

Basic Tasks


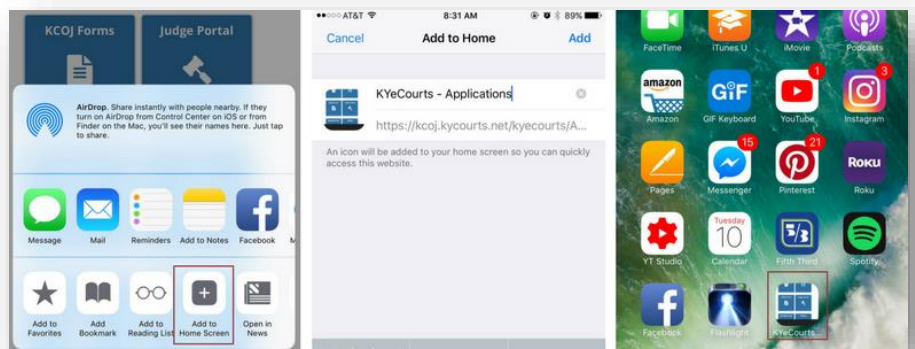
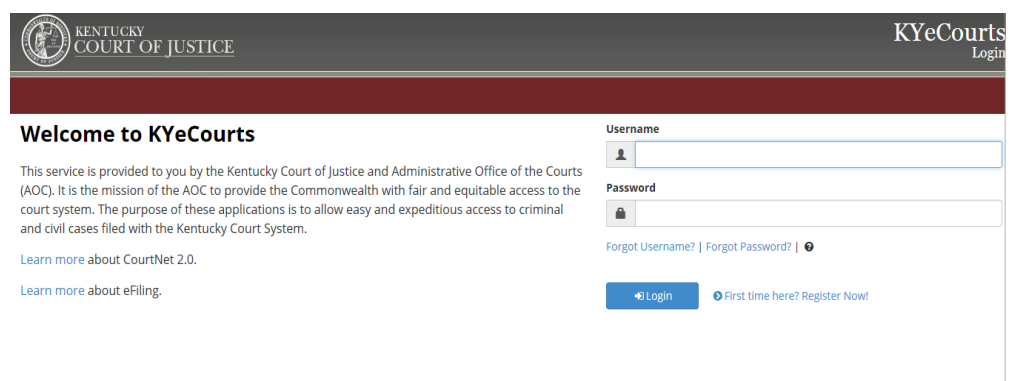
Creating KYeCourts & CourtNet Shortcuts on Your Mobile Device

Quick Reference Guide

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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	Creating a shortcut on your mobile device.	<ol style="list-style-type: none">Using your native browser, navigate to https://kcoj.kycourts.net/kyecourts/Login on your mobile device.Scroll down to activate the floating toolbar that displays at the bottom of your screen.Click on the <Square with Arrow>.Select <Add to Home Screen> from the pop-up menu. You will then have the option to rename and add the shortcut to your home.
	 <p><i>Helpful Hints:</i> You can follow the same steps to create a shortcut to CourtNet on your home screen. Navigate to the CourtNet dashboard and follow steps 2 through 4.</p>	
2	Creating a shortcut on your laptop or desktop.	<ol style="list-style-type: none">Using Internet Explorer, navigate to https://kcoj.kycourts.net/kyecourts/Login.Right click anywhere on the screen.Select the <Create Shortcut> option.Click <Yes> to create a shortcut on your desktop.
		

For additional questions, please contact the Service Desk at (502) 573-2350 ext 59999.