

If you experience any issues with the steps outlined below or otherwise need assistance with installing the UKG Pro application on your mobile device, please contact the AHC Service Desk at 1-866-288-0383.

Downloading and Getting Started with UKG Pro on a Mobile Device

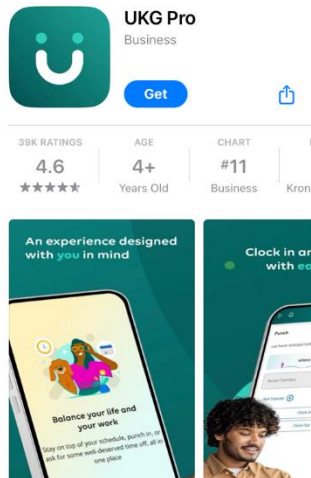
This job aid explains how to download, sign in and get started with the UKG Pro application on your mobile device.

Download the app:



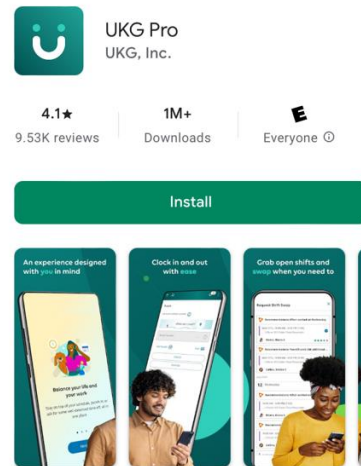
From the Apple App Store:

1. In the App Store, search for **UKG Pro**
2. Tap the **UKG Pro** app and then tap **Get**
3. Open the app in your Apple device to launch



From the Google Play Store:

1. In the App Store, search for **UKG Pro**
2. Tap the **UKG Pro** app and then tap **Install**
3. Open the app in your Apple device to launch



Apple device QR Code:



Android device QR Code:



Launch the UKG Solution App:

From your mobile device:

Search for the UKG Solution app:

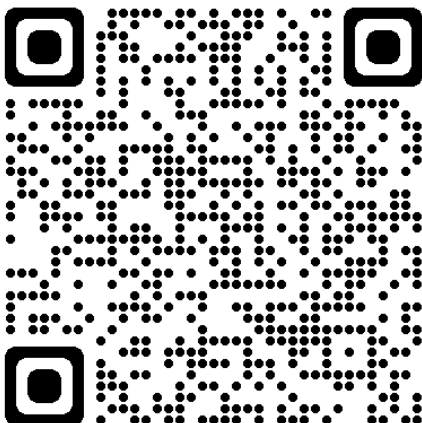


Log on to the UKG Solution:

If this is the first time you are logging into **UKG** on your mobile device, you will be prompted to enter a Tenant URL. Enter “<https://adventist-sso.prn.mykronos.com/>” in the Tenant URL field. Tap “**Save**”.

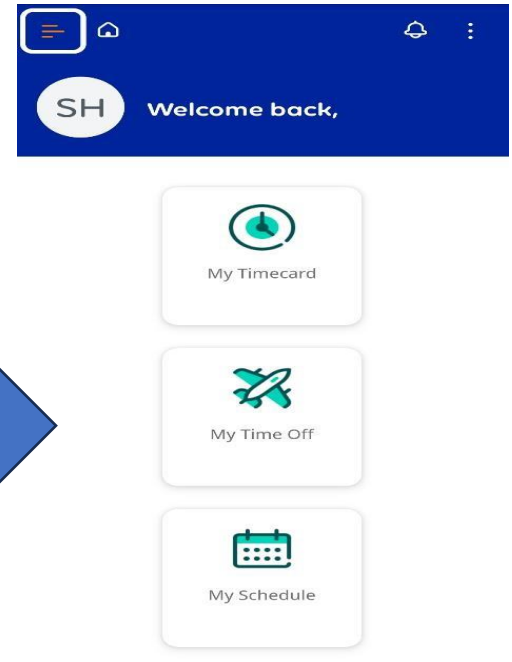
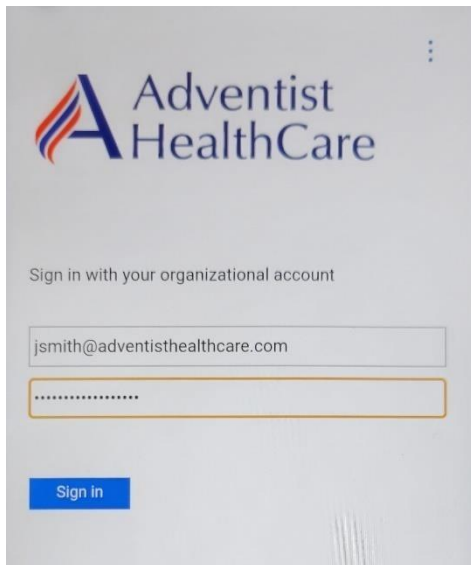


