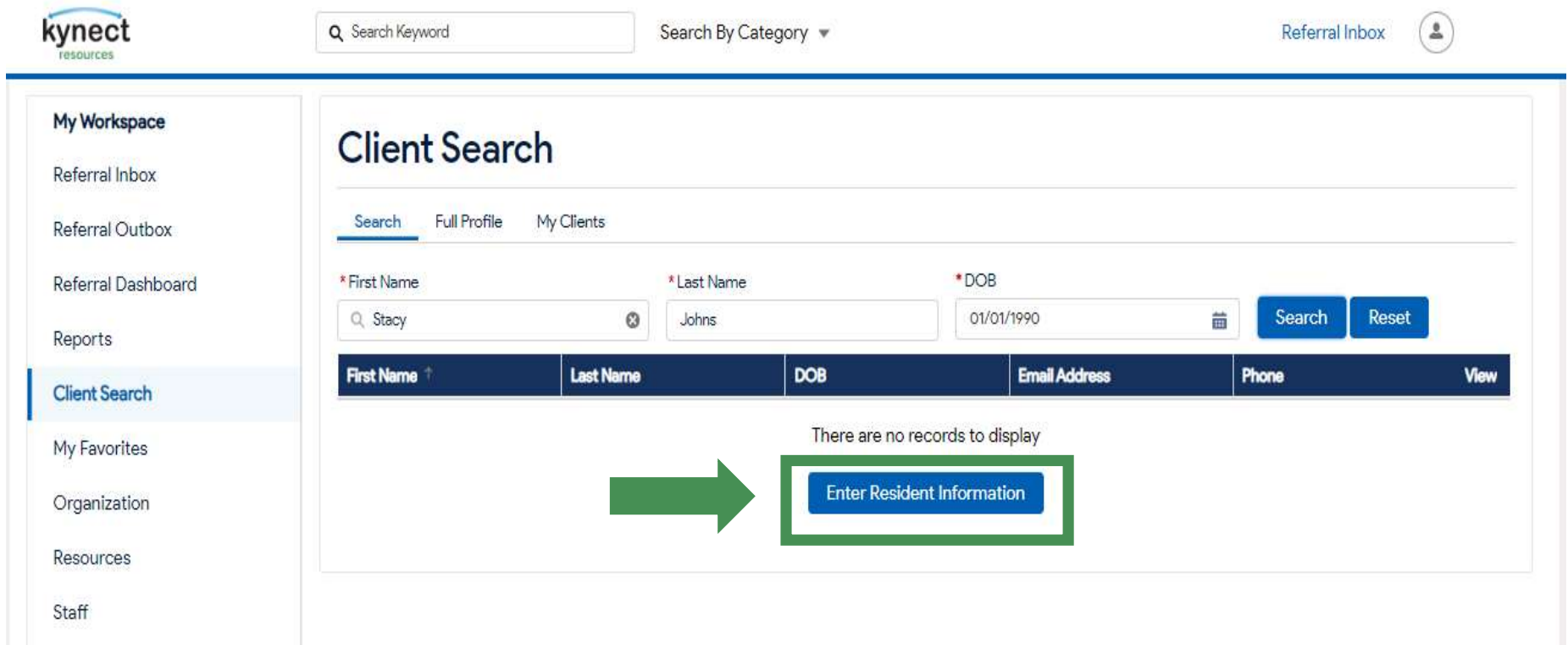




## Quick Look at **Adding Resident Record**

Use this Quick Look Guide to learn how to invite Residents to create a Kentucky Online Gateway account **kynect resources**

**On the Client Search screen, search for Resident. If no record is found, Click Enter Resident Information**



The screenshot shows the 'Client Search' interface. On the left is a navigation sidebar with 'Client Search' highlighted. The main content area has a search form with fields for 'First Name' (containing 'Stacy'), 'Last Name' (containing 'Johns'), and 'DOB' (containing '01/01/1990'). Below the form is a table with columns: 'First Name', 'Last Name', 'DOB', 'Email Address', 'Phone', and 'View'. The table is empty, and a message 'There are no records to display' is shown. A green arrow points to a blue button labeled 'Enter Resident Information' which is highlighted with a green border.

