

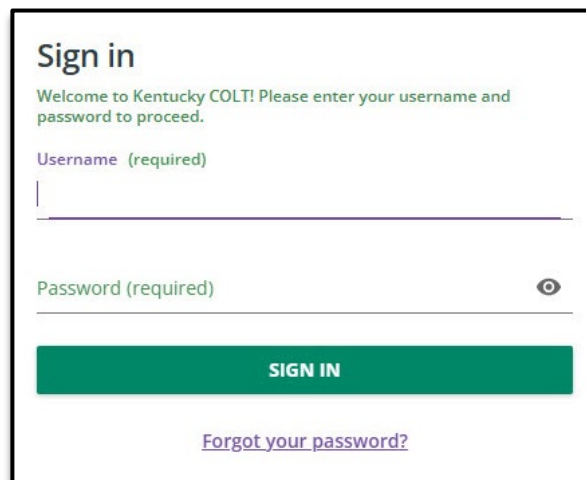
Presumptive Eligibility Certification Training Basic Navigation Quick Reference Guide (QRG)

The kynect DHPO Training Platform, also known as Commonwealth Offerings for Learning and Training (COLT), provides various training resources. This QRG provides instruction on how to access COLT and basic navigation to complete the Presumptive Eligibility Certification Training.

Sign In to COLT

To access COLT, navigate to colt.ky.gov/dhpo. If you have already registered or accessed COLT before, enter your **Username** (which is your email address) and **Password**, then click **Sign In**.

If this is your first time logging in, your temporary password is `docebo2025`. Once logged in, you will be prompted to create a new password.



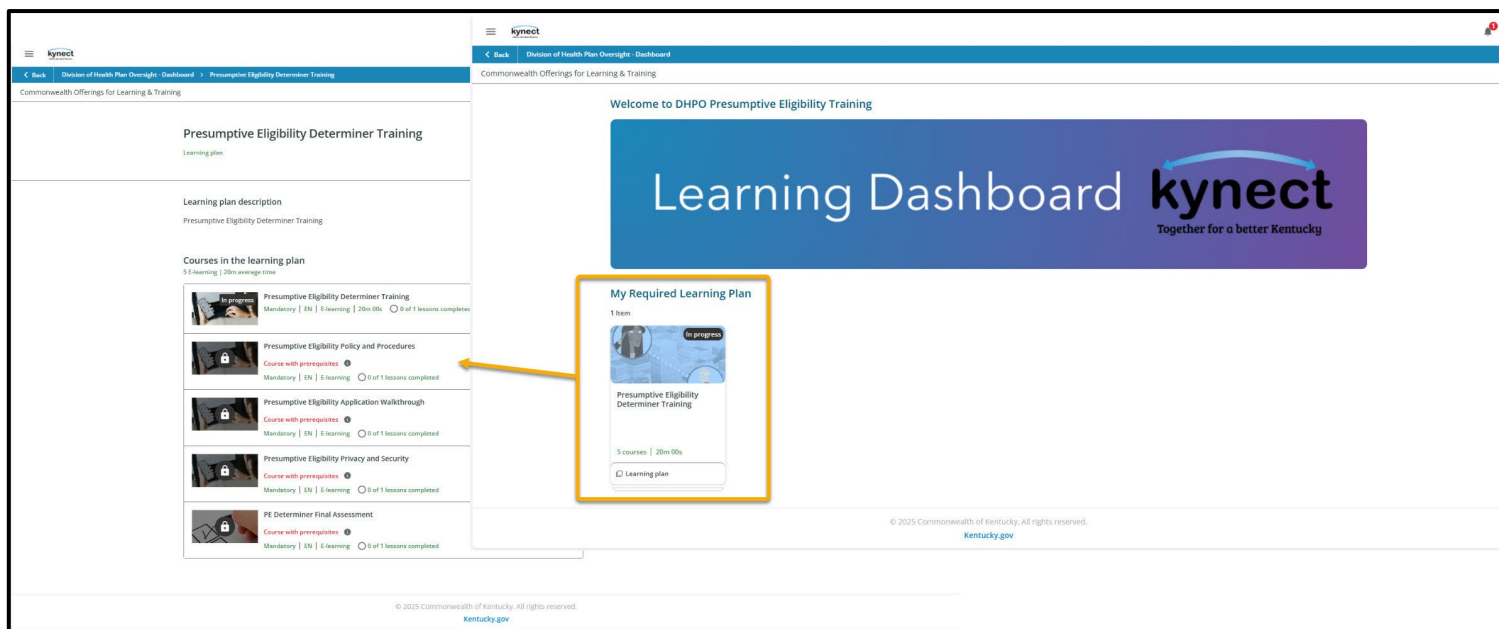
The image shows a 'Sign in' form with the following elements:

- Header: **Sign in**
- Welcome message: Welcome to Kentucky COLT! Please enter your username and password to proceed.
- Username field: Username (required) with a text input box.
- Password field: Password (required) with a text input box and an eye icon for toggling visibility.
- Sign In button: A large green button labeled **SIGN IN**.
- Forgot password link: [Forgot your password?](#)

Home Dashboard

After you sign into COLT, the **Home Dashboard** displays. The **Home Dashboard** screen provides quick access to your certification training. Click the **training thumbnail** in the *My Required Learning* section to navigate to the **Certification Training** screen.

