**Registering – Requesting YTTF Access**

1. Navigate to the **Youth Travel Trust Fund (YTTF)** page on the KHA website, by clicking on Portals in the top right corner.



1. Select Youth Travel Trust Fund on the right side of the screen.



1. Click on the provided link, that will direct you to the YTTF registration page.

Text

Description automatically generated

1. Click on **Register Now** link.

Graphical user interface, text, application

Description automatically generated

1. Complete the registration form, in the comment section indicate the reason for your request.

(Ex: Youth Travel Trust Fund Access)

Graphical user interface, text, application, email

Description automatically generated

1. Click the **Register** button below once you have filled in the registration form.



1. The following message will generate, notifying you that the SAMIS team administrators will receive and review your request:

Text

Description automatically generated

1. Once the SAMIS team administrators reviews your request, you will receive one of the two emails below.

* **If the request is approved, you will receive an email notification providing you with your username and password like the one below:**

Graphical user interface, text

Description automatically generated

* **If the request is rejected, you will receive an email notification like the one below:**

Graphical user interface, text, application, email

Description automatically generated

\*If your request is rejected, an explanation will be provided in the comment section of your rejection email. Correct all issues stated and resubmit access request for re-review.

1. Navigate back to the login page, input the **Login ID** (email) and **Password** provide in your approval request email.

Graphical user interface, application

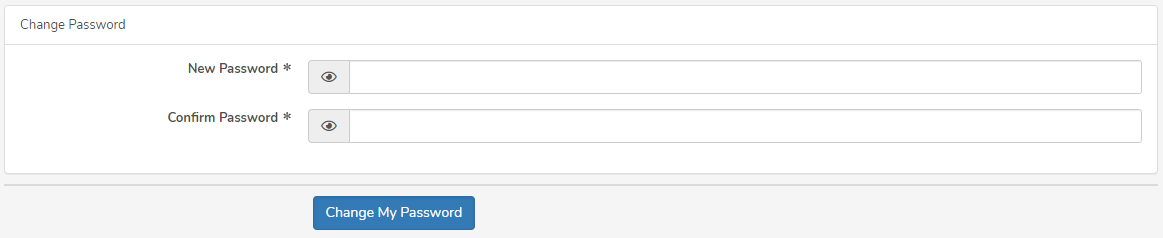
Description automatically generated

1. The following prompt will occur, read and review the terms and conditions, then click the **Agree** button to proceed.

Graphical user interface, text, application

Description automatically generated

1. You will then be prompted to choose a password that only you will know, click the **Change My Password** button once your decision has been made.



1. Your chosen password will be saved, and you’ll be taken to your SAMIS dashboard to start a Youth Travel Trust Fund application.

