



3.0 YOUTH TRAVEL TRUST FUND REQUESTING AN APPLICATION

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.



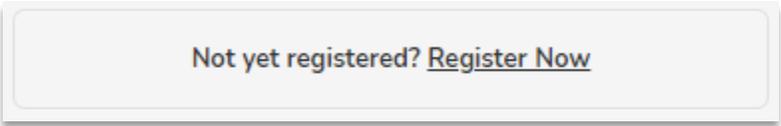
2. Select Youth Travel Trust Fund on the right side of the screen.



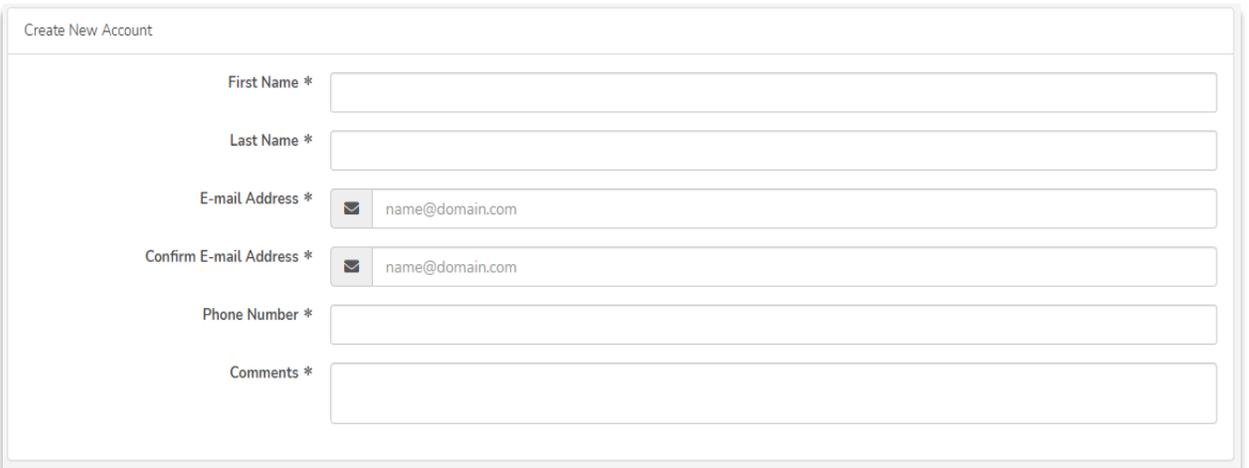
3. Click on the provided link, that will direct you to the YTTF registration page.



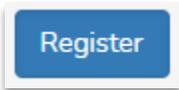
4. Click on **Register Now** link.



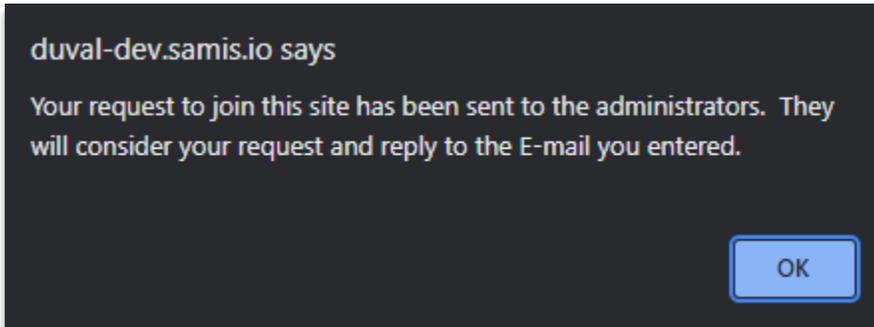
5. Complete the registration form, in the comment section indicate the reason for your request. (Ex: Youth Travel Trust Fund Access)



