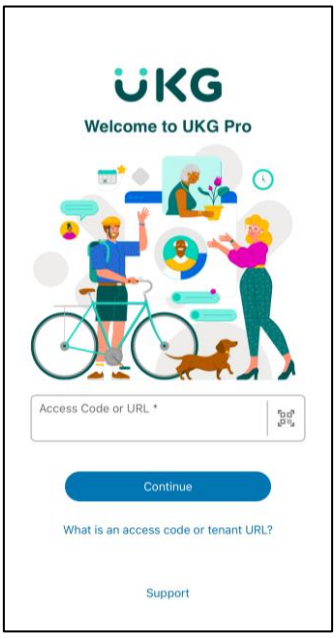
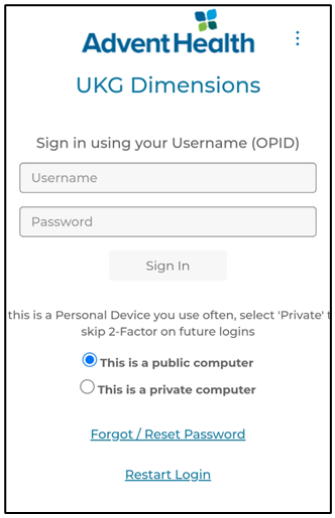
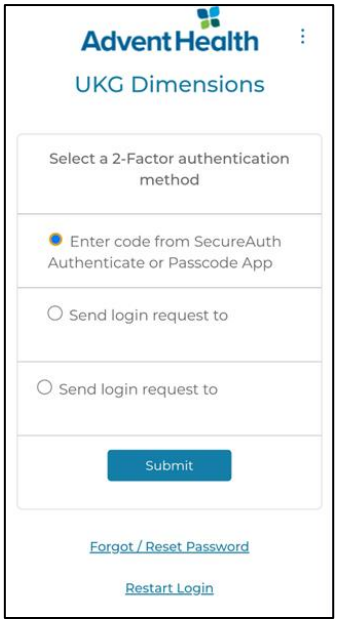
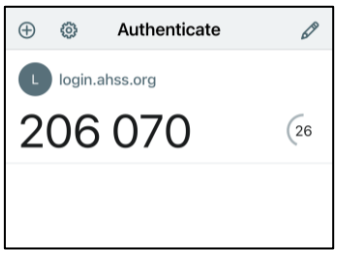
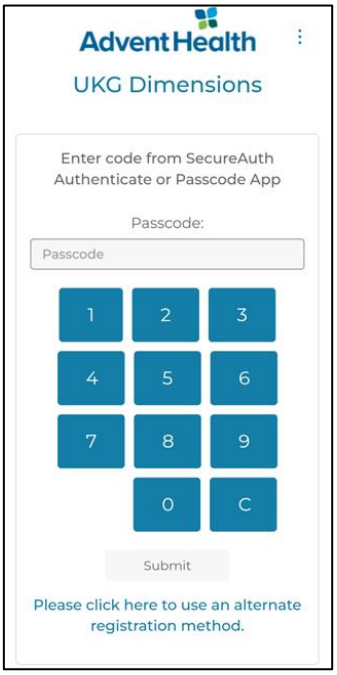
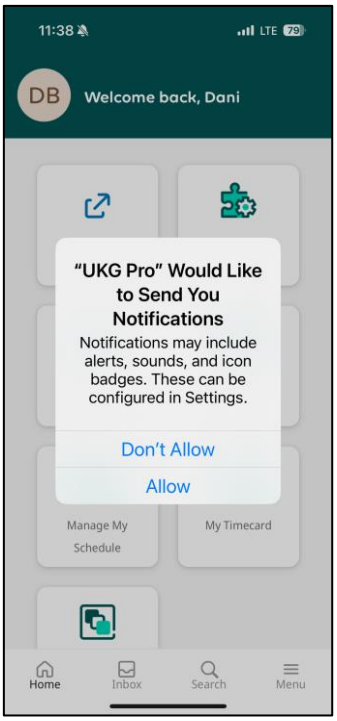
Getting Started and Using a Mobile Device

