Instructions for logging into KOG to access MyPURPOSE

To access MyPURPOSE, please go to the KOG website at https://kog.chfs.ky.gov/home/.

When logging into KOG for the first time, you must know what type of account you have or need to create.

Which type are you?

- **State Employee/Contractor without a State Issued Email Address**
  This includes state employees and contractors at any state agency that do not have a work email address or a computer workstation.

NOTE: After this initial login, KOG will remember your selection for a period of ninety (90) days. Be advised that every ninety (90) days thereafter, KOG will prompt you to select your account type again.

NOTE: These instructions apply to employees/contractors accessing MyPURPOSE. If you are an employee who also uses KOG to access non-employee online services you can clear your browser and go back to https://kog.chfs.ky.gov/home/ to log in to a different service.

When using a shared computer or kiosk, you must clear your cache to reset for different users.

Instructions are available on the Personnel Cabinet website by clicking here.
If you are a state employee or contractor who does not have a state issued email address or a computer workstation, you must first go to KHRIS Employee Self-Service: [https://khris.ky.gov/](https://khris.ky.gov/)

1. a. Once logged in, select Personal Profile to obtain your KOG generated email account and password. Once you have this information you can log out.

   Please note that the KOG Password is only temporary. Though it may remain visible in KHRIS, it will no longer be valid once you log into KOG and reset it.

2. Returning to KOG, select the 4th button and click [Sign In]. After clicking on the [Sign In] button, you should be redirected to KOG.

3. Enter your KOG generated email account and password, obtained from KHRIS, and click [Log In] to proceed to KOG.

4. Follow prompts to reset password.
   a. If you are unable to log in to your account with this information, please contact the KOG Helpdesk at [KOGHelpdesk@ky.gov](mailto:KOGHelpdesk@ky.gov) or call 502-564-0104 Extension 2, Monday - Friday 8:30 AM - 5:00 PM EST.

**DO NOT CREATE A NEW ACCOUNT**