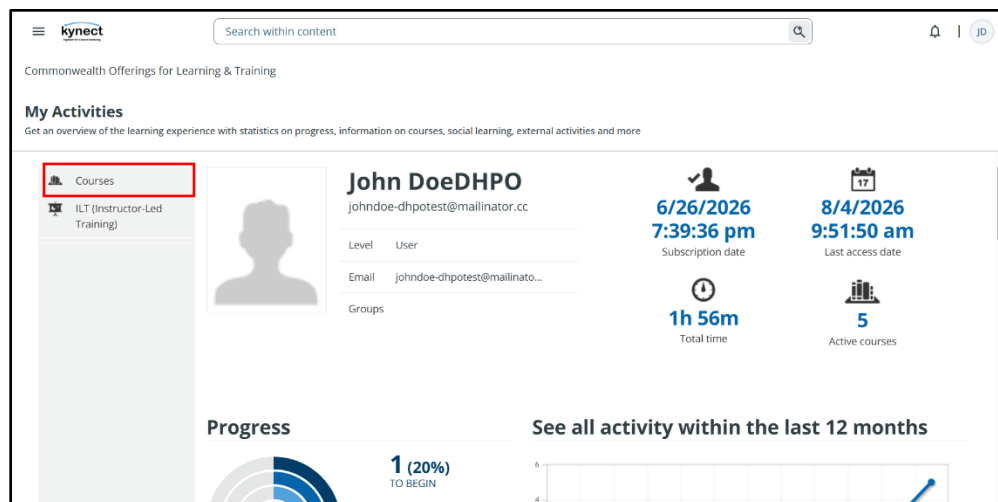
1. Select the **Hamburger Menu** located in the top-left of your Dashboard to access the *User Menu* section.



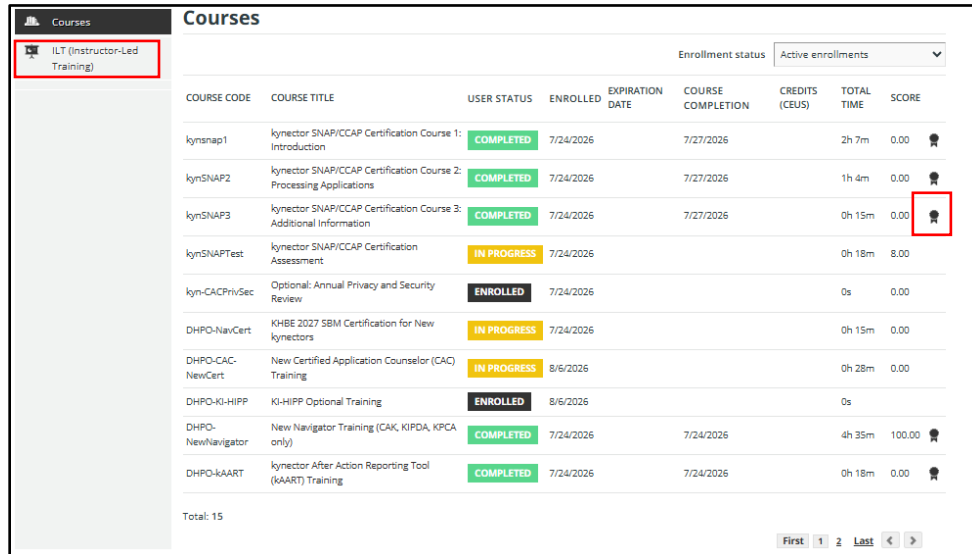
2. Select **My Activities** to view a snapshot of training activities.



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.



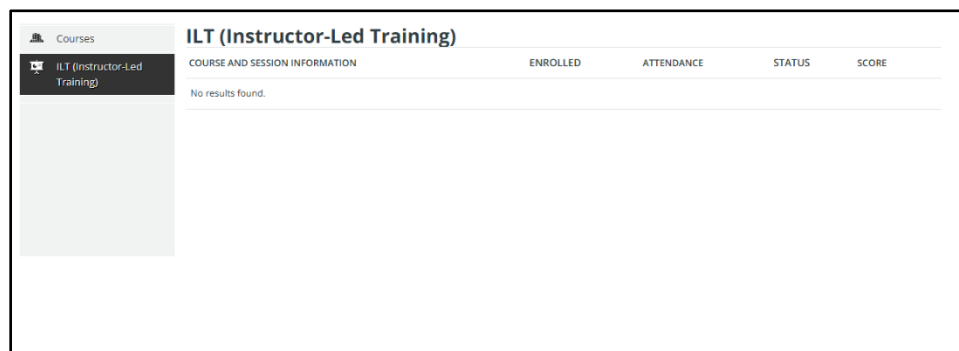
4. The **Courses** screen displays details related to a user's enrolled courses including *User Status*, *Enrolled Date*, *Expiration Date*, *Course Completion Date*, *Total Time*, and *Score*. Select the **Certificate** icon to download course certificates. The certificate will open in a new browser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



