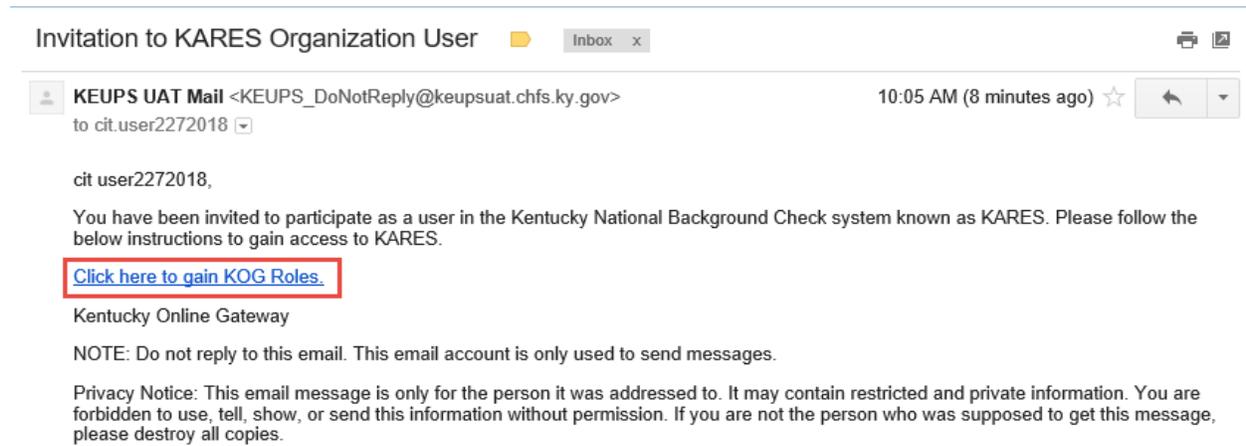


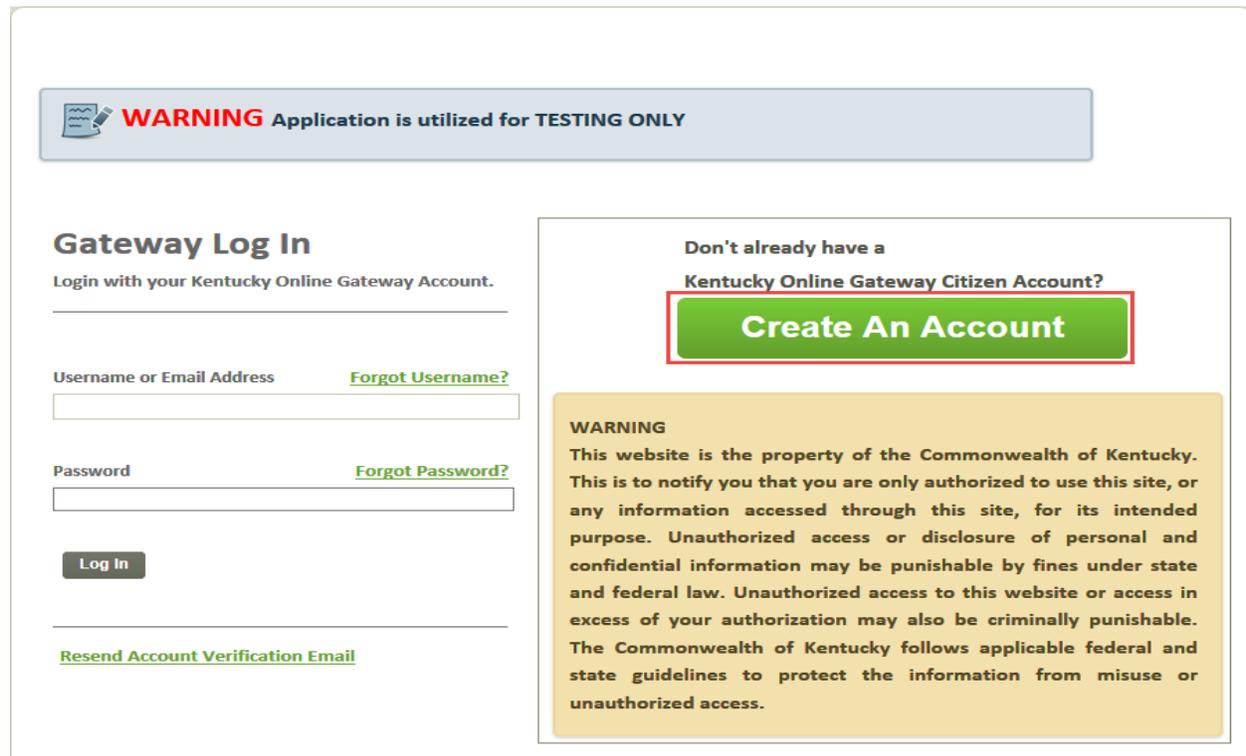
KOG Onboarding for KARES Users

If the user receives an email invite from **KARES Application**, the user needs to click on the link provided by KOG to complete the process.

