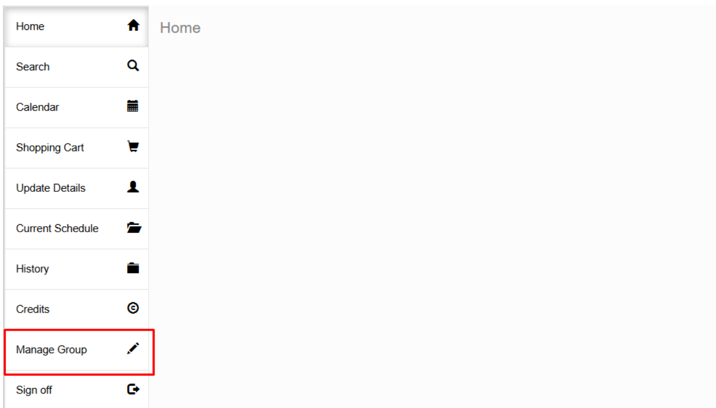
Pigman College of Engineering
Kentucky Transportation Center
TECHNOLOGY TRANSFER PROGRAM

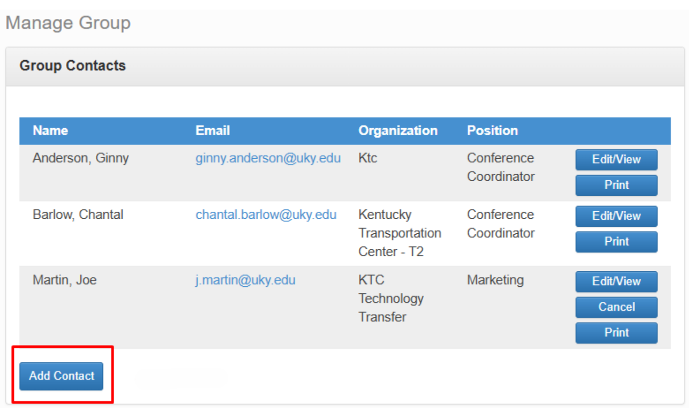
Administrative User Guide

Entering a New Participant

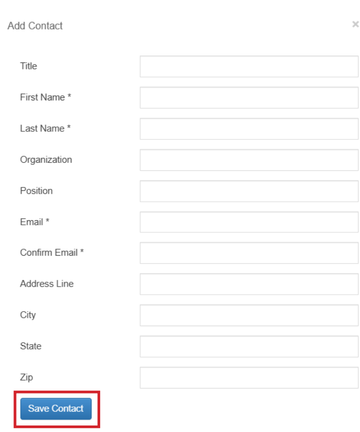
- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Manage Group.



- Click on Add Contact.



- Type in the individuals information that is missing from your organization.

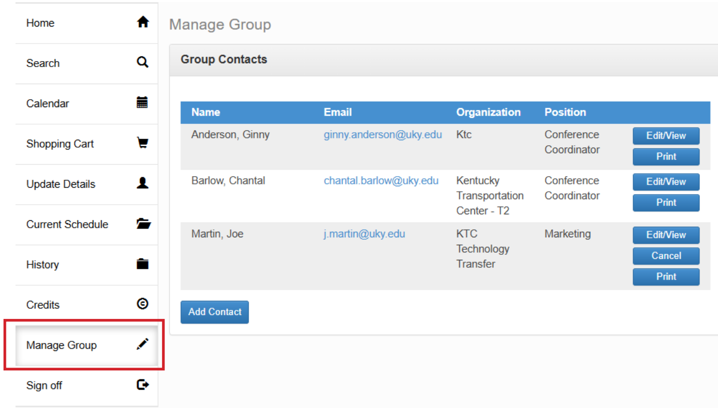


- Hit Save Contact.

Managing Participant Registrations

- Login to the training calendar at kyt2.uky.edu/dcadmin.

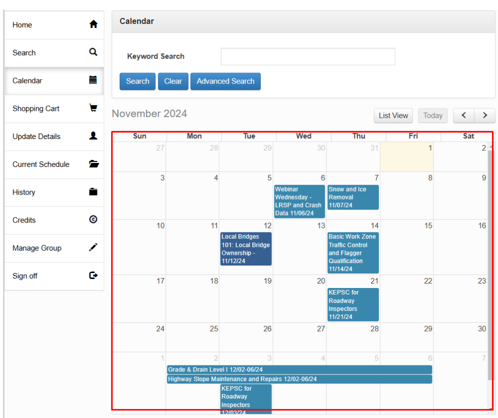
- Click on Manage Group, you will be able to see everyone in your organization.