COURSE CODE	COURSE TITLE	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
kynsnap1	kyNECTOR SNAP/CCAP Certification Course 1: Introduction	COMPLETED	7/24/2026		7/27/2026	2h 7m	0.00	
kynSNAP2	kyNECTOR SNAP/CCAP Certification Course 2: Processing Applications	COMPLETED	7/24/2026		7/27/2026	1h 4m	0.00	
kynSNAP3	kyNECTOR SNAP/CCAP Certification Course 3: Additional Information	COMPLETED	7/24/2026		7/27/2026	0h 15m	0.00	
kynSNAPTest	kyNECTOR SNAP/CCAP Certification Assessment	IN PROGRESS	7/24/2026			0h 18m	8.00	
kyn-CACPrivSec	Optional: Annual Privacy and Security Review	ENROLLED	7/24/2026			0s	0.00	
DHPO-NavCert	KHBE 2027 SBM Certification for New kyNECTORS	IN PROGRESS	7/24/2026			0h 15m	0.00	
DHPO-CAC-NewCert	New Certified Application Counselor (CAC) Training	IN PROGRESS	8/6/2026			0h 28m	0.00	
DHPO-KI-HIPP	KI-HIPP Optional Training	ENROLLED	8/6/2026			0s		
DHPO-NewNavigator	New Navigator Training (CAK, KIPDA, KPCA only)	COMPLETED	7/24/2026		7/24/2026	4h 35m	100.00	
DHPO-kAART	kyNECTOR After Action Reporting Tool (kAART) Training	COMPLETED	7/24/2026		7/24/2026	0h 18m	0.00	

Total: 15

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.



COURSE AND SESSION INFORMATION	ENROLLED	ATTENDANCE	STATUS	SCORE
No results found.				

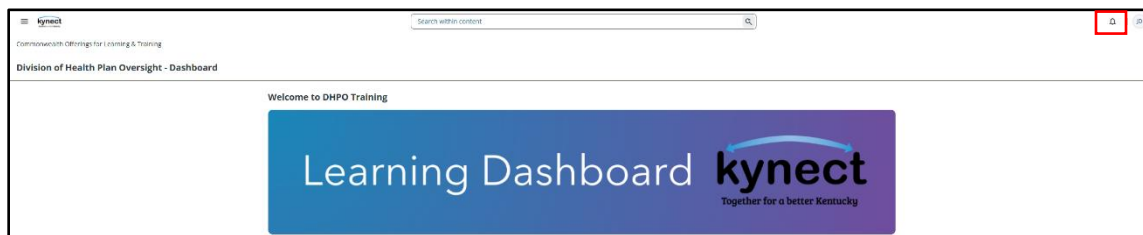


Please note: KHBE does not currently have any assigned ILT courses.

Notifications

Notifications help PE users stay informed on training-related updates.

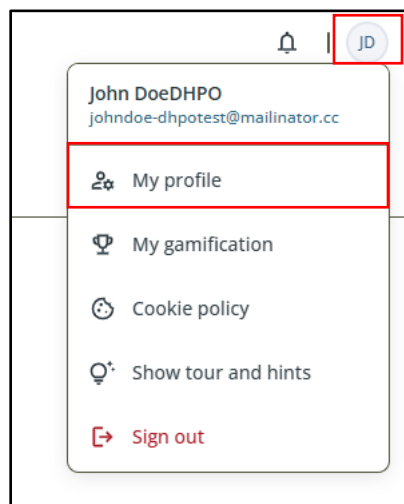
1. Select the **Bell Icon** in the top-right corner to view recent system notifications.
When selected, the *Notifications Panel* opens on the right side of any COLT LMS screen. PE users may view all notifications, filter unread notifications, or mark all notifications as read.



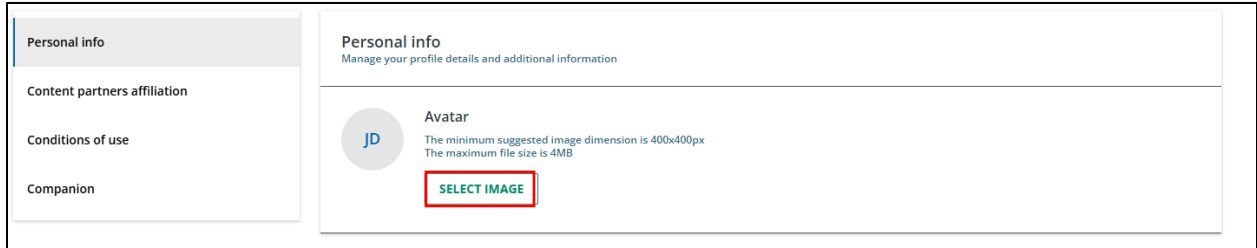
My Profile

The *My Profile* section is where PE users 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.

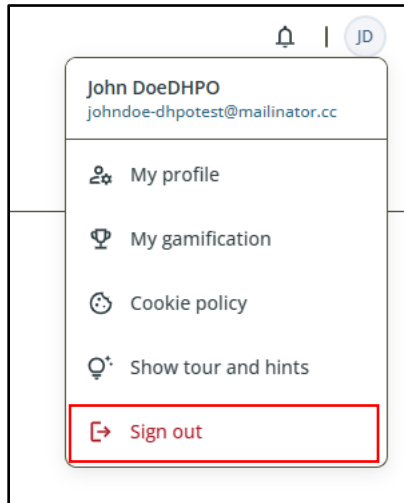


The screenshot shows the 'Personal info' section of the COLT LMS interface. On the left is a sidebar with links: 'Personal info', 'Content partners affiliation', 'Conditions of use', and 'Companion'. The main area is titled 'Personal info' with the subtitle 'Manage your profile details and additional information'. It features an 'Avatar' section with a circular placeholder containing 'JD'. Below the placeholder, text states: 'The minimum suggested image dimension is 400x400px' and 'The maximum file size is 4MB'. A red rectangular box highlights the 'SELECT IMAGE' button.



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.



The screenshot shows a user profile dropdown menu. At the top, it displays the user's name 'John DoeDHPO' and email 'johndoe-dhpotest@mailinator.cc'. Below this are four menu items: 'My profile', 'My gamification', 'Cookie policy', and 'Show tour and hints'. At the bottom of the menu, a red rectangular box highlights the 'Sign out' option, which is accompanied by a red arrow icon.