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

Step	Objective	Act	tion							
1	Logging in	То	To get started, begin by logging in to KYeCourts:							
		1.	Navigate	to https:	//kcoj.kycourts	.net/kvecoi	urts/log	gin.		
		2.	_		nd password.			<u> </u>		
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		3.	Select <u< th=""><th>ser Profil</th><th>le>.</th><th></th><th></th><th></th><th></th></u<>	ser Profil	le>.					
2	Accessing Delegates	1.	To invite delegates, select the <delegate access=""> tab.</delegate>							
		2.	Select <+[_		-				
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3	Searching for Delegates	Ι.	Enter the	name or	email address	to search ic	or a spe	ecific dei	egate.	
4	Inviting Delegates	1.	Click <inv< th=""><th>ite> and</th><th>the delegate w</th><th>ill receive a</th><th>n invite</th><th>notifica</th><th>ition.</th></inv<>	ite> and	the delegate w	ill receive a	n invite	notifica	ition.	
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