

KY TOOLS – Owner/Administrative Instructions

PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE BEGINNING

The Kentucky Underground Storage Tank Operator Online Learning System (KY TOOLS) is Kentucky's free online compliance training program provided to UST owners and operators to comply with the annual combined Class A/B operator training requirement.

These directions are for the "**Owner/Admin Home**" or **Owner/Administrative** side of the portal ONLY. Refer to the "**Operator Training Home**" or **Class A/B Operator** side of the portal AFTER this process is complete.

To register and access KY TOOLS go to <https://secure.kentucky.gov/ust/toolstraining>. New Owners that have not already registered for an account with Kentucky.gov previously, must do so.

Registering a New Account

If you are NOT the Owner, you need to create a Username and Password for the Owner and a separate one for yourself as the Operator, if you are training as the Operator.

- Owner Username should be generic to the company so that it may be passed to your successor if you change positions with the company.
- Operator Username will be the one under which you will conduct training and is only specific to you.

To create a new account: Click "*Sign Up*" and complete the form on the screen. Then click "*Complete Registration*". You will receive an email from Kentucky.gov requiring you to verify your account. You must verify your account prior to proceeding.



Ky
Kentucky.gov Login

Username

Password

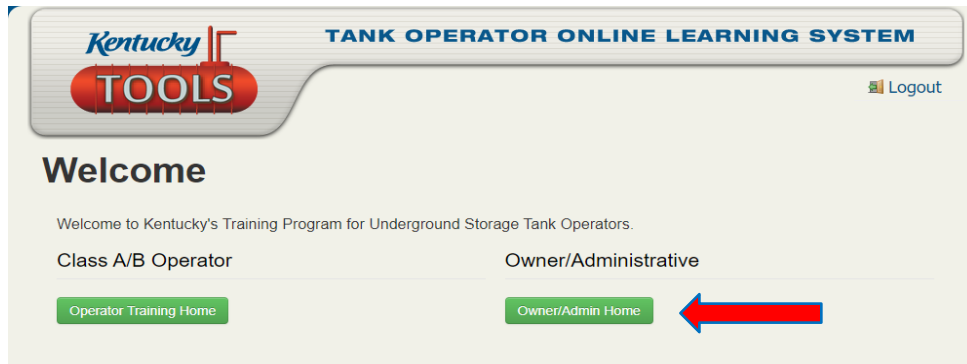
Stay logged in?

LOG IN

Don't have an account? [Sign Up](#)
Forgot Username? [Request Username](#)
Forgot Password? [Reset Password](#)

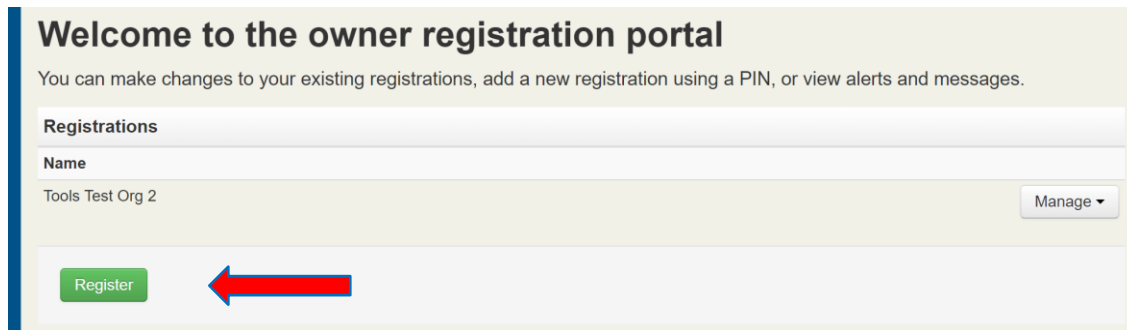
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1. To begin, make sure you are logged in as the Owner or Owner Designee. After signing in and watching the introduction video, click the green “**Owner (Admin) Home**” button.



2. The “**Owner/Admin Home**” button will take you to the “*Owner Registration Portal*”. Next, click the green “**Register**” button. On the next screen, enter your TOOLS PIN number from the enclosed letter or email you received and click the blue “*Next*” button.

**If you have more than one PIN number, you will need to complete steps 2-4 for each PIN number under the same login credentials.*



If you own an **Organization, Corporation, or LLC**, on the next screen click “*Select your Responsible Party*”. If you have any questions about this step, stop, and contact the UST Branch Compliance Section at 502-564-5981 (ask for the UST Compliance Section).

- If you work for the company, or are a 3rd party Class A/B Operator, and you are NOT the Owner, select the Owner’s name.
 - If you are the Owner, select your own name.
 - If you work for a company and you are the authorized UST representative for the Owner (Owner Designee), select your name.
3. On the next screen, “*Person Facility Assignment Selection*” should list all of the UST facilities you own. If you are setting up for the Owner, remember to answer as the Owner.
 - If any of the facilities listed are NOT owned by you, select the option beside “No” and click “Next”.
 - If any of your facilities are not listed and you do not have more than one PIN number, contact the UST Branch for additional PINs before proceeding.