My Workspace  
Referral Inbox  
Referral Outbox  
Referral Dashboard  
Reports  
**Client Search**  
My Favorites  
Organization  
Resources  
Staff

Q Search Keyword Search By Category Referral Inbox

### Client Search

Search Full Profile My Clients

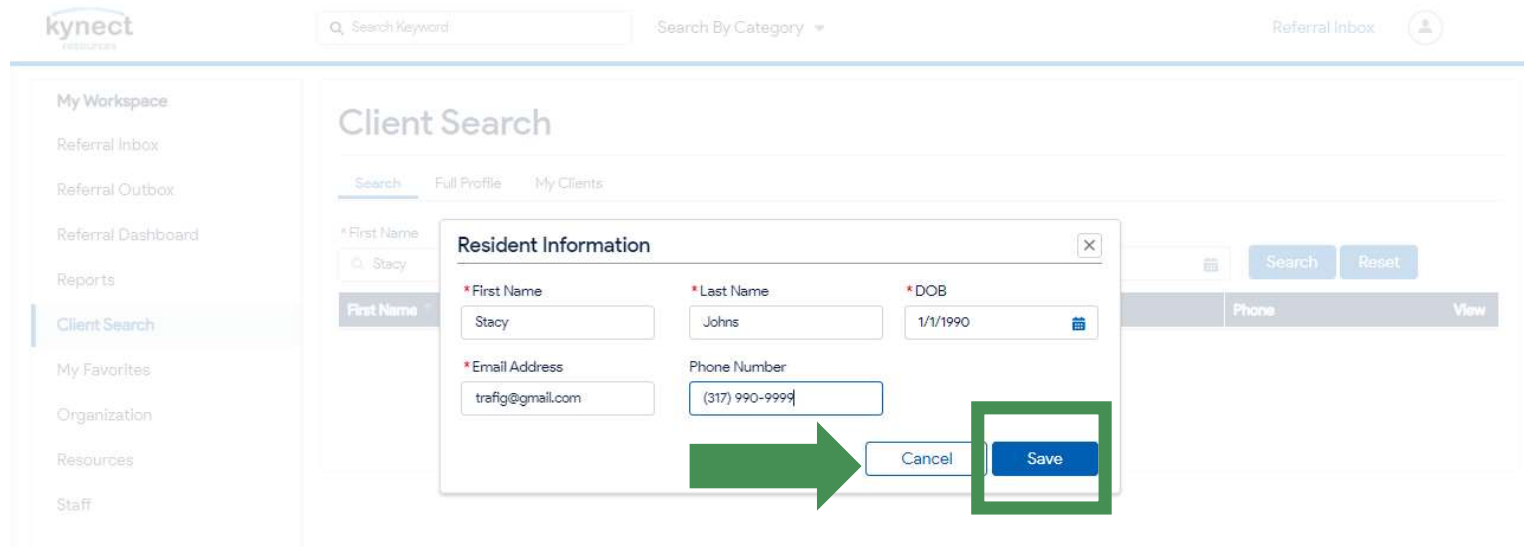
\*First Name \*Last Name \*DOB

Q Stacy Johns 01/01/1990 Search Reset

First Name ↑	Last Name	DOB	Email Address	Phone	View
There are no records to display					

Enter Resident Information

**On the Resident Information Screen, enter Resident contact information, then click Save.**



The screenshot shows the 'Client Search' interface. A modal window titled 'Resident Information' is open, containing the following fields:

*First Name	*Last Name	*DOB
Stacy	Johns	1/1/1990
*Email Address	Phone Number	
trafig@gmail.com	(317) 990-9999	

At the bottom of the modal, there are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button, which is also highlighted with a green box. The background shows a search bar with 'Stacy' entered and a 'Search' button.

The **kynect resources** system will generate an email request to that resident to create a KOG account. [Click here for KOG Creation Steps PDF.](#)



## Thank you

For additional support, please use the Help section in **kynect resources** or email [kynectresources@ky.gov](mailto:kynectresources@ky.gov)