Getting Started and Using a Mobile Device

Reference Guide
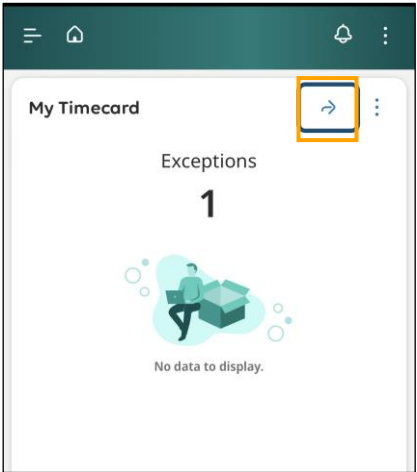
Purpose: This guide shows all team members how to download, install and log in to the UKG Dimensions mobile app.

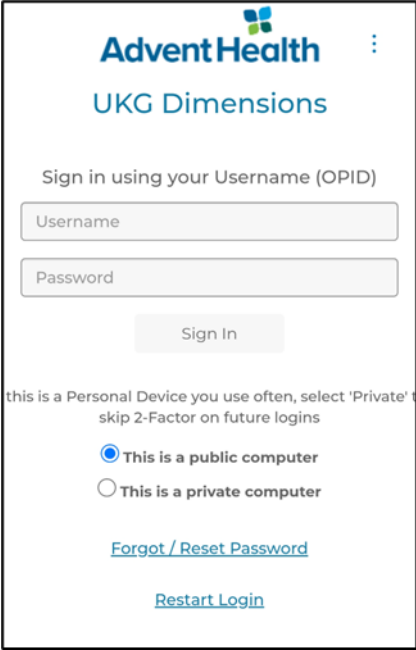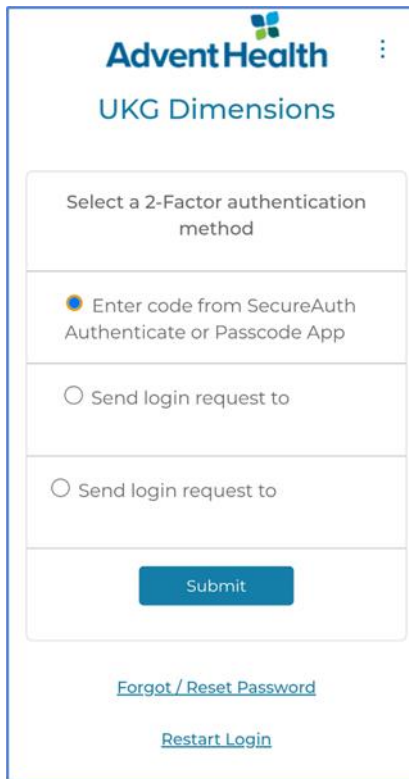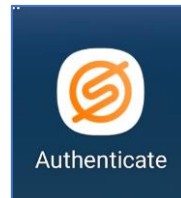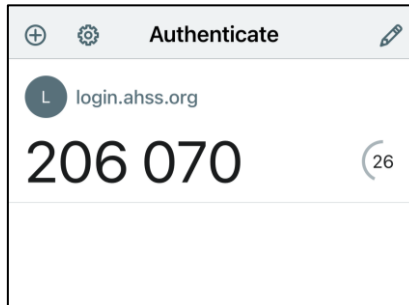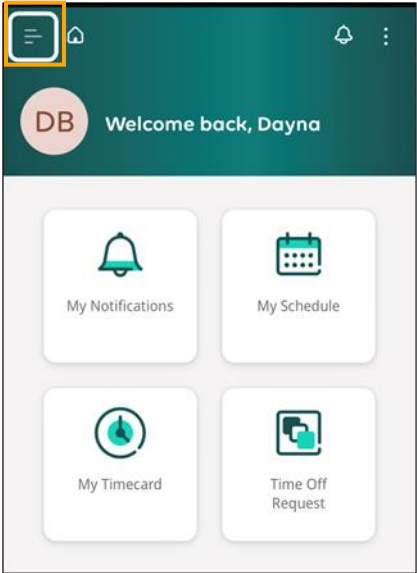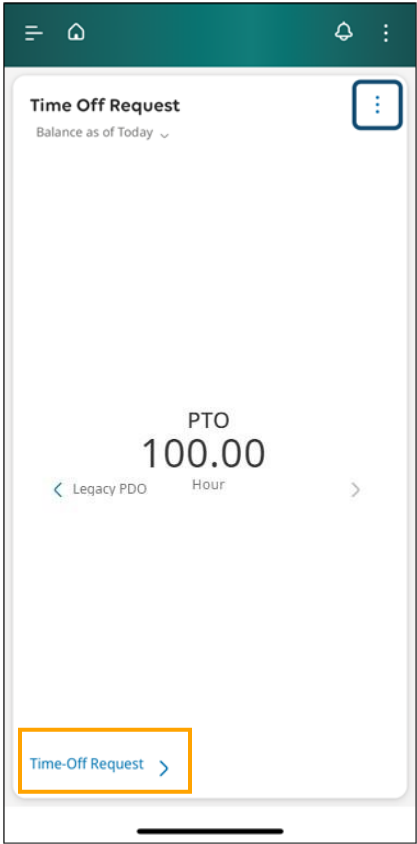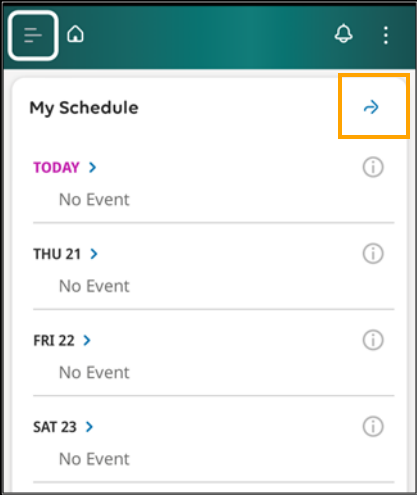| Action	Screenshot
Download and Install the UKG Dimensions App	
• The app requires at least 75MB of available storage on your device, and minimum operating system requirements are iOS version 12 and above, or Android version 6. • Using the UKG Dimensions mobile app requires use of SecureAuth Authenticate.	
Navigate: From your **App Store** or **Google Play Store**, search for and download the **UKG Dimensions** app.	
Launching the app and logging in for the first time:	
1. Tap the icon to open the app.	

