Commonwealth Offerings for
Learning & Training (COLT) TRIS

TEAM KENTUCKY®

CABINET FOR HEALTH AND FAMILY SERVICES

COLT TRIS – KYID Single Sign-On (SSO) and COLT TRIS Account Creation Quick Reference Guide (QRG)

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Pro Tips for Accessing COLT TRIS: If needed:

Clear your browser data. On your keyboard press: Ctrl or Command (for Mac users) + Shift + Delete. Select Cookies and other site data and Cached images and files. Then select Delete from this device.

Or open a private or incognito window. On your keyboard press: Chrome or Edge: Ctrl + Shift + N | Mac users: Command + Shift + N

If COLT TRIS still does not load or function as expected, contact the appropriate Help Desk.

Disclaimer: The screenshots in this document were taken from a testing environment and are provided for reference only. They should not be considered the source of truth for the COLT TRIS production system.

Access COLT TRIS: Get Started with KYID

KYID, formerly known as the Kentucky Online Gateway (KOG), provides one username and password for Single Sign-On (SSO) access to Kentucky digital platforms, including COLT TRIS. All COLT TRIS Learners must have a KYID account to sign in.

Please note: In KY TRIS, individuals were called Users. In COLT TRIS, they are called Learners.

This guide applies to External Users. **External Users** are COLT TRIS Learners without a ky.gov email address, including FAP Learners (Foster Parents) and ECE Learners (Child Care Providers, Training Agencies, Child Care Aware Coaches, Employer Contacts), among others.

This guide covers three (3) steps. Follow the section that matches where you are:

- **Create or Access Your COLT TRIS Account:** For Learners who have not yet accessed COLT TRIS, including new Learners and those who previously used KY TRIS.
- **Remote Identity Proofing (RIDP):** for Learners who need to verify their identity in KYID.
- **Sign-In to COLT TRIS:** for Learners who have already completed the steps above and want to access their account.

Create or Access Your COLT TRIS Account

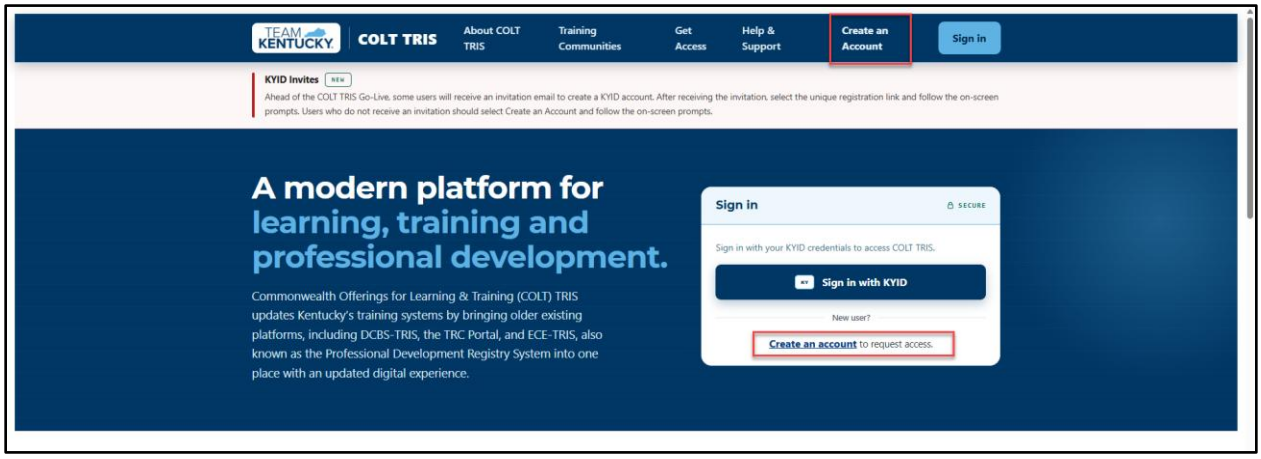
This section is for Learners who have not yet accessed COLT TRIS, including both new Learners and those who previously used KY TRIS.