The certification training consists of three (3) or four (4) modules, depending on your role, and a final assessment. You must complete all modules in order. If you need to stop the training at any point, your progress will be saved.



The screenshot shows the 'Home Dashboard' for 'Presumptive Eligibility Determiner Training'. The dashboard includes:

- Header: **Welcome to DHPO Presumptive Eligibility Training** and **Learning Dashboard kynect** logo.
- Left sidebar: **Presumptive Eligibility Determiner Training** learning plan details, including a description and a list of courses in the learning plan.
- Right main area: **My Required Learning Plan** section with 1 item: **Presumptive Eligibility Determiner Training**. It shows 5 courses, 20m 00s duration, and a learning plan icon. An orange arrow points from this item to the course list in the sidebar.
- Footer: © 2025 Commonwealth of Kentucky. All rights reserved. Kentucky.gov

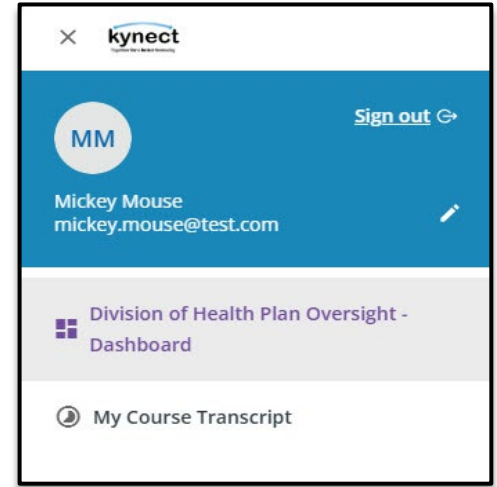
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Menu

Click the **menu icon** (☰) in the top left-hand corner of the screen to view the **My Course Transcript** which contains:

- Your assigned trainings
- A hyperlink to your training certificate (if you have completed the training)
- Detailed information on your courses

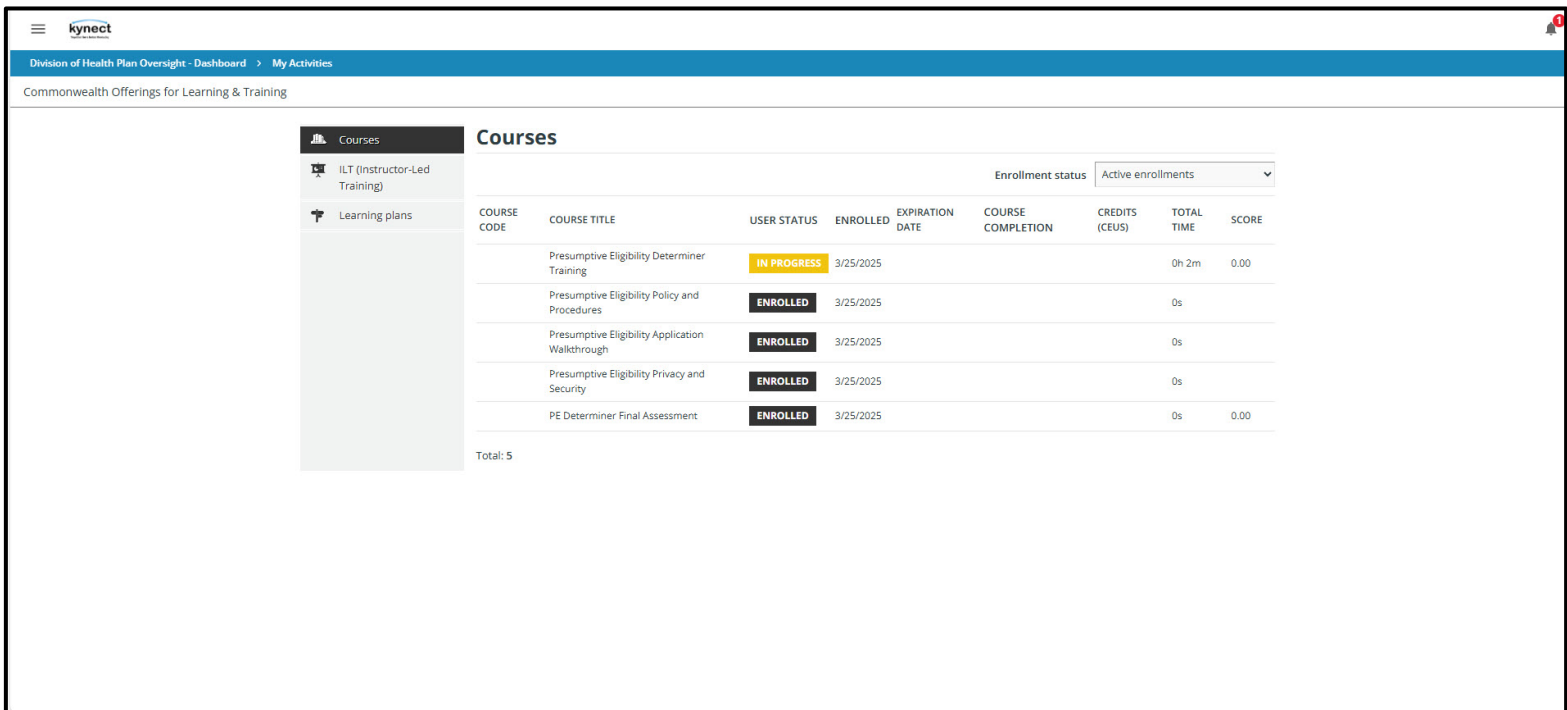
From the menu icon (☰), you can also click the **edit pencil** to update your profile or click **Sign out** to sign out of COLT.



