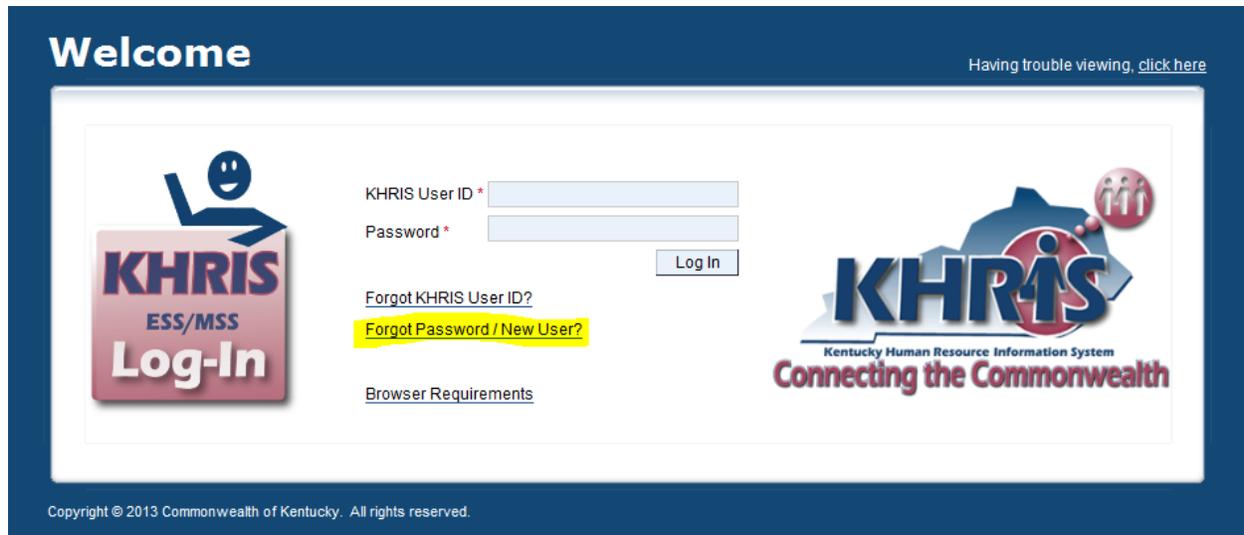


# How Do I Access the KHRIS Portal?

## First Time Users:

- Open Internet Explorer and type <https://KHRIS.ky.gov> in the address space.

The below page will appear:



- Click the [Forgot Password/New User?](#) link, highlighted above.
- Enter your KHRIS User ID\*.  
Click the 'Validate' button.
- Enter your validation information: Last Name, Zip Code, Date of Birth and Social Security Number.  
Click the 'Authenticate' button.
- At this point you will be able to set your password. Enter a password and ensure that it conforms to the requirements highlighted on the screen.  
Click the 'Change' button and your password is now set.
- You are now back to the main KHRIS Login page (shown above).  
Click the KHRIS User ID field and type your KHRIS User ID.
- Click the Password field and type your password.  
Click the 'Login' button.

***You are now logged into the KHRIS Portal!***

\*This is the same as your Employee ID which can be seen on the top of your paycheck stub or on your most recent Personnel Action Notification (PAN).