To create a COLT TRIS account, Learners first complete account verification and then follow the on-screen instructions to set up their account. Learners must create a KYID account to access COLT TRIS, or link their COLT TRIS account to a previously set up KYID account.

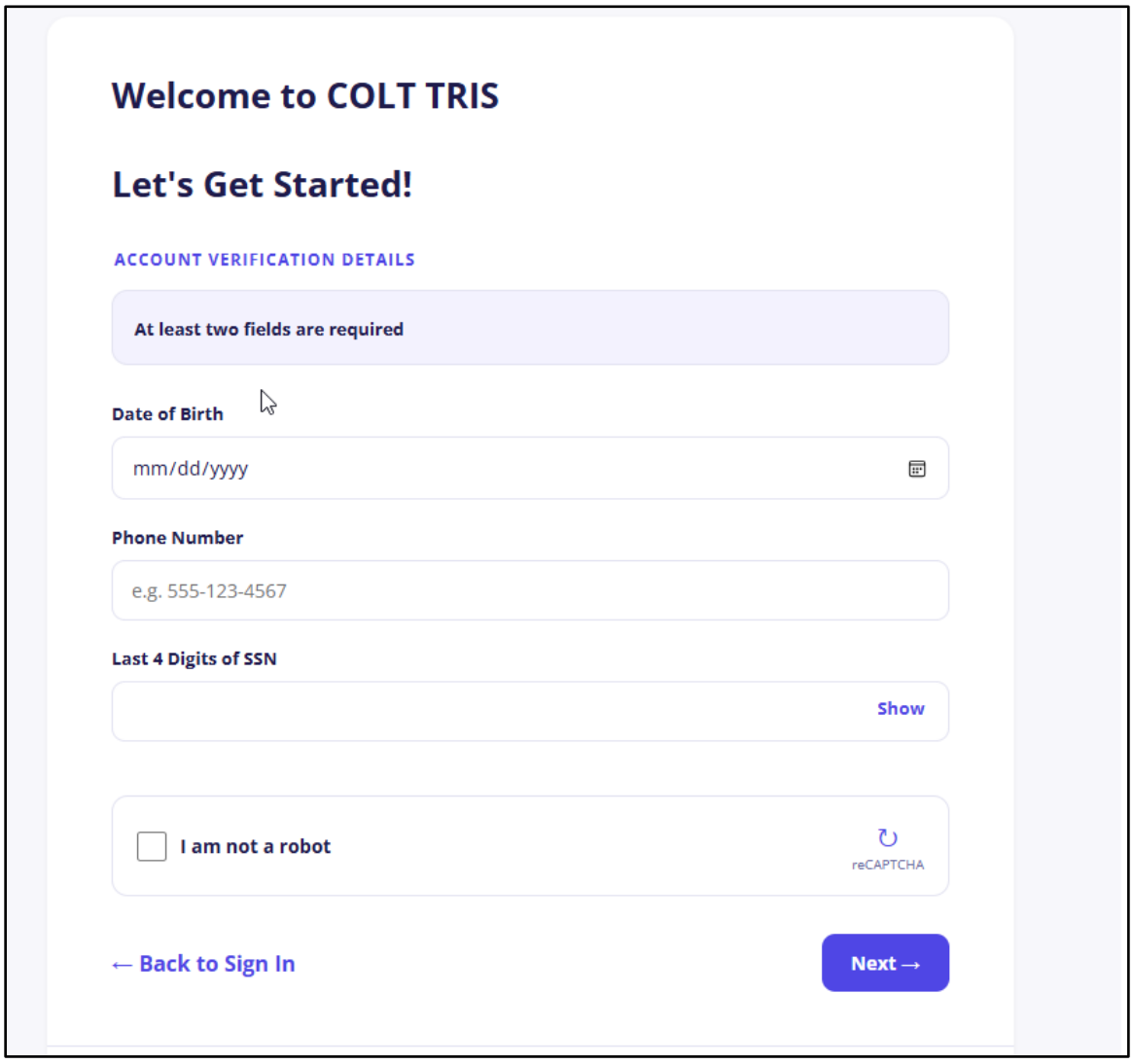
Account Verification

Account verification checks whether a Learner already has a KY TRIS account. To complete it, the Learner provides their choice of any two (2) of the following three (3) items: date of birth, 10-digit phone number, or the last four digits of their Social Security number, and then completes the reCAPTCHA verification.