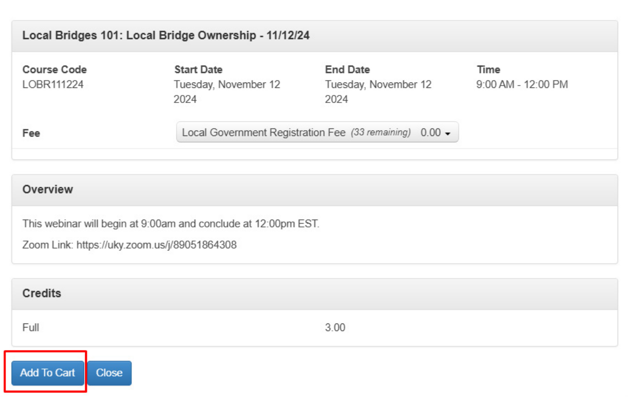
- If you click of Edit/View you can view or edit an employee's information such as job title, email, etc.

- If you click on Print you can print the employees transcript to see what classes they have taken and what they are currently registered for.

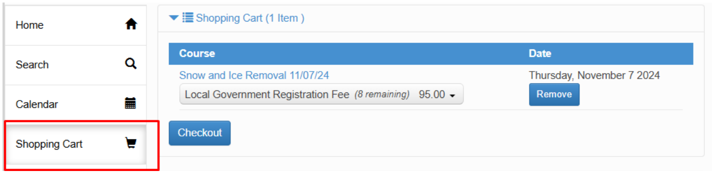
- To register an employee for a class click on the button on the left hand side that says "Calendar". You will be redirected to the training calendar page. From there you can scroll through what classes we are currently offering.



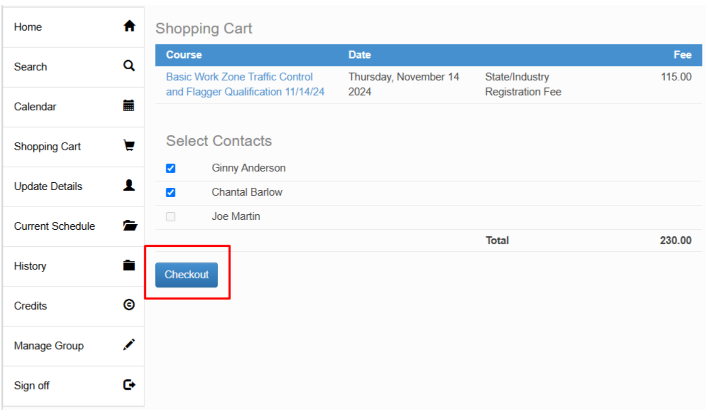
- When you find the class you need, click on it, add it to cart.



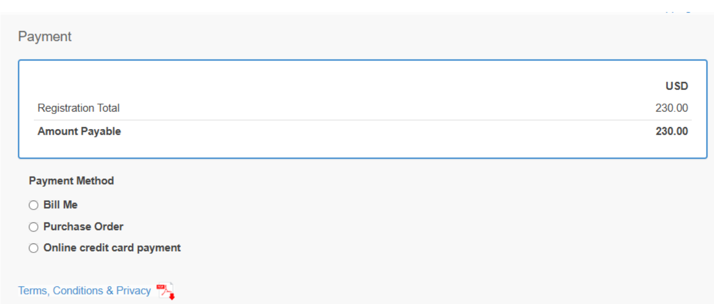
- Once you have added the class to your cart, click on Shopping Cart (left side tab) and checkout.



- Click on the employees you want to add the class to.
- Click Checkout.

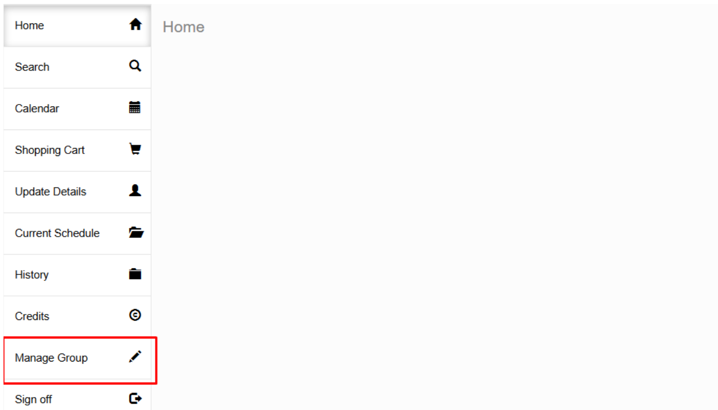


- The next screen illustrates your information; this is because you are the one "purchasing" the class for the employees. Here you can change any information for yourself or the address of your organization. If everything is OK as is, click Agree at the bottom of the page and then Next.
- The next screen wants to know how to bill you. Then hit Submit.

