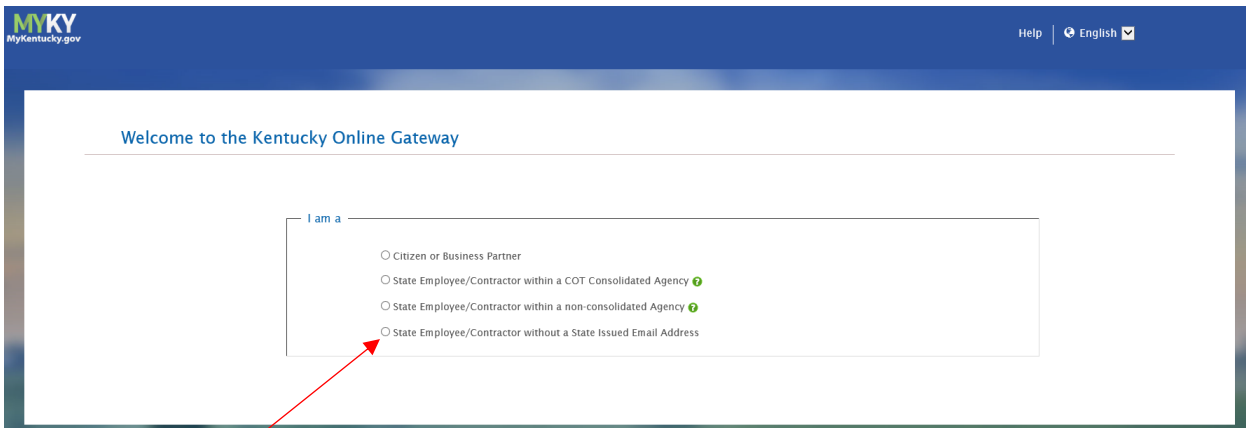


Instructions for logging into KOG to access MyPURPOSE

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.

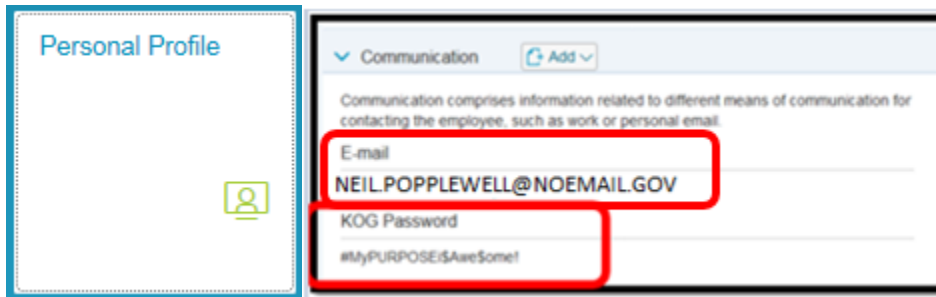
NOTE: After this initial login, KOG will remember your selection for a period of ninety (90) days. Be advised that every ninety (90) days thereafter, KOG will prompt you to select your account type again.

NOTE: These instruction 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](#).

State Employee/Contractor without a State Issued Email Address

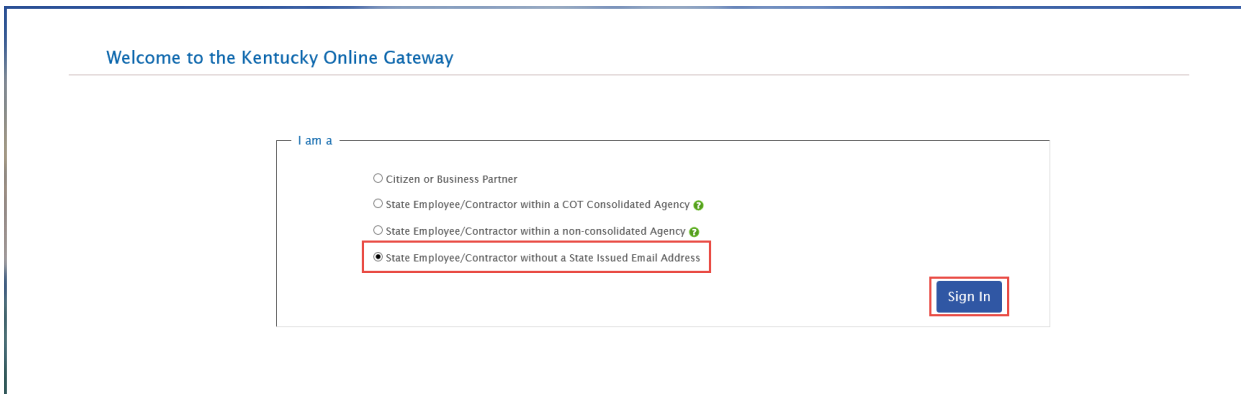
1. If you are a state employee or contractor who does not have a state issued email address or a computer workstation, you must first go to KHRIS Employee Self-Service: <https://khris.ky.gov/>
 - a. Once logged in, select Personal Profile to obtain your KOG generated email account and password. Once you have this information you can log out.