Alternatively, you can tap the “**Scan**” button and scan the following QR code to automatically populate the “<https://adventist-sso.prn.mykronos.com/>” URL.



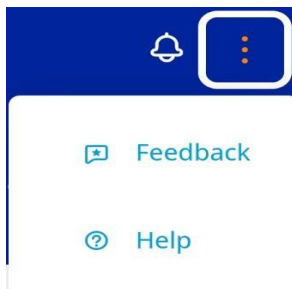
You will be taken to the Adventist HealthCare organizational account sign in page. Enter your AHC organizational account email address. For most team members, this will be your full @adventisthealthcare.com email address and network password. Tap “Sign in”.

Note: If you do not have or know your organizational account username because you do not have an AHC provided email address, please contact the **Service Desk** and they can inform you of the appropriate credentials to use.



Navigate in the application:

1. Select **Notifications**  at the top right of the screen to see alerts and notifications in the application such as a missed punch message.
2. Select **Help** by tapping the **vertical ellipsis**  at the top right of the screen to get online help.



3. Select the **Main Menu**  at the top left of the screen to open the main menu as an alternative way to access your timecard or calendar to view your worked and scheduled hours.

The Home page is composed of tiles, which are containers that display a summary of content from product components. You can select a tile to perform a function such as punching in or out. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly.

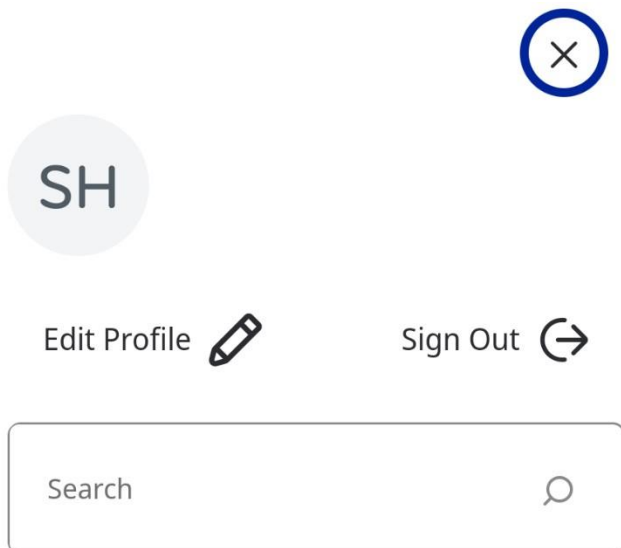
- Select **My Timecard** to view your hours worked for the time period.
- Select **My Time Off** to submit a time off request to your manager.
- Select **My Schedule** to view your scheduled hours for the week.

Note: Select users may have additional tiles based on their access profile within the application.

Signing Out of the UKG Solution:

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

To log off UKG Solutions, select the **Main Menu**  and select **Sign Out**.



Note: UKG recommends that you always end your work session by selecting the Sign Out link, located in the top-left corner.