My Course Transcript: Courses Screen

Click **Courses** in the left-hand navigation panel to navigate to the **Courses** screen, where you can view the courses that you are assigned. This screen includes:

- Course Title
- User Status
- Enrolled Date
- Expiration Date
- Course Completion
- Credits [Continuing Education Units (CEUS)]
- Total Time
- Final Assessment Score



The screenshot shows the 'My Course Transcript: Courses Screen'. At the top left is the Kynect logo and a menu icon. Below that is a blue header with the text 'Division of Health Plan Oversight - Dashboard > My Activities'. Below the header is a sub-header 'Commonwealth Offerings for Learning & Training'. On the left is a navigation panel with 'Courses' selected. The main content area is titled 'Courses' and features a table with columns: COURSE CODE, COURSE TITLE, USER STATUS, ENROLLED, EXPIRATION DATE, COURSE COMPLETION, CREDITS (CEUS), TOTAL TIME, and SCORE. The table contains five rows of course data. The first row is 'IN PROGRESS', and the others are 'ENROLLED'. A 'Total: 5' is shown at the bottom left of the table area.

COURSE CODE	COURSE TITLE	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
	Presumptive Eligibility Determiner Training	IN PROGRESS	3/25/2025				0h 2m	0.00
	Presumptive Eligibility Policy and Procedures	ENROLLED	3/25/2025				0s	
	Presumptive Eligibility Application Walkthrough	ENROLLED	3/25/2025				0s	
	Presumptive Eligibility Privacy and Security	ENROLLED	3/25/2025				0s	
	PE Determiner Final Assessment	ENROLLED	3/25/2025				0s	0.00

Total: 5

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My Course Transcript: Learning Plans Screen

Click **Learning Plans** in the left-hand navigation panel to navigate to the **Learning Plans** screen, where you can view your assigned certification training plan based on your role. Learning Plans includes:

- Name of the training
- Total number of courses within the plan
- Your progress as a percentage

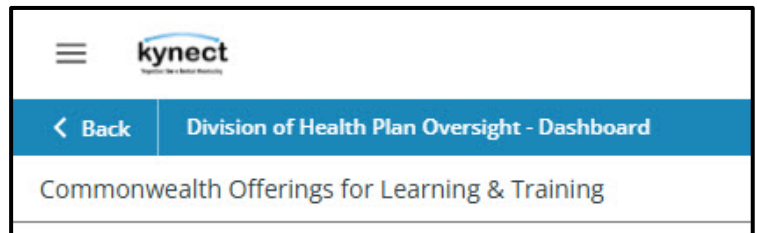
Click the **medal icon** (🏆) to access your training certificate if you have completed the training and passed the final assessment. You can also access the Courses tab through the My Progress and Certificate screens.

CODE	NAME	NUMBER OF COURSES	PROGRESS
dhpo-LP1	Presumptive Eligibility Determiner Training	5	100%

Total: 1

Home Dashboard Navigation

To navigate back to the **Home Dashboard**, click **Division of Health Plan Oversight - Dashboard** in the breadcrumbs at the top of the screen, or click the **kynect logo**. These options are available on every screen throughout COLT.



Notifications

Click the **bell icon** in the upper right-hand of the screen to view your certification training notifications. This displays your most recent notifications. Click **View Full Notifications Page** to view all notifications.

On the **Notifications** screen, you can filter to view only your unread notifications by checking the **Show only unread notifications** checkbox, or you can click **Mark all as read** to mark all notifications as read.