1. Navigate to colt-tris.ky.gov.
2. Select **Create an Account**.



3. Complete the **Account Verification Details**.



4. Verify that all information entered into the Account Verification Details fields is correct.

Please note: The phone number must be ten (10) digits, and the Social Security number (SSN) entry must be only the last four (4) digits. The Next button is available only after all fields are completed and the reCAPTCHA is verified. To return to the sign-in page, select Back to Sign In.

5. Select **Next**. COLT TRIS checks for a matching KY TRIS account.

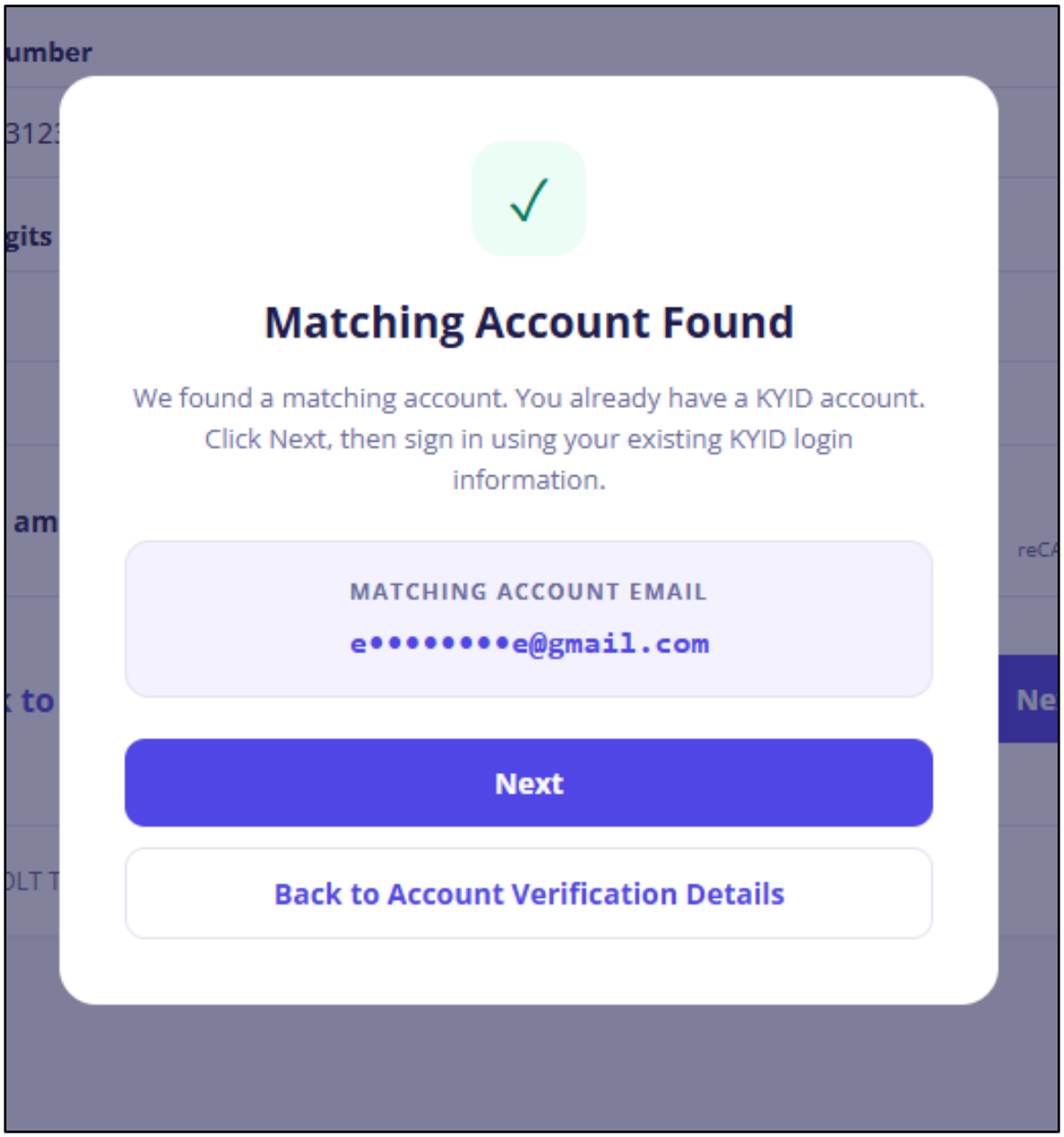
What displays on screen depends on the result of the account verification:

- If a matching KY TRIS account is found and you have a KYID account, a pop-up asks you to sign in with your existing KYID account.
- If a matching KY TRIS account is found and you do not have a KYID account, a pop-up asks you to create a KYID account with the email address shown.
- If no match is found, you are taken to the role selection screen.

Follow the steps provided in the section below that matches what displays on screen after completing the account verification process.

Matching KY TRIS Account Found: You Have a KYID Account

If a matching KY TRIS account is found and you already have a KYID account, the following message will display:



1. Review the partially hidden email address shown on the screen. This is the email address on file for your KY TRIS account.
2. Select **Next**.

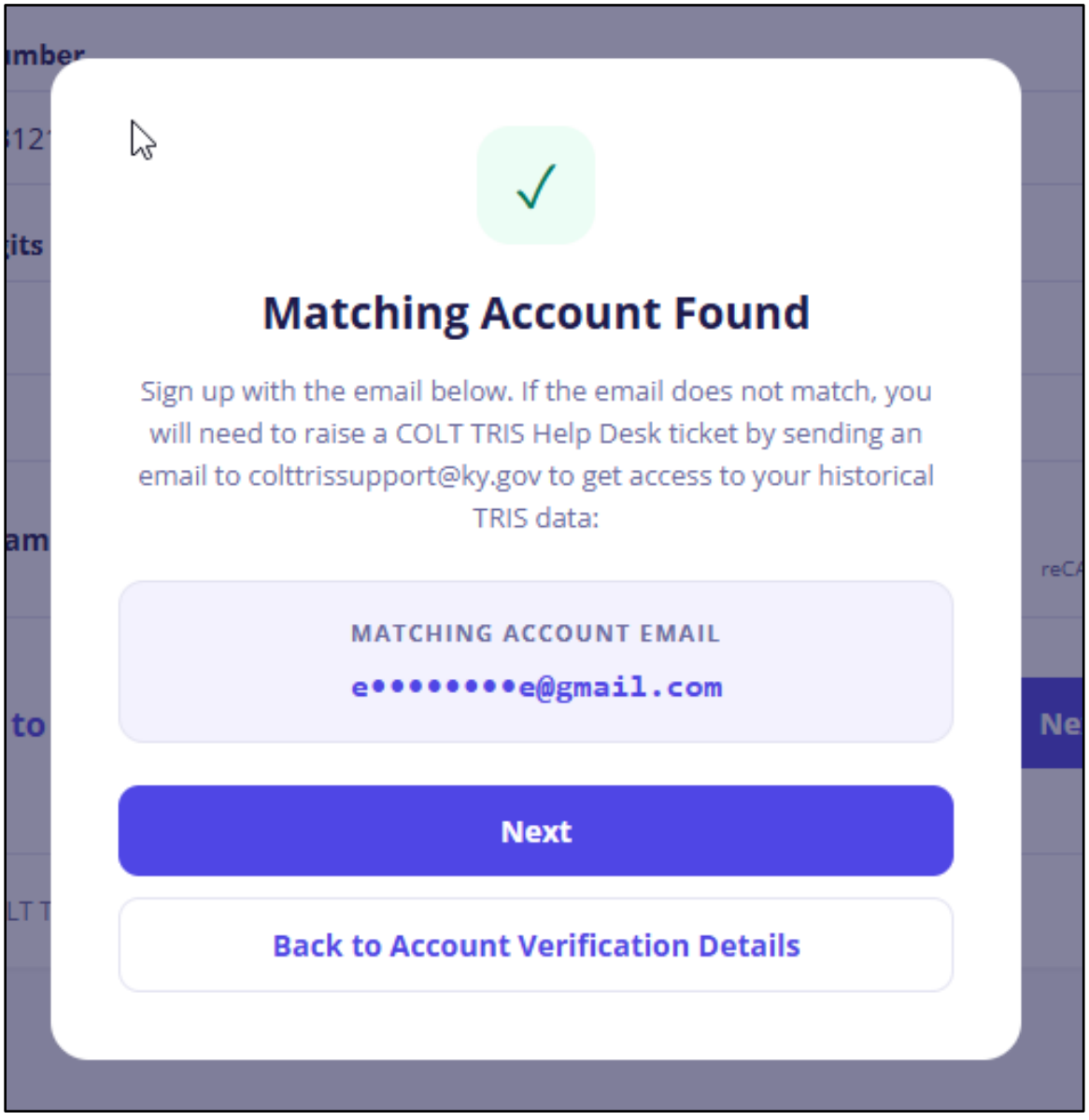
Please note: If you do not recognize the email address shown, or you no longer have access to it, contact the COLT TRIS Help Desk (email colttrissupport@ky.gov) so your KY TRIS information can be connected appropriately. This association is a manual process, and Learners may experience a delay in accessing their training records.

