

UKG Mobile Instructions —An Employee’s Guide

This guide was created for employees who would like using the mobile app. as a tool for information and use in clocking time. Please follow these instructions to get started using the **UKG mobile app**. *Downloading the app is **not a requirement**. There are **two additional ways** to record your work hours for those of you who clock time. Please see the employee’s guide for additional details.*

FINDING UKG APP

Step One

Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Access the application

1. On your mobile device, open Google Play or the Apple App Store.



2. Search for UKG Pro Mobile.

← ukg pro

 UKG Pro (UltiPro)

3. Install the application



Uninstall

Open

Step Two

Application setup

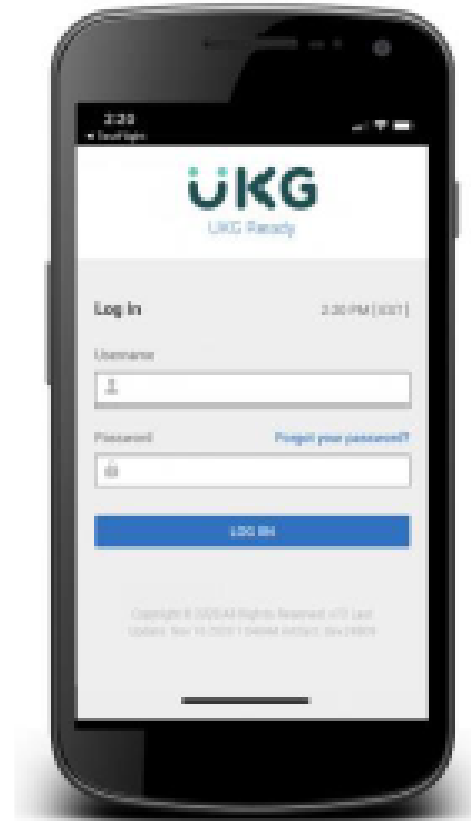
4. Open the application on your device.

5. Type your company's code

For WCU, that company code is:

wmcarey

6. Agree to allow the app. to show your location.



Step Three

Application setup continued...

7. Select **Continue**, then choose **SSO Corporate Credentials**

Please wait for the screen to take you to the new login area.

8. Enter your username and password

* Full Carey Email address

* Password to OneLogin

Sign In

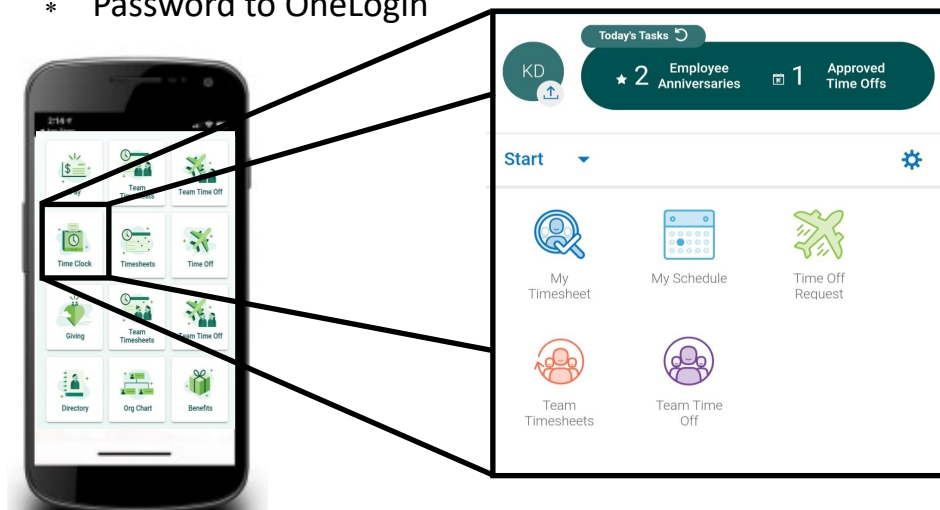
Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

Password

Sign In



Once the **UKG app** is set up and you have logged in, you will need to follow the instructions for downloading the **UKG Ready app**. You will only need to sign into the **Ready app** once and the two apps will be linked.