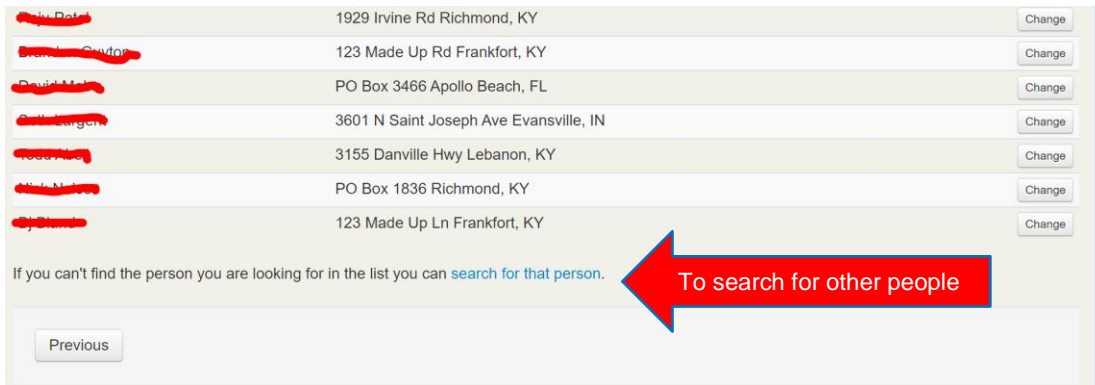
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4. Click the “Change” button next to the person you want to select as your “Primary/Associate designation” Class A/B Operator.

Primary – the primary operator is the main contact that the cabinet will communicate regarding compliance for the UST facility, in addition to the owner. There can only be one primary operator at a facility.

Associate – all other trained operators at the UST facility. There can be multiple associate operators for a facility.

- If you are going to be your own Class A/B Operator, select your own name.
- If someone else is going to be your Class A/B Operator, select their name.
- If the name you wish to select is not listed, select the “search for that person” as shown below.
- You may register only one (1) Primary Class A/B Operator but can register as many Associates as necessary.



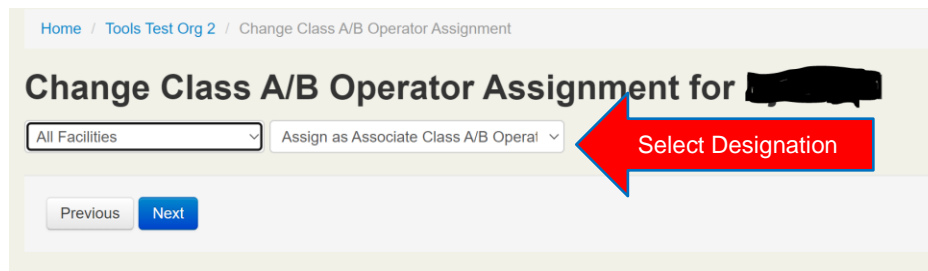
A screenshot of a web interface showing a list of operators. Each row contains a name (partially redacted), an address, and a "Change" button. Below the list, there is a text prompt: "If you can't find the person you are looking for in the list you can [search for that person](#)." A large red arrow points from the text "To search for other people" to the search link.

[Redacted]	1929 Irvine Rd Richmond, KY	Change
[Redacted]	123 Made Up Rd Frankfort, KY	Change
[Redacted]	PO Box 3466 Apollo Beach, FL	Change
[Redacted]	3601 N Saint Joseph Ave Evansville, IN	Change
[Redacted]	3155 Danville Hwy Lebanon, KY	Change
[Redacted]	PO Box 1836 Richmond, KY	Change
[Redacted]	123 Made Up Ln Frankfort, KY	Change

If you can't find the person you are looking for in the list you can [search for that person](#).

Previous

- If the person's name populates, click the blue “Select” button and confirm on the next screen. Then select if you want the person added to “All Facilities” or “Specific Facilities” and select whether you want to “Assign as Primary Class A/B Operator” or “Associate Class A/B Operator”. On the next screen, use the green button to “Submit Request”.
- If you search for a person and the person's name does NOT populate, choose the [blue link](#) “request a new user be added”. Then on the next screen, fill out as much of the information as possible (at a minimum all of the * fields and one phone number). Then click on the blue “Next” button. On the next screen, verify the information you requested is correct and click the blue “Next” button. Then select if you want the person added to “All Facilities” or “Specific Facilities” and select whether you want them to be a “Primary Class A/B Operator” or “Associate Class A/B Operator”. On the next screen, use the green button to “Submit Request”.



A screenshot of the "Change Class A/B Operator Assignment" form. The form has a breadcrumb trail: "Home / Tools Test Org 2 / Change Class A/B Operator Assignment". The main heading is "Change Class A/B Operator Assignment for [Redacted]". There are two dropdown menus: "All Facilities" and "Assign as Associate Class A/B Operator". A large red arrow points from the text "Select Designation" to the second dropdown menu. Below the dropdowns are "Previous" and "Next" buttons.

