

# KYeCourts

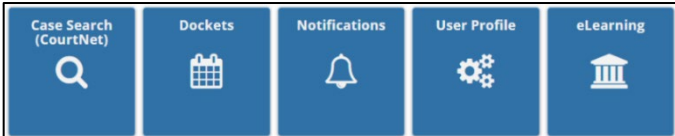



## eLearning for eFiling

### Quick Reference Guide

Administrative Office of the Courts  
 1001 Vandelay Drive  
 Frankfort, KY 40601  
 (502) 573-2350



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	<b>Notes before you begin</b>  <i>Helpful Hint:</i> If at the end of the presentation, you do not receive <Certify Me>, please clear your cookies, log out and log back in.	<ol style="list-style-type: none"> <li><b>Use</b> a supported browser to view eLearning modules (<i>Chrome, Firefox, Edge, or Safari</i>). <i>Internet Explorer</i> is <b>not</b> supported and should not be used as known issues will arise regarding course completion and certification.</li> <li><b>Start</b> the eLearning session in private browsing mode in order to complete the video and receive eFiling credentials.</li> <li><b>Take</b> the course in its entirety in one sitting if possible. However, should you leave the course and return to it you will have the option to pick up where you left off or start again.</li> </ol>
2	<b>Login</b>  <i>Helpful Hint:</i> If you need help registering, click the link for a Quick Reference Guide: <a href="http://tinyurl.com/pvj8ngf">http://tinyurl.com/pvj8ngf</a>	<ol style="list-style-type: none"> <li><b>Browse</b> to <a href="https://kcoj.kycourts.net/kycourts/Login">https://kcoj.kycourts.net/kycourts/Login</a></li> <li><b>Enter</b> your username and password –OR- <b>Click</b> “First time here? Register Now!”</li> <li><b>Click</b> on &lt;Login&gt;</li> </ol>
3	<b>eLearning Module</b>  <i>Helpful Hint:</i> You must select “ <b>Certify Me</b> ” 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.	<ol style="list-style-type: none"> <li><b>Click</b> on the blue <b>eLearning</b> app tile   </li> <li><b>Select</b> the play icon under the “Launch Course” column   </li> <li><b>Select</b> the green &lt;Start eLearning Module&gt; on the “Navigating the Course” screen   </li> <li><b>Click</b> the &lt;Next&gt; button and follow the course prompts</li> <li><b>Click</b> on &lt;Certify Me&gt; to finish and return to KYeCourts   </li> </ol>

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