The screenshot shows the 'Personal Profile' page. On the left, there is a 'Personal Profile' header and a user icon. On the right, under the 'Communication' tab, there is a section for 'E-mail' and 'KOG Password'. The 'E-mail' field contains 'NEIL POPPLEWELL@NOEMAIL.GOV' and the 'KOG Password' field contains '#MyPURPOSE!\$ave\$ome!'. Both fields are highlighted with a red box.

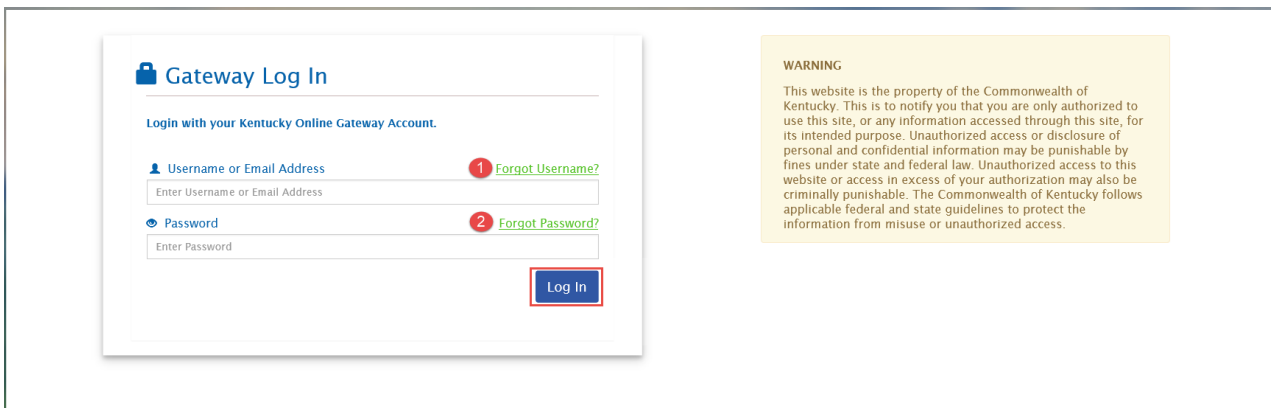
Please note that the KOG Password is only temporary. Though it may remain visible in KHRIS, it will no longer be valid once you log into KOG and reset it.

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.



The screenshot shows the 'Welcome to the Kentucky Online Gateway' page. Under the 'I am a' section, there are four radio button options: 'Citizen or Business Partner', 'State Employee/Contractor within a COT Consolidated Agency', 'State Employee/Contractor within a non-consolidated Agency', and 'State Employee/Contractor without a State Issued Email Address'. The fourth option is selected and highlighted with a red box. A 'Sign In' button is also highlighted with a red box.

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 or call 502-564-0104 Extension 2, Monday - Friday 8:30 AM - 5:00 PM EST.
DO NOT CREATE A NEW ACCOUNT



The screenshot shows the 'Gateway Log In' page. There are two input fields: 'Username or Email Address' and 'Password'. The 'Log In' button is highlighted with a red box. A 'WARNING' box is visible on the right side of the page.

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.