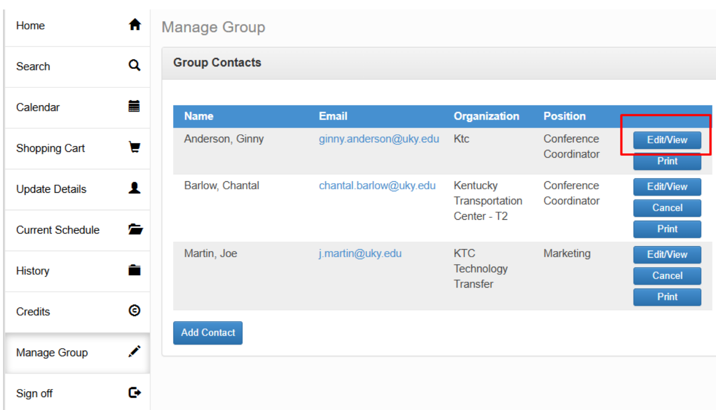


Replacing a Participant (Substituion)

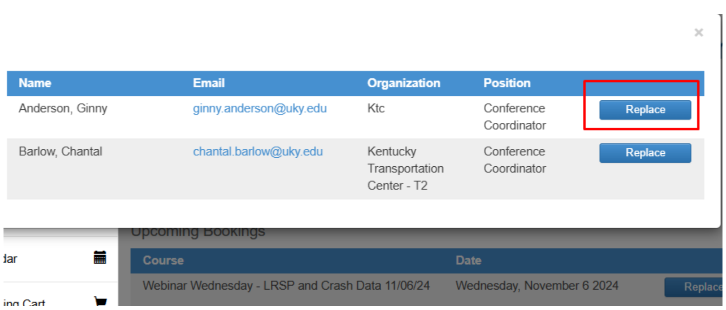
- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Manage Group.



- Click on the participant that is currently registered for the course. Click on the Edit/View button.



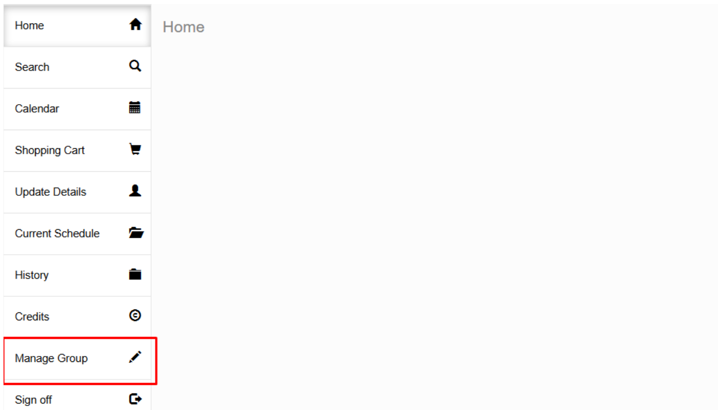
- Click the Replace button.
    - An alphabetically list of participants will pop up after you hit replace. Click the Replace button next to the person you want to replace with for the current training.



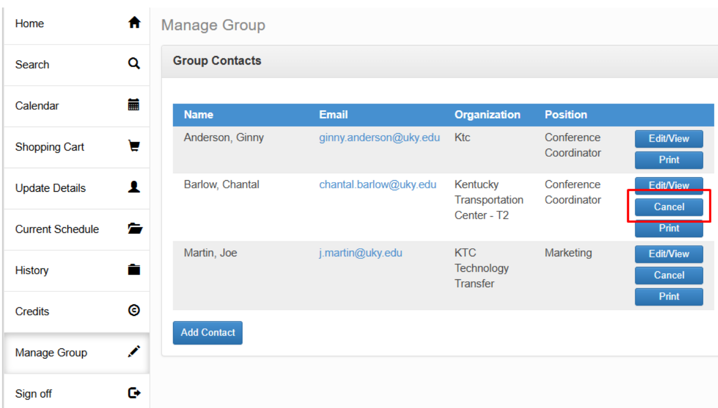
- When you hit Replace a green box will pop up that says Booking Replaced Successfully.