Home / Tools Test Org 2 / Change Class A/B Operator Assignment

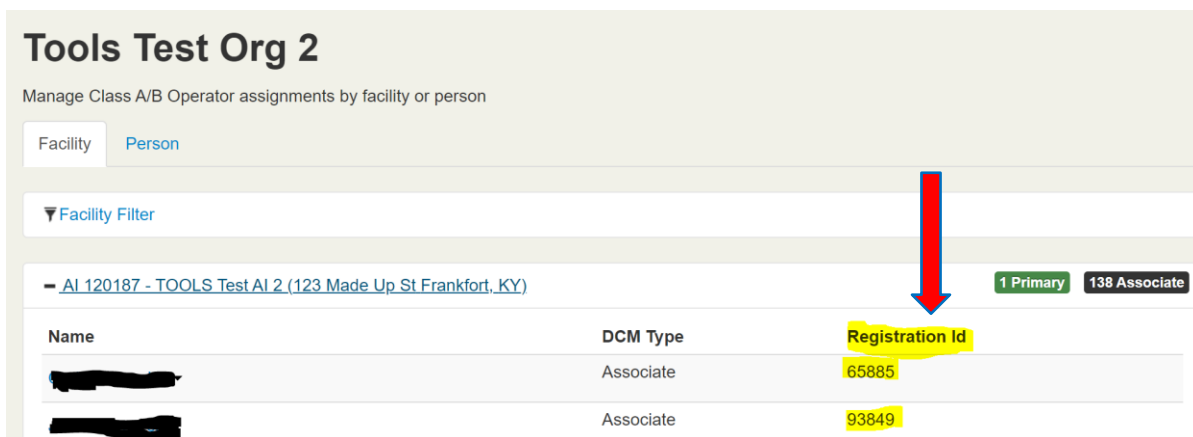
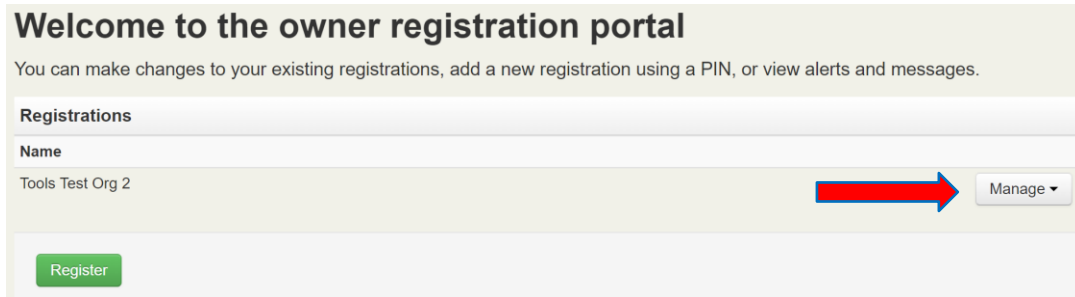
Change Class A/B Operator Assignment for [Redacted]

All Facilities Assign as Associate Class A/B Operator

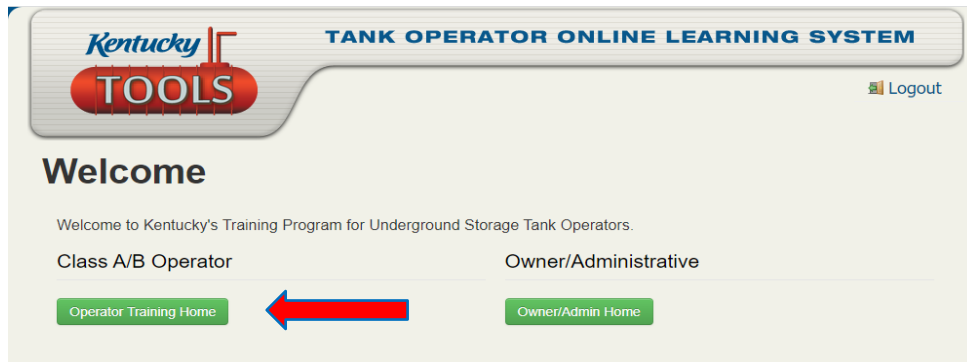
Previous Next

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- This should bring you back to “**Owner/Admin Home**”. If not, click on the “**Owner (Admin) Home**” button at the top of the screen. Click “**Manage**” and select “**Class A/B Operators**”. Click the “**+**” next to the facility name. Find the names of the Class A/B Operators you have selected and under the “**Registration ID**” heading, write down the number associated with each person’s name.



- Once you have the number associated with the appropriate Class A/B Operator, give it to the person so they can login KY TOOLS and train to be your Class A/B Operator. The person or persons training **MUST** login using their own Username and Password.
 - If you as the Owner or Owner Designee will be training, do **NOT** use the “start training” button on this screen.
 - If you are an organization, you must log out and log back in under a separate Username and Password.
- Logout of the system by clicking the “Logout” button at the top right hand side of the screen. If you will be training as your own Class A/B Operator, use the **Operator Training Instructions** for logging in as a Class A/B Operator to train.



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If you have any questions or are having technical issues, please email us at ust.testing@ky.gov or call the **UST Branch Compliance Section** at 502-564-5981 (ask for the UST Compliance Section).

Updated 3/29/2022