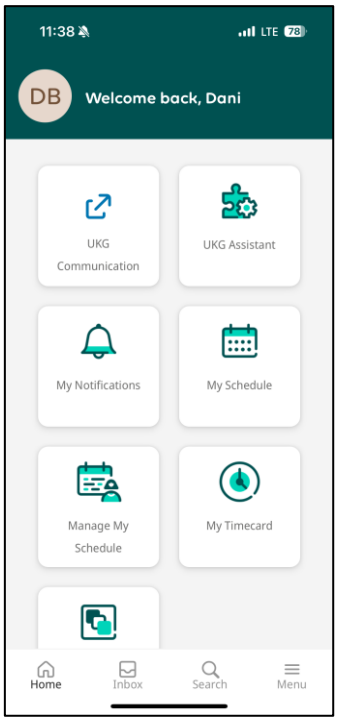
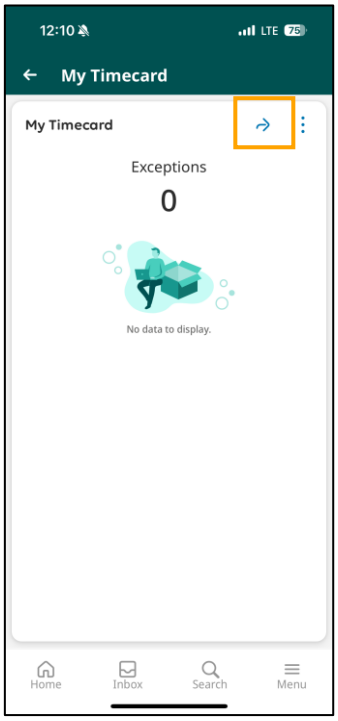
Reference Guide

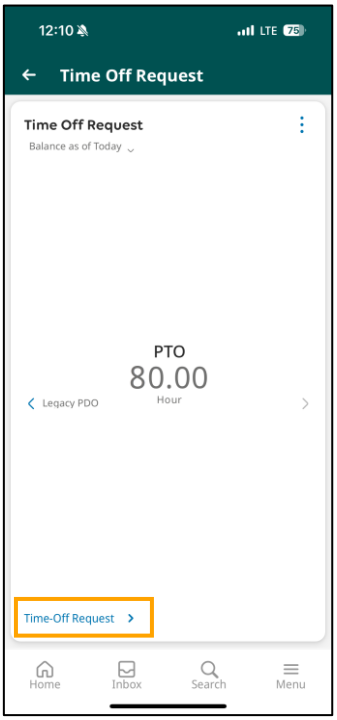
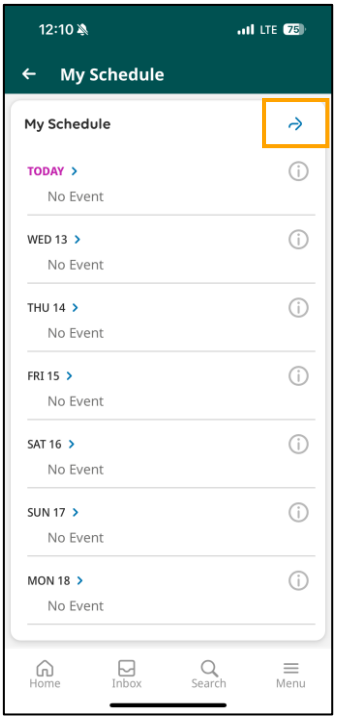
Purpose: This guide shows all team members how to download, install and log in to the UKG mobile app.

Action	Screenshot
Download and Install the UKG App	
• Using the UKG mobile app requires the use of SecureAuth Authenticate.	
Use the QR code, or navigate to your **App Store** or **Google Play Store** to download the **UKG Pro** app.	**Apple App Store:** **Google Play Store:**
Launching the app and logging in for the first time:	
1. Tap the icon to open the app.	
2. Scan the QR code or type *https://adventhealth-sso.prd.mykronos.com* into the **Access Code** field, then tap **Continue**.	

Action	Screenshot
3. Select the **This is a private computer** radio button. Type your **OpID** and AdventHealth network **password**, then tap the **Sign In** button.	
4. Select the *first* 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.	
5. Open the **SecureAuth Authenticate** app on your mobile device.	
6. Tap the screen to copy the code. **Note:** Codes are single use and expire every 60 seconds.	

Action	Screenshot
7. Return to the UKG app. Tap the **Passcode** field to paste the code or use the buttons on screen to enter, then 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	
• Additional tiles may be displayed for Managers, Schedulers, Staffers, House Supervisors, or other key personnel.	
Tapping the **Menu** icon provides an alternate way to access the different components. Use the **My Notifications** tile or the **Inbox** 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 quick glance, which displays the number of 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 quick glance, which displays your time off balances. This may include Legacy PDO, PTO balance, PSSL and SPL, where applicable. 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 the quick glance, which 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.