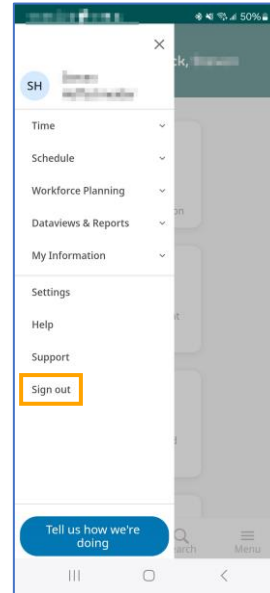


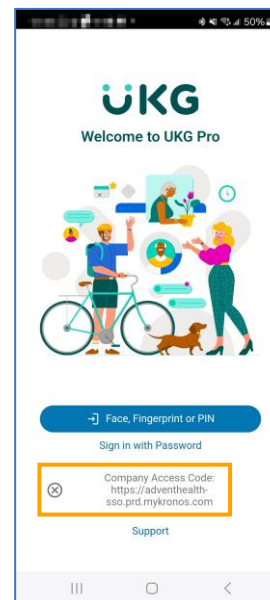
Changing the UKG Pro App to AdventHealth Settings

Team members new to AdventHealth who already have the UKG Pro App installed do not need to delete and reinstall. They can instead change the tenant URL to the correct settings for AdventHealth.

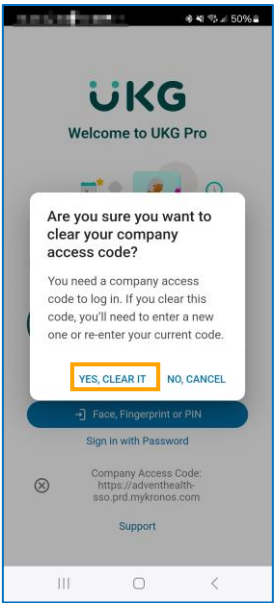
1. Select **Sign out** from the Main Menu.



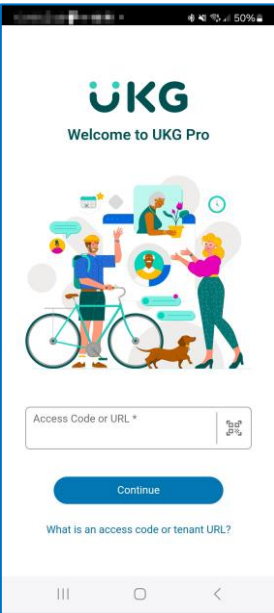
2. Click on the Company Access Code. Please note this will show the previous access code.



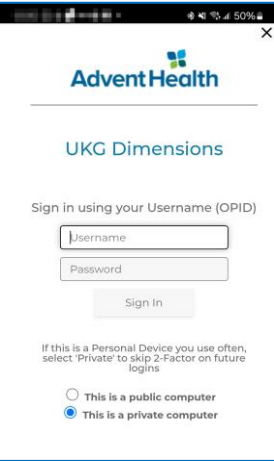
3. When prompted, confirm that you would like to clear the previous company access code.



4. Scan the QR code or type <https://adventhealth-sso.prn.mykronos.com> into the **Access Code** field, then tap **Continue**.

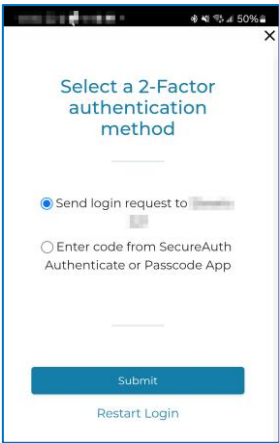


5. Select the **This is a private computer** radio button. Type your **OpID** and AdventHealth network **password**, then tap the Sign In button.

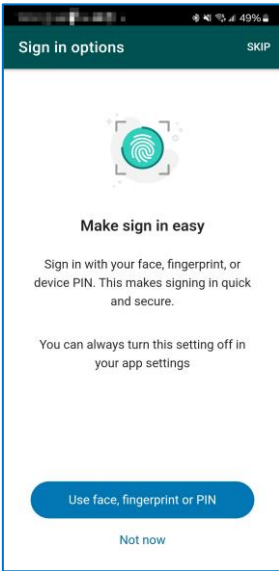


6. Select an authentication method, then tap **Submit**.

Note: If you do not have the SecureAuth Authenticate app on your mobile device, click [here](#) to follow the instructions for SecureAuth Enrollment / Registration.



7. Optional: Enable face, fingerprint, or PIN login.



8. Optional: 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.

