

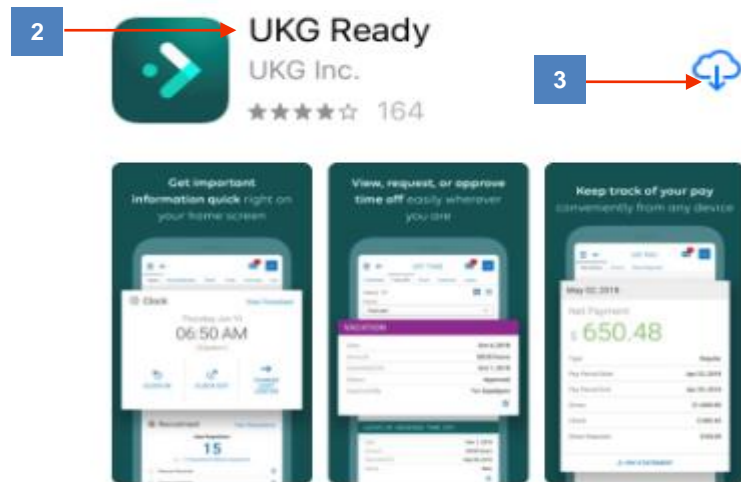
MOBILE – DOWNLOAD, SIGN IN/OUT AND CHANGE PASSWORD

Objective

To learn how to download & install the mobile application while signing in and out of Workforce Ready to view and edit personal records.

Apple iOS

1. Visit your **Apple App Store**.
2. Search for **UKG Ready**.
3. **Download** the **UKG Ready** App to your device.



Google Android

1. Access **Google Play**.
2. Search for **UKG Ready**.
3. **Download** the **UKG Ready** App to your device.

Setting up the mobile application for the first time

1. Open the **mobile application** on your device.
2. Select your **region** from the list (**North America**).
3. Input your **company's short name (6147787)**.
4. Press **Continue**.
5. Input your **username** (employee ID number).
6. Input your temporary **password**.
7. Press **Login**.
8. You will be prompted to change your password. Enter your **Temporary Password** in the **Old Password** box.
9. Create a **New Password**. *At least 15 characters using upper & lower case letters, a number & symbol.*
10. Confirm **New Password**.
11. Click **Change** to update your password.

The image shows the UKG Ready mobile application setup and login screens. The first screen is the 'Welcome to UKG Ready' screen with the UKG logo. Below the logo is a 'Select your region' section with radio buttons for Australia, Europe, North America (selected), Dimensions HCM, and UltiPro. A blue box with the number 2 points to the 'North America' radio button. Below the region selection is a 'Company Shortname' field with a question mark icon and a 'CONTINUE' button. A blue box with the number 3 points to the 'Company Shortname' field, and a blue box with the number 4 points to the 'CONTINUE' button. The second screen is the 'Log In' screen with a clock showing 8:57 AM [CST]. It has fields for 'Username' and 'Password', a 'Forgot your password?' link, and a blue 'LOGIN' button. A blue box with the number 5 points to the 'Username' field, and a blue box with the number 6 points to the 'Password' field. The third screen is the 'Change Password' screen with fields for 'Old Password', 'New Password', and 'Confirm New Password', and a blue 'CHANGE' button. A blue box with the number 8 points to the 'Old Password' field, a blue box with the number 9 points to the 'New Password' field, and a blue box with the number 10 points to the 'Confirm New Password' field. A blue box with the number 11 points to the 'CHANGE' button.

Logging in with virtual code

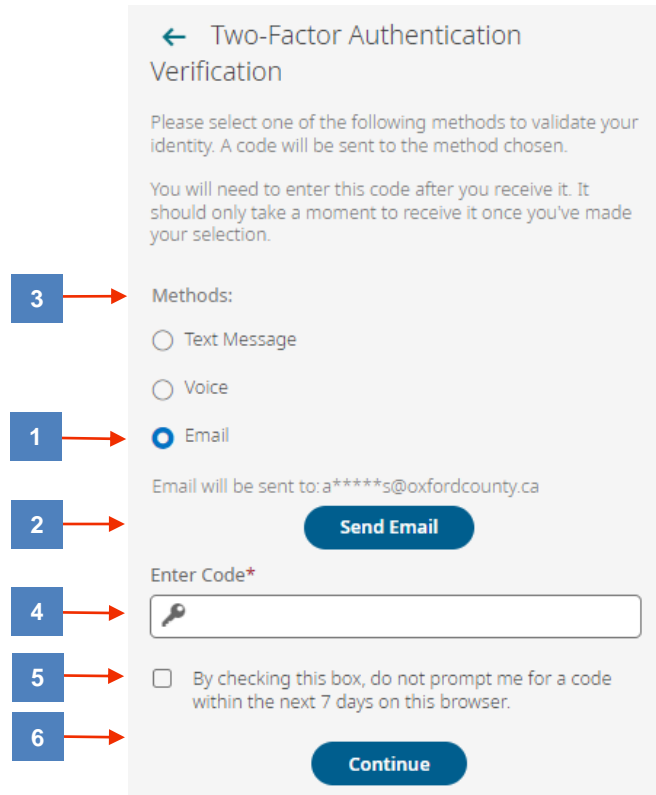
While logging in, you may be prompted to enter a six-digit code after entering your username and password.

Follow these steps to generate and enter the code:

1. Select the option that matches the Method you want the code to be sent by (Text, Voice, Email).
2. Click Send (method).
3. Verify that the code was sent successfully.
4. Retrieve the code via your chosen method, then enter it in the **Code** field.
5. Check the **Remember Verification Code** check box if you want the application to remember the code for 7 days.
6. Click **Continue**.

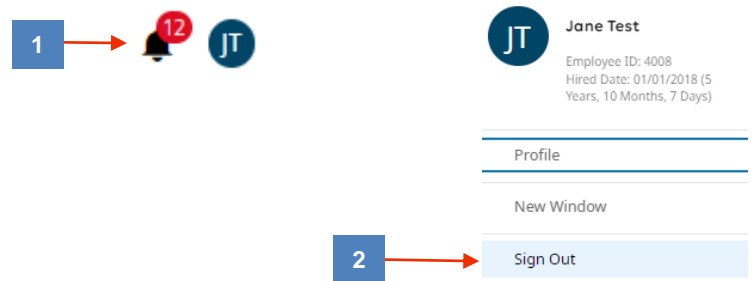
Important Information

The code is only active for 15 minutes.



Logging Out

1. Click **your initials** icon to open the menu (top right corner of screen).
2. Select **Sign Out**.



Changing Password

1. Click the **Show Menu** icon to open the Navigation menu (top left corner of screen).
2. Click **My Information** down arrow.
3. Select **Change Password**.
4. Enter Current Password, New Password and Confirm New Password.
Password must have at least 15 characters including:
 - Uppercase Letter
 - Lowercase Letter
 - Number
 - Symbol
5. Click **Change Password**.

