



iSTEP Workshop Tutorial on How to Navigate Portal

Please follow these steps on how to navigate the iSTEP portal.

1. Follow the link: <https://personnel.ky.gov/iSTEP>
2. Enter in your KHRIS UserID (example: ABC1234), First Name, Last Name, Date of Birth(example: 05/13/1970)

KY Personnel iSTEP... Learn the steps to protect information

Welcome to the iSTEP Portal!



Information Security, Training, Education, Policies/Procedures Portal

Please enter your unique signature code
(State Employees please enter your KHRIS User ID)

First Name: Last Name: Date of Birth:



FAQs Help Me © 2015 - KY Personnel iSTEP Portal

4. Each Policy/Procedure will be presented on each page. Please take note that if there are any external hyperlinks, you must click on each to review. External links will open in a new tab to make for easier navigation. After you read and understand the policy/Procedure presented click on the “I have Read and Understand” button at the bottom of the page. Complete the next Policy/Procedure the same way.

I have read and understand.





5. Once you have reached the end of the Policy/Procedures path, this page will appear. You can access your Signed Agreements from the link below or from the main page of iSTEP. The tutorial on how to print My Signed Agreements is attached.

You have successfully completed iSTEP!

You may review your completed agreements from the iSTEP Portal log-in page: <https://personnel.ky.gov/iSTEP>

An email has been sent to your Agency Security Contact (ASC) confirming your completion of iSTEP.

[Go to Personnel's home page](#) or close your browser.

6. Take note of the FAQs and Help Me buttons at the bottom of the page.
The FAQs will include commonly asked questions about iSTEP.
The Help Me button will direct you to email PERS.RMS@ky.gov