3. Sign in to KYID using your existing KYID login information.
4. Follow the prompts to continue COLT TRIS account enrollment. Your existing KY TRIS information is used to assign correct COLT TRIS access.

Please note: If you forgot your KYID email or password, select Forgot Email or Forgot Password on the KYID sign in page and follow the prompts.

Matching KY TRIS Account Found: You Do Not Have a KYID Account

If a matching KY TRIS account is found but no KYID account exists, the following message will display:



1. Review the partially hidden email address shown on the screen. This is the email address on file for your KY TRIS account.
2. Select **Next**.

Please note: Using the email address shown on the screen will connect your KY TRIS records to your new COLT TRIS account. If you need to use a different email address, contact the COLT TRIS Help Desk (email colttrissupport@ky.gov) so your KY TRIS information can be connected appropriately. This association is a manual process, and Learners may experience a delay in accessing their training records.

3. Follow the prompts to create your KYID account using the email address shown on screen.
4. After your KYID account is created, continue through the COLT TRIS enrollment steps. Your KY TRIS roles are added to your account automatically.

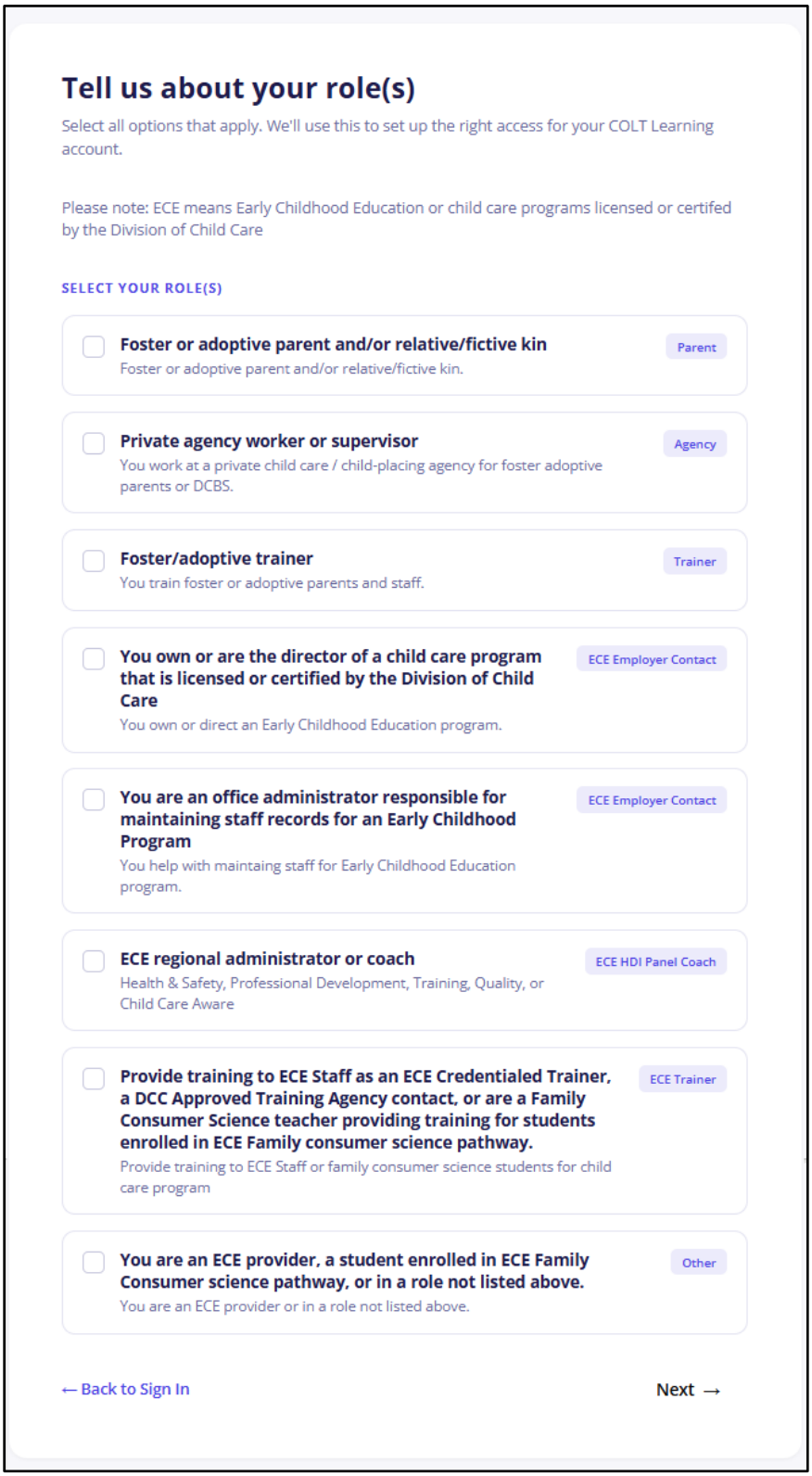
No Matching KY TRIS Account Found

If a matching KY TRIS account is not found after completing the account verification process, return to the previous screen and verify that all Account Verification Details were entered correctly.

If the account verification does not provide a match, you can continue to create a COLT TRIS account.

1. Select **Next**. You are taken to the role selection screen.
2. Select the role or roles that best describe how you will use COLT TRIS.

Please note: You may select more than one role, but you must select at least one before you can continue through the enrollment process. Make sure the role or roles you select are correct, as they determine the access and training available in your COLT TRIS account.



Tell us about your role(s)

Select all options that apply. We'll use this to set up the right access for your COLT Learning account.

