



iSTEP Workshop Tutorial on How to Print My Signed Agreements Page

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!



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

First Name:

Last Name: Date of Birth:

4. After clicking on My Signed Agreements a page will appear with all of the policies/agreements that you have agreed to. Click on the Print button to print this page.



Company	First Name	Middle Name	Last Name	Email Address	Date Affirmed	Policy/Agreement Title	Doc Version
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	Commonwealth Employee handbook - Use of Technology Resources	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	COT Security Awareness Video	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	Personnel Cabinet Information Security Policy	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	HIPAA Training	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	Requesting IT Support	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	iSTEP Start Page	1.0
KY Personnel	Erica		Toles	erica.toles@ky.gov	2015/06/09	Personnel Cabinet Business Continuity Plan	1.0