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

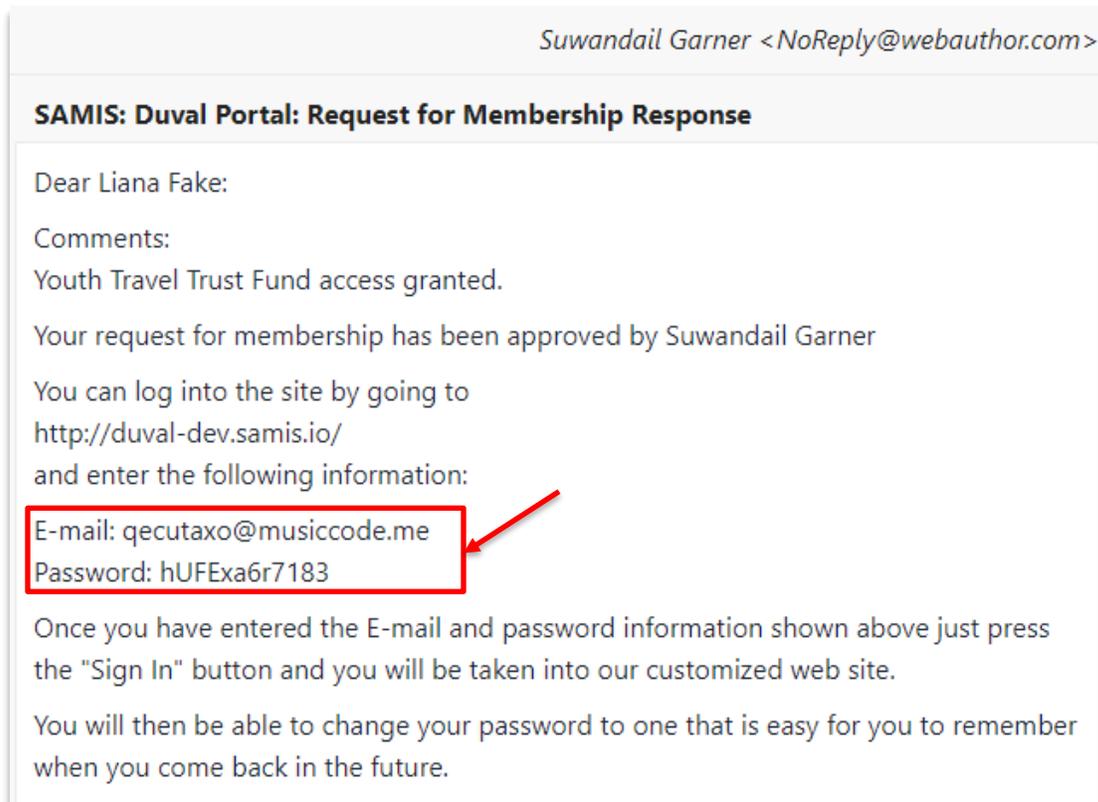


7. The following message will generate, notifying you that the SAMIS team administrators will receive and review your request:

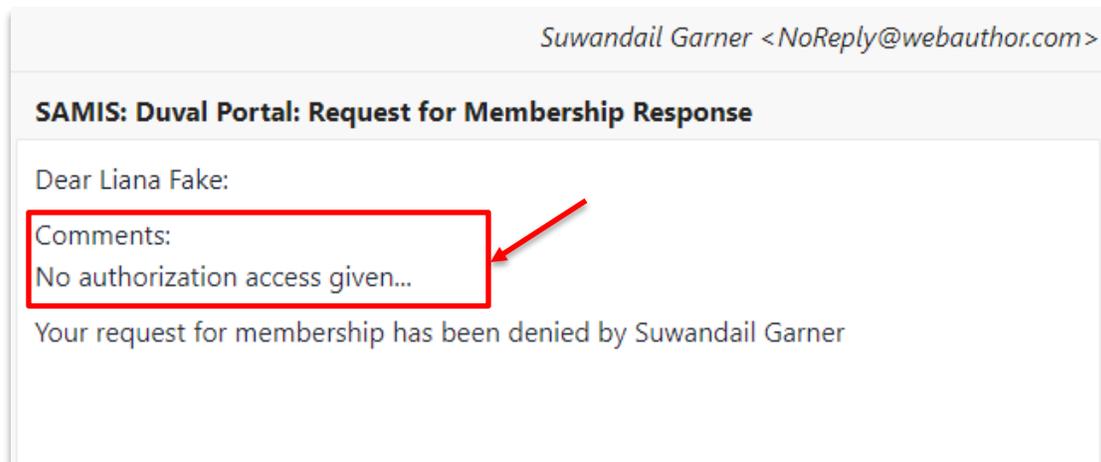


8. Once the SAMIS team administrators reviews your request, you will receive one of the two emails below.

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

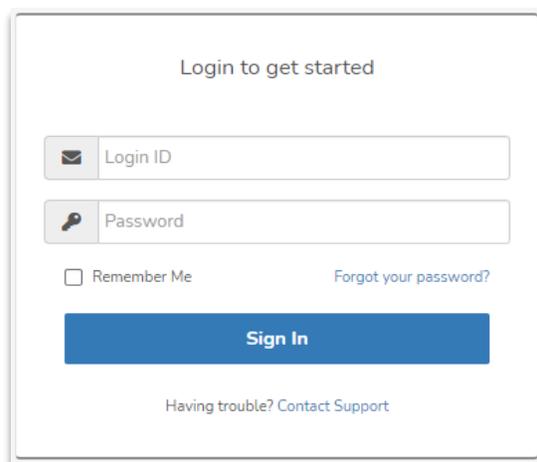


- If the request is rejected, you will receive an email notification like the one below:



*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.

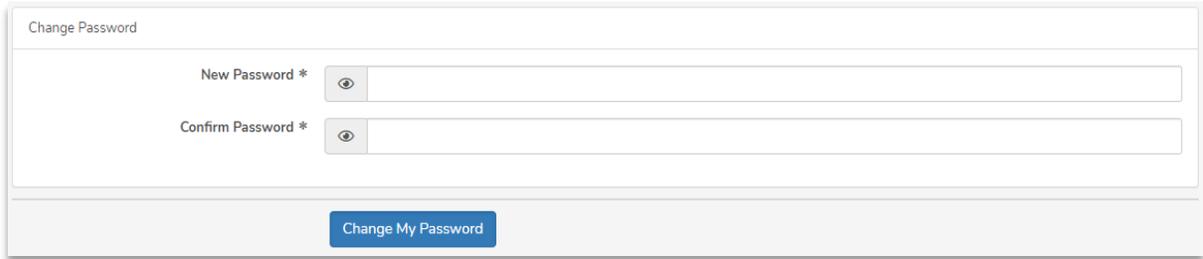
9. Navigate back to the login page, input the **Login ID** (email) and **Password** provide in your approval request email.



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



11. 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.



The image shows a 'Change Password' form. At the top, it says 'Change Password'. Below that are two input fields: 'New Password *' and 'Confirm Password *'. Each field has a small eye icon to its left, indicating a password field. At the bottom of the form is a blue button labeled 'Change My Password'.

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

