## **Mobile App Instructions**

1. Download UKG Pro (UltiPro) UKG Pro (UltiPro) OPEN Business ★★★★☆ 7.8K UKG Update your profile 1 9444-4585 **UKG UKG** Welcome to UKG Pro Sign In

3. Sign in using SSO (Single Sign-On)

- or use your UKG Pro account

Sign In Forgot your password?

sername

Password

2. Use Company Access Code : WWCTS

> Company Access Code WWCTS

> > What is a Company Access Code?

Support

4. Use Warren	Sign in coechsner@warren-wilson.edu Can't access your account?		
Nilson email		Back	Next
	Welcome to War	ren Wilson.	

6. Once logged in, it will bring you to this home screen. Click "Time Clock"



Warran Wilson		
College	5. Use PW	
← coechsner@warren-wilson.edu		
Enter password	that you use	
Password	to login to	
Forgot my password	your	
Sign in	computer	
Welcome to Warren Wilson.		

7. Then you will be prompted to login again on a browser repeating steps 3-5.

8. It may prompt you to "Open in App" or you will need to open the App store again and download a second app "UKG Ready"





Download UKG Ready

10. You should be logged in after logging in through UKG Pro. You may need to close out of both apps and reopen as if you are refreshing your apps. Once you see that you are successfully logged into UKG Ready you can delete UKG PRO if you would like.

Or you can choose to delete UKG Ready. Some employees found it easy to use UKG Pro with the pop up browser.



It is up to you as a user what you prefer.