

KYeCourts

eLearning for eFiling

Quick Reference Guide

Administrative Office of the Courts
 1001 Vandelay 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	Login <i>Helpful Hint:</i> If you need help registering, click the link for a Quick Reference Guide: http://tinyurl.com/pvj8nqf	1. Browse to https://kcoj.kycourts.net/kyecourts/Login 2. Enter your username and password –OR– Click “First time here? Register Now!” 3. Click on <Login> <div data-bbox="699 562 1341 835" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>																
2	eLearning Module <i>Helpful Hint:</i> You must select “ Certify Me ” to be considered certified to eFile. Once you complete course, you will have a new tile labeled “eFiling” on the Apps page. <i>Helpful Hint:</i> Once you have been certified, you will receive an email that contains a link to the KBA CLE certification form. Print the form and send to the KBA to secure 1.0 CLE credit hours for course completion.	1. Click on the blue eLearning app tile <div data-bbox="623 905 1370 1115" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div> 2. Select the play icon under the “Launch Course” column <div data-bbox="505 1157 1479 1423" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Subcategory</th> <th>Course Number</th> <th>Course Name</th> <th>Duration</th> <th>Launch Course</th> <th>Course Materials</th> <th>Course Status</th> </tr> </thead> <tbody> <tr> <td>eFiling</td> <td>Intro</td> <td>eFile-001</td> <td>eFiling - Module 1</td> <td>30</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td>In progress</td> </tr> </tbody> </table> </div> 3. Select the green <Start eLearning Module> on the “Navigating the Course” screen <div data-bbox="854 1507 1154 1556" style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> Start eLearning Module </div> 4. Click the <Next> button and follow the course prompts 5. Click on <Certify Me> to finish and return to KYeCourts <div data-bbox="773 1640 1271 1927" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>	Category	Subcategory	Course Number	Course Name	Duration	Launch Course	Course Materials	Course Status	eFiling	Intro	eFile-001	eFiling - Module 1	30			In progress
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For additional questions, please contact the Service Desk at (502) 782-8699.