

UKG Pro Log In Instructions

Provides information for how to log in to the UKG Pro solution.

UKG Pro Sign In Instructions

Sign in to UKG Pro

When signing in to UKG Pro, you can select your language display preference before entering your sign in credentials.

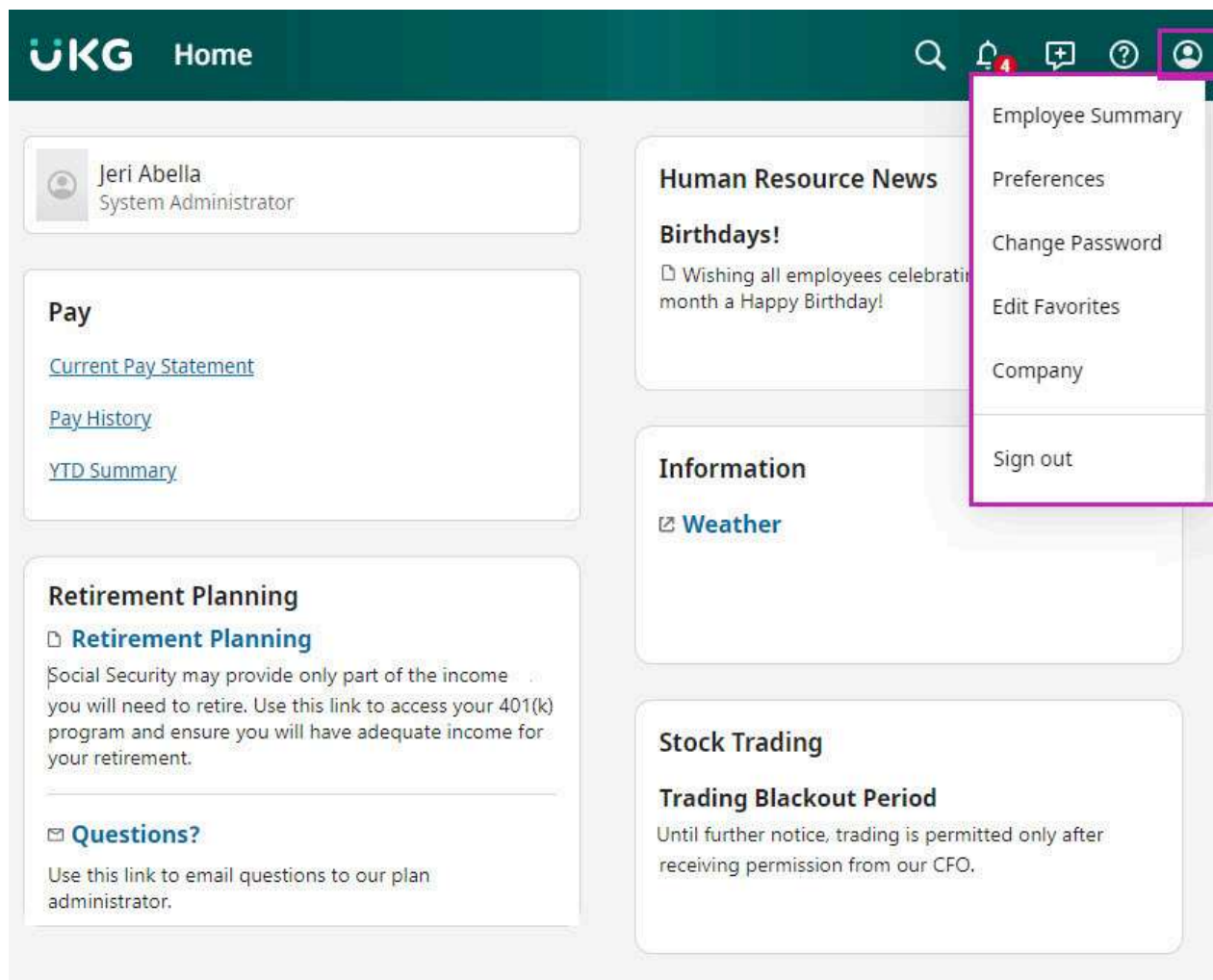
Navigation: UKG Pro sign in page

1. From the UKG Pro sign in page, enter your user name and password.
2. Select **Sign In**.
 - a. If your role requires multi-factor authentication (MFA), then the **Select Delivery Method** page displays to allow you to request an access code that is needed to access UKG Pro.
 - b. Select the delivery method that you would like to use to receive the access code.
 - c. Select **Submit**. The **Enter Access Code** page displays with a count down during which you must enter the access code that was delivered to you.
 - d. Select **Submit**. The UKG Pro home page displays.

The image displays three sequential screenshots of the UKG Pro sign-in process:

- Welcome, come on in!**: The first screenshot shows the UKG logo and a welcome message. Below the message are two input fields: "User name" and "Password". A blue "Sign in" button is positioned below the fields, with a link "Forgot your password?" underneath it.
- Select Delivery Method**: The second screenshot shows the UKG logo and the title "Select Delivery Method". A message states: "For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code." There are three radio button options: "Text", "Voice", and "E-mail". Each option has a corresponding dropdown menu showing a phone number "+X xxx-xxx-1891" for Text and Voice, and an email address "j.....a@tothemax.com" for E-mail. A "Cancel" button is at the bottom left and a "Submit" button is at the bottom right.
- Enter Access Code**: The third screenshot shows the UKG logo and the title "Enter Access Code". A message states: "The security access code is valid for a limited time. When this time expires, you will be required to request a new security access code." A large digital timer displays "04:36". Below the timer is an input field labeled "Enter Access Code here". At the bottom, there is a "Cancel" button on the left and a "Submit" button on the right. A checkbox is present with the text "Do not ask me for codes again on this computer for the next 7 days".

- From the UKG Pro home page, you can select your account icon to display the Preferences and Favorites menu personalization, Change Password, and Sign Out options:



Tip The Help icon displays on every page within the UKG Pro solution to allow you to review the help content for the page that you are viewing.

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