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Action	Screenshot
2. Type in the Tenant URL: **https://adventhealth-sso.prd.mykronos.com** or **Scan** the QR code: Tap the **Save** button.	
3. Type your **OPID** and AdventHealth network **password**. If you are using your personal device, select the **This is a private computer** radio button. Tap the **Sign In** button.	

Action	Screenshot
4. Select the first authentication method listed, then tap **Submit**. **Note:** If you do not have the SecureAuth Authenticate app on your mobile device, click here to follow the instructions for SecureAuth Enrollment / Registration.	AdventHealth UKG Dimensions Select a 2-Factor authentication method ● Enter code from SecureAuth Authenticate or Passcode App ○ Send login request to ○ Send login request to Submit Forgot / Reset Password Restart Login
5. Open the **SecureAuth Authenticate** app on your mobile device.	Authenticate
6. Tap the screen to copy the Authenticate code. **Note:** Codes are single use and expire every 60 seconds.	Authenticate L login.ahss.org 206 070 26

Action	Screenshot
7. Return to the UKG Dimensions app. Tap the **Passcode** field to paste the numeric code or use the buttons on screen to enter the code. Tap the **Submit** button.	
8. Optional: tap the button to **Allow** notifications. **Note:** Allowing notifications enables you to receive push notifications of open shifts. If you do not allow notifications when initially installing the app, navigate to your device settings to change the permissions.	

Action	Screenshot

Home Page

- The Home page is composed of tiles which display a summary of content from the different components.
- Tapping a tile allows you to navigate to components to perform different tasks.
- Additional tiles may display for Managers, Schedulers, Staffers, House Supervisors, or other key personnel.

Tapping the **Main Menu** icon provides an alternate way to access the different components. Use the **My Notifications** tile or the **Bell** icon to view alerts and notifications in the application, such as approved time off.	
Tapping the **My Timecard** tile on the Home page opens the tile. A quick glance displays exceptions on your timecard. Use the **arrow** icon to navigate to your timecard to view your punches, total worked hours for the pay period, PTO accruals and to submit punch corrections.	

Action	Screenshot
Tapping the **Time Off Request** tile on the Home page opens the tile, which displays your Legacy PDO and/or PTO balance. Use the **Time Off Request** link at the bottom of the tile to submit a time off request for PTO, Jury, Bereavement, or other listed selections.	
Tapping the **My Schedule** tile on the Home page opens your schedule view. The quick glance shows a rolling 7-day view of your schedule. Use the **arrow** icon to navigate to your full schedule, where you can pick up open shifts or submit swap requests.	

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