Cancelling a Participant

- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Manage Group.



- Click on the participant that is currently registered for the course. Click the Cancel button.

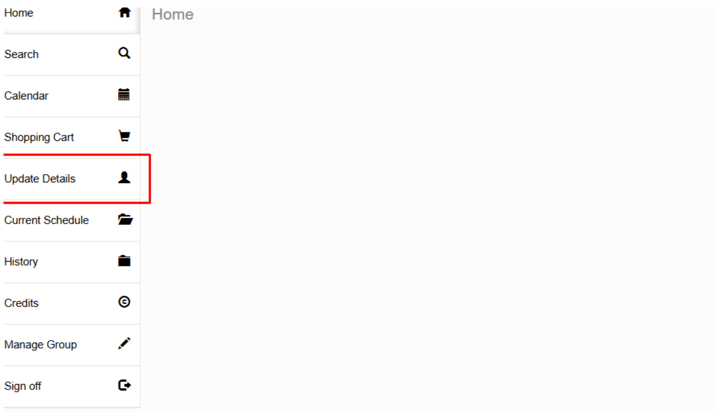


- Click the class you want to cancel the participant from, and then click the Cancel button.

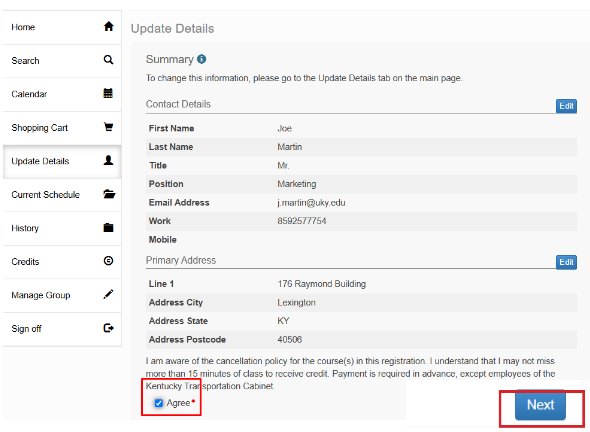
- Confirm the cancellation by click the Cancel button again.

Updating Payment Online

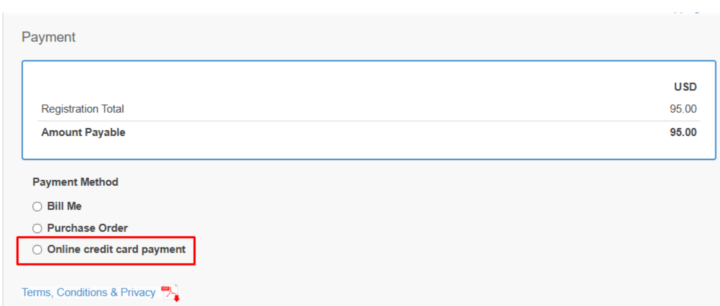
- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Update Details.



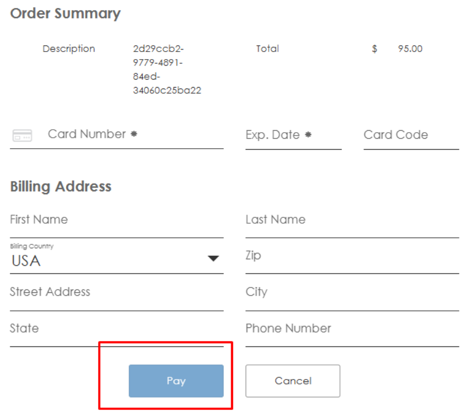
- Scroll to the bottom of the page and click Agree. Once you click Agree, click the blue button that says Next.



- This page is the payment page. It shows how much is outstanding on your profile. If you have more than one class you have not paid for, both amounts will be reflected here. Select the Online Credit Card Payment.



- Once you select the Online Credit Card Payment the following screen will appear that will allow you to type in your credit card information.



- Enter all information and select the blue button in the bottom that says Pay.
- After you hit Pay this process is complete.

Need Assistance?

Thank you for using the Administrative User Guide. If you need further assistance or have questions about the platform, please feel free to reach out. Our team is here to help you navigate any challenges and ensure a seamless experience.

Contact Information:

Website: [kyt2.uky.edu](kyt2.uky.edu)
Support Email: kyt2@uky.edu
Phone: (800) 432-0719
Office Hours: Mon - Fri, 8 AM -5 PM (EST)

For more resources, updates, or to access our training materials, please visit our website. We look forward to supporting you in maximizing the value of this platform.