Click on the link within the email.



Once user clicks on the link, it will redirect the user to KOG landing page where he/she needs to create an account by clicking on “**Create an Account**” tab.



Once the user clicks on the **Create an Account** Tab. User will be directed to the **Kentucky Online Gateway Create Account** screen, where he can enter all his information (for which he has been invited) and then click **Submit**. All the required fields indicated with an asterisk * are mandatory.

Please complete your Kentucky Online Gateway Profile

Please fill out the form below and click Submit when finished.

All fields with * are required.

* First Name	<input type="text" value="cit"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="user2272018"/>
* Username	<input type="text" value="cit.user2272018"/>
* Password	<input type="password" value="••••••"/>
* Verify Password	<input type="password" value="••••••"/>
* E-Mail Address	<input type="text" value="cit.user2272018@keups.net"/>
* Verify E-Mail Address	<input type="text" value="cit.user2272018@keups.net"/>
Mobile Phone	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Kentucky"/>
Zip Code	<input type="text"/>
Language Preference	<input type="text" value="English"/>

Question	<input type="text" value="In what city were you born? (Enter full name of city only)"/>
* Answer	<input type="text" value="Apple"/>
Question	<input type="text" value="What was the name of your first pet?"/>
* Answer	<input type="text" value="Apple"/>

Your username will appear as "first.last" but you may change it. If the username already exists, you will receive an error.

New Users Enter the email address you have been invited to.

Select two questions from the drop down lists, and provide your answers. Please remember the answers to these security questions for future account management.

A success message is displayed if valid personal information was submitted. An email from KOG_DoNotReply@ky.gov is automatically sent to the email address provided. If an email is **not** received, click on the link.

Please complete your Kentucky Online Gateway Profile

Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account.

[If no email was received click here.](#)

Access your email account and click on the activation link in the **Account Verification** email.

ACCOUNT VERIFICATION - UAT

Inbox x



KEUPS UAT Mail <KEUPS_DoNotReply@keupsuat.chfs.ky.gov>
to cit.user2272018

10:21 AM (0 minutes ago) ☆

cit user2272018 (cit.user2272018),

This email is to help you complete the last step of account set-up. Your new account Username is:

cit.user2272018

Click on the below link now to activate your account.

<https://koguut.chfs.ky.gov/public/fwlink/?linkid=9ff1a72b-8f0a-4ef2-bfea-939f3c616b16>

After you have entered your security answers, you may [click here](#) to sign in.

[Click here for Help Desk contact information](#)
Kentucky Online Gateway

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 use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Once the user clicks on the link it will redirect him to the **Validate New Account** screen, where you will be prompted to answer the two security questions using the same input for these questions as you entered in the **KOG Create Account**. Click **Verify Account**.

Validate New Account

To verify your identity, please answer the following security question(s).

Question In what city were you born? (Enter full name of city only)

* Answer

Question What was the name of your first pet?

* Answer

[Verify Account](#)

If valid answers to the security questions were submitted, a success message is displayed indicating that you have completed the first step. Click on the [Continue to Logon](#) link to proceed.

Validate New Account

You have successfully completed Step 1 of the account creation process.

Please login to complete the remaining steps in order to gain access to the application

[Continue to Logon](#)

User will be redirected to the **KOG External Gateway Log In** screen. (You may want to save the URL to your Favorites.) Enter your username and password and click **Log In**

 **WARNING** Application is utilized for TESTING ONLY

Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address [Forgot Username?](#)

Password [Forgot Password?](#)

[Resend Account Verification Email](#)

Don't already have a
Kentucky Online Gateway Citizen Account?

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Once the user clicks on **Log In**, it will redirect user to KOG Page where user can access the role for which he has been invited to.

cit user2272018, Welcome to Kentucky Online Gateway

Your Applications

These are the applications you have been granted access to. Need to access a different application? [Request access here](#).

Application Name
<input type="button" value="KARES"/> Fingerprint based background checks for job applicants

> [Request Access to another application.](#)