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 were 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.

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.

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

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**.

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.
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

cit.user2272018@keups.net

Password

[Forgot Username?]

---

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

[Create An 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].

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KARES</strong></td>
<td>Fingerprint based background checks for job applicants</td>
</tr>
</tbody>
</table>

> Request Access to another application.