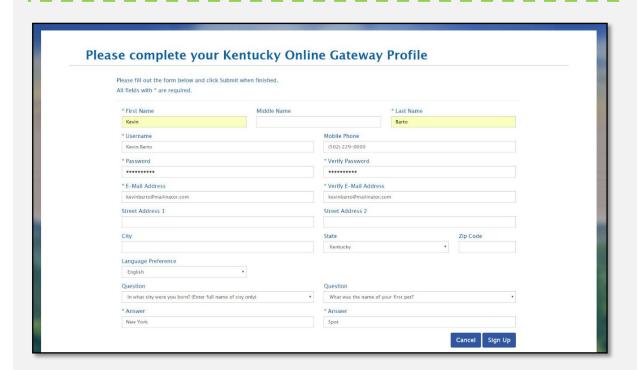


Salesforce Replacing Kentucky Online Gateway as of January 12, 2022

Currently, to gain access to Business Connect, Business Partners must set up a Kentucky Online Gateway (KOG) profile.



Starting January 12, 2022, KOG will be replaced with Salesforce for account creation and login to Business Connect.



What you Need to Know

Existing Business Partners that created a Business Connect account <u>before</u> January 12, 2022, are **required to reset their username and password for their existing account**.

How to Reset Username and Password?

Complete the steps below if you are an existing Business Partner that created an account <u>before</u> January 12, 2022.

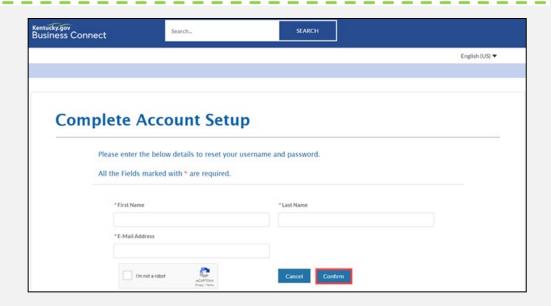
1. On the Business Connect landing screen, existing Business Partners must select the **Account Setup** hyperlink located in the orange banner on the screen.



2. Existing Business Partners must complete the **Complete Account Setup** screen by entering their **First Name**, **Last Name**, and the **E-Mail Address** that matches their existing KOG account to retrieve their existing Business Connect account.



Note: If the **First Name**, **Last Name**, and **Email Address** does not match the existing Business Connect account created via KOG, KEE Suite will display an error and Business Partners will not be able to proceed with account setup for Salesforce.





Note: To complete the process of resetting a Username and Password in Business Connect, the *Setup Password for Business Connect* email is sent to the email address provided during registration. Existing Business Partners should complete each prompt until they reach the Business Connect Dashboard. Once on the Dashboard screen, the Username and Password has been reset successfully.

For complete step-by-step guidance, please reference the attached instruction guide.

Thank you for your continued support.

Sincerely,

The Education and Workforce Development Cabinet