Please note: ECE means Early Childhood Education or child care programs licensed or certifed by the Division of Child Care

SELECT YOUR ROLE(S)

- **Foster or adoptive parent and/or relative/fictive kin** — Parent
  Foster or adoptive parent and/or relative/fictive kin.
- **Private agency worker or supervisor** — Agency
  You work at a private child care / child-placing agency for foster adoptive parents or DCBS.
- **Foster/adoptive trainer** — Trainer
  You train foster or adoptive parents and staff.
- **You own or are the director of a child care program that is licensed or certified by the Division of Child Care** — ECE Employer Contact
  You own or direct an Early Childhood Education program.
- **You are an office administrator responsible for maintaining staff records for an Early Childhood Program** — ECE Employer Contact
  You help with maintaing staff for Early Childhood Education program.
- **ECE regional administrator or coach** — ECE HDI Panel Coach
  Health & Safety, Professional Development, Training, Quality, or Child Care Aware
- **Provide training to ECE Staff as an ECE Credentialed Trainer, a DCC Approved Training Agency contact, or are a Family Consumer Science teacher providing training for students enrolled in ECE Family consumer science pathway.** — ECE Trainer
  Provide training to ECE Staff or family consumer science students for child care program
- **You are an ECE provider, a student enrolled in ECE Family Consumer science pathway, or in a role not listed above.** — Other
  You are an ECE provider or in a role not listed above.

← Back to Sign In Next →

3. Select **Next**.
4. Create or sign in to your KYID account when asked.
5. Follow the prompts to continue enrollment.

Please note: If you had a KY TRIS account, but no match was found, contact the COLT TRIS Help Desk (email colttrissupport@ky.gov) to link your KYID account with your KY TRIS records. This association is a manual process, and Learners may experience a delay in accessing their training records.

Please note: Since a KY TRIS account was not matched, an Administrator may review your role selections before access is added to your account.

Remote Identity Proofing (RIDP)

COLT TRIS requires Learners to complete Remote Identity Proofing (RIDP), which verifies personal information through a secure third-party source (Experian or LexisNexis). Learners review and update personal information, then answer questions based on their personal and financial history. Learners should not use work or business information.

On the KYID page, select **Start** next to Remote Identity Proofing. Review and update the basic information and home address, then select **checkbox** for *I have read, understand, and agree to the above terms and conditions*. Providing a Social Security Number is optional but strongly encouraged for verification. Select **Next**.

If a Social Security Number was not provided, KYID prompts the Learner to enter one for identity verification. The Learner may return to provide it or continue without it; providing it is encouraged. KYID may also ask the Learner to confirm the home address.

After verifying basic information and the home address, **answer the series of personal or financial questions** from Experian or LexisNexis and select **Next**. KYID does not store the answers.

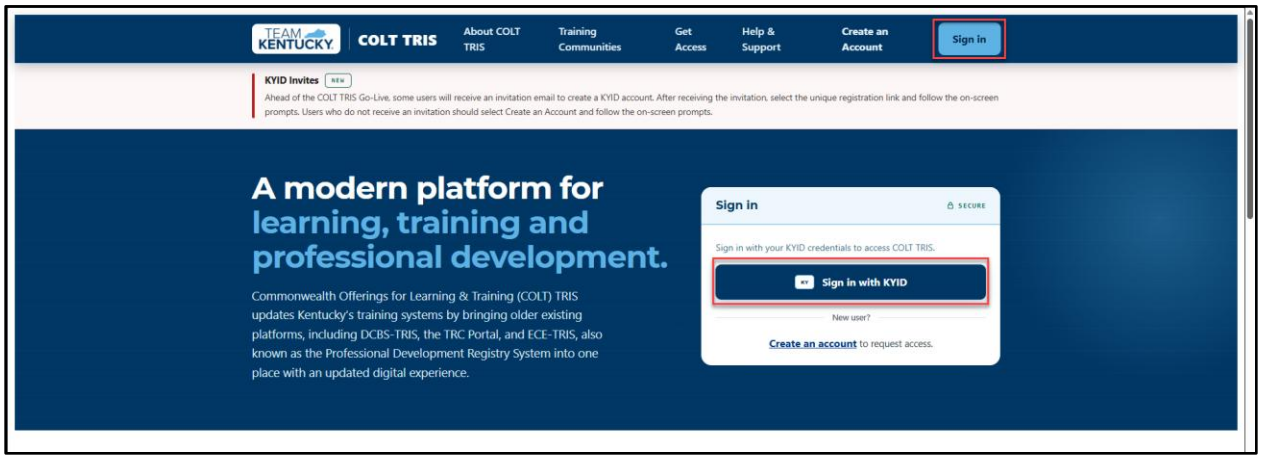
After identity verification, the Learner can access COLT TRIS. If KYID cannot verify the Learner's identity, the Learner is directed to the appropriate Help Desk for further assistance.

