

# Delegate Access - KBA

## Assigning Delegate Access

### Quick Reference Guide

Administrative Office of the Courts  
1001 Vandalay Drive  
Frankfort, KY 40601  
(502) 782-8699



Legend: Look for *Helpful Hints*      Bold Text = Action      Bracketed Text<> = button or link  
Click=Select w/ Mouse or Touch Pad      Italicized Text = Object of Action      Single Quotes = Description

Step	Objective	Action																											
1	Logging in	To get started, begin by logging in to KYeCourts: 1. <b>Navigate</b> to <a href="https://kcoj.kycourts.net/kyecourts/login">https://kcoj.kycourts.net/kyecourts/login</a> . 2. <b>Enter</b> username and password. 3. <b>Select</b> <User Profile>.																											
2	Accessing Delegates	1. To invite delegates, <b>select</b> the <Delegate Access> tab. 2. <b>Select</b> <+Delegate Access>.																											
3	Searching for Delegates	1. <b>Enter</b> the name or email address to search for a specific delegate.																											
4	Inviting Delegates	1. <b>Click</b> <Invite> and the delegate will receive an invite notification. 2. You may view delegates linked to your account and invitations on this screen. <div><div><div>Profile Information ⓘ</div><div><div>User Profile</div><div>Profile Identifiers</div><div>Business info</div><div>Additional Emails</div><div>Agreements</div><div>Delegate Access</div><div>Preferred Senders</div><div>Settings</div></div><div><div>⊕ Delegate Access</div><div><div>Current Connections (6)</div><div>Invitations Sent (5)</div><div>Requests (0)</div></div></div><div><div>Delegated to:</div><table><thead><tr><th>Name</th><th>eMail Address</th><th>Connected Date</th><th>Order</th></tr></thead><tbody><tr><td>Nancy Fordyce</td><td>NancyFordyce@kycourts.net</td><td>8/4/2023</td><td>0</td></tr><tr><td>Angela Pacheco</td><td>AngelaPacheco@kycourts.net</td><td>10/17/2023</td><td>1</td></tr></tbody></table><div>Delegated of:</div><table><thead><tr><th>Name</th><th>eMail Address</th><th>Connected Date</th></tr></thead><tbody><tr><td>Emily Daniel</td><td>EmilyDaniel@kycourts.net</td><td>7/17/2023</td></tr><tr><td>Chase Hammet</td><td>ChaseHammet@kycourts.net</td><td>7/17/2023</td></tr><tr><td>Lynise Abell</td><td>LyniseAbell@kycourts.net</td><td>8/5/2023</td></tr><tr><td>Candice Tope</td><td>Philip</td><td>CandiceTope</td></tr></tbody></table></div></div></div>	Name	eMail Address	Connected Date	Order	Nancy Fordyce	NancyFordyce@kycourts.net	8/4/2023	0	Angela Pacheco	AngelaPacheco@kycourts.net	10/17/2023	1	Name	eMail Address	Connected Date	Emily Daniel	EmilyDaniel@kycourts.net	7/17/2023	Chase Hammet	ChaseHammet@kycourts.net	7/17/2023	Lynise Abell	LyniseAbell@kycourts.net	8/5/2023	Candice Tope	Philip	CandiceTope
Name	eMail Address	Connected Date	Order																										
Nancy Fordyce	NancyFordyce@kycourts.net	8/4/2023	0																										
Angela Pacheco	AngelaPacheco@kycourts.net	10/17/2023	1																										
Name	eMail Address	Connected Date																											
Emily Daniel	EmilyDaniel@kycourts.net	7/17/2023																											
Chase Hammet	ChaseHammet@kycourts.net	7/17/2023																											
Lynise Abell	LyniseAbell@kycourts.net	8/5/2023																											
Candice Tope	Philip	CandiceTope																											
5	Accepting Delegate Access	1. <b>Click</b> on <Delegate Access> tab. 2. <b>Click</b> on <Requests>. 3. <b>Click</b> on <Accept>.																											

For additional questions, please contact Support Services at (502) 573-2350 ext. 50109.