Please note: If a Learner fails the remote identity proofing within the allotted attempts, they are then required to complete in person manual verification at a local Department for Community Based Services (DCBS) office.

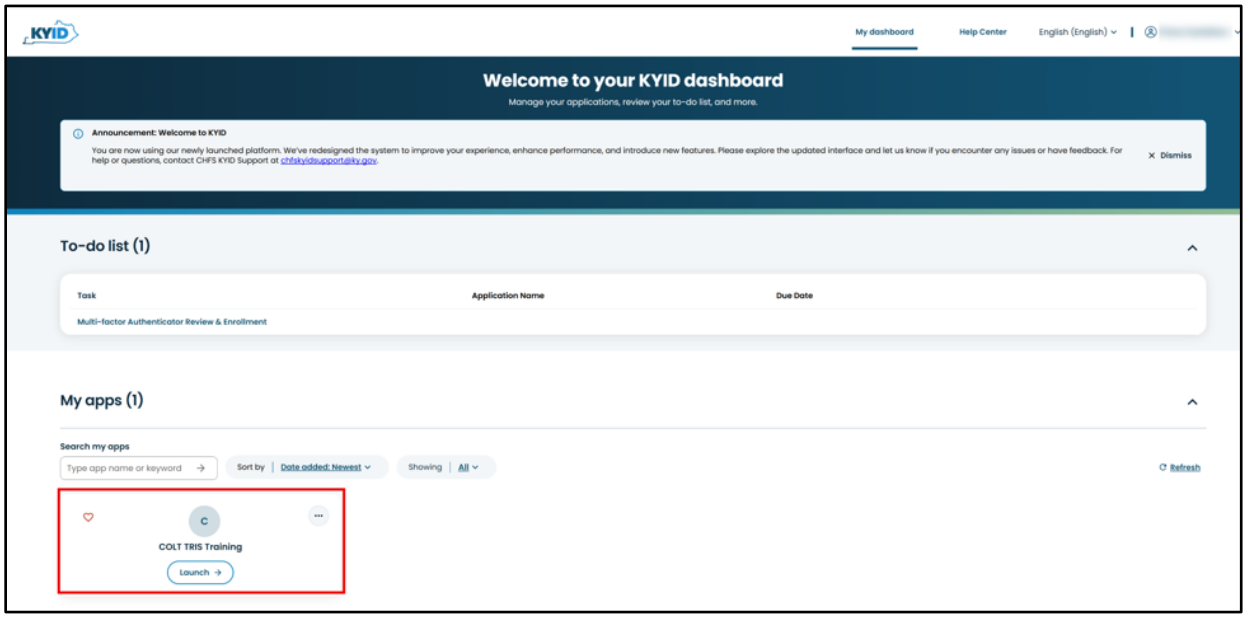
Sign-In to COLT TRIS

After the initial sign-in via KYID, all COLT TRIS Learners access COLT in one of two ways:

Option 1: Navigate to colt-tris.ky.gov and select **Sign In** on the COLT TRIS Sign-In screen.



Option 2: Navigate to kyid.ky.gov and enter **KYID credentials**. Once the Learner enters the credentials and MFA, they are navigated to the KYID Dashboard. Select the **COLT TRIS Tile** from the KYID Dashboard.



COLT TRIS Privacy Policy

When prompted, review and accept the COLT TRIS Privacy Policy to continue.

