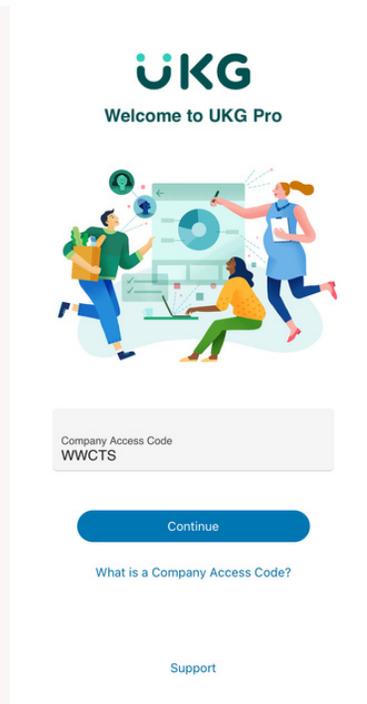


Mobile App Instructions

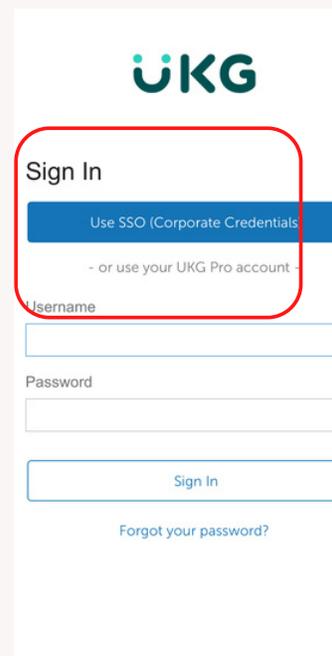
1. Download UKG Pro (UltiPro)



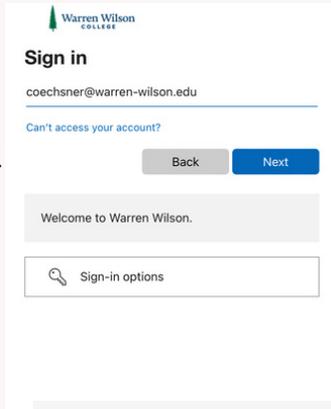
2. Use Company
Access Code :
WWCTS



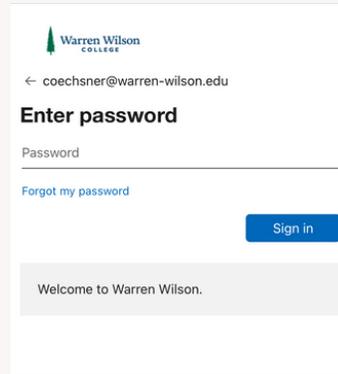
3. Sign in using
SSO (Single
Sign-On)



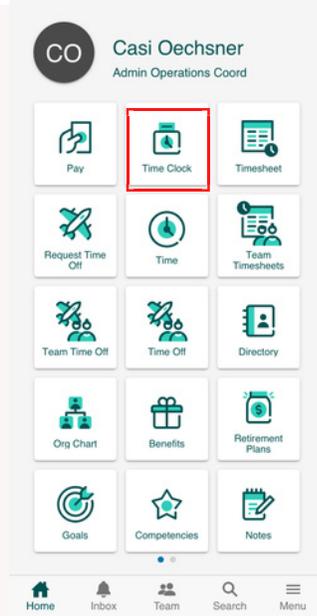
4. Use Warren Wilson email



5. Use PW that you use to login to your computer

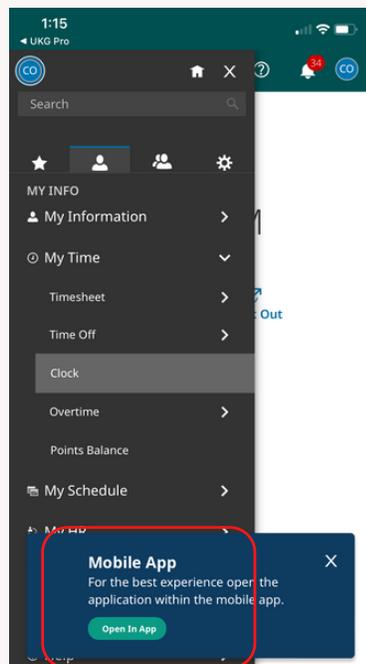


6. Once logged in, it will bring you to this home screen. Click "Time Clock"

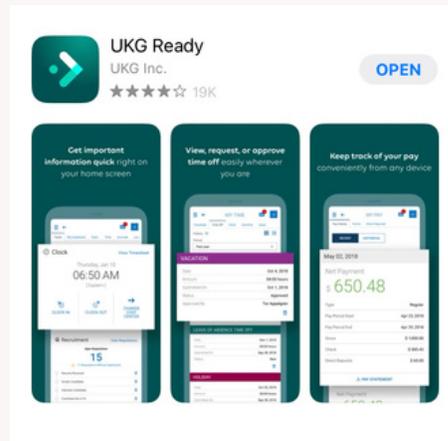


7. Then you will be prompted to login again on a browser repeating steps 3-5.

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"



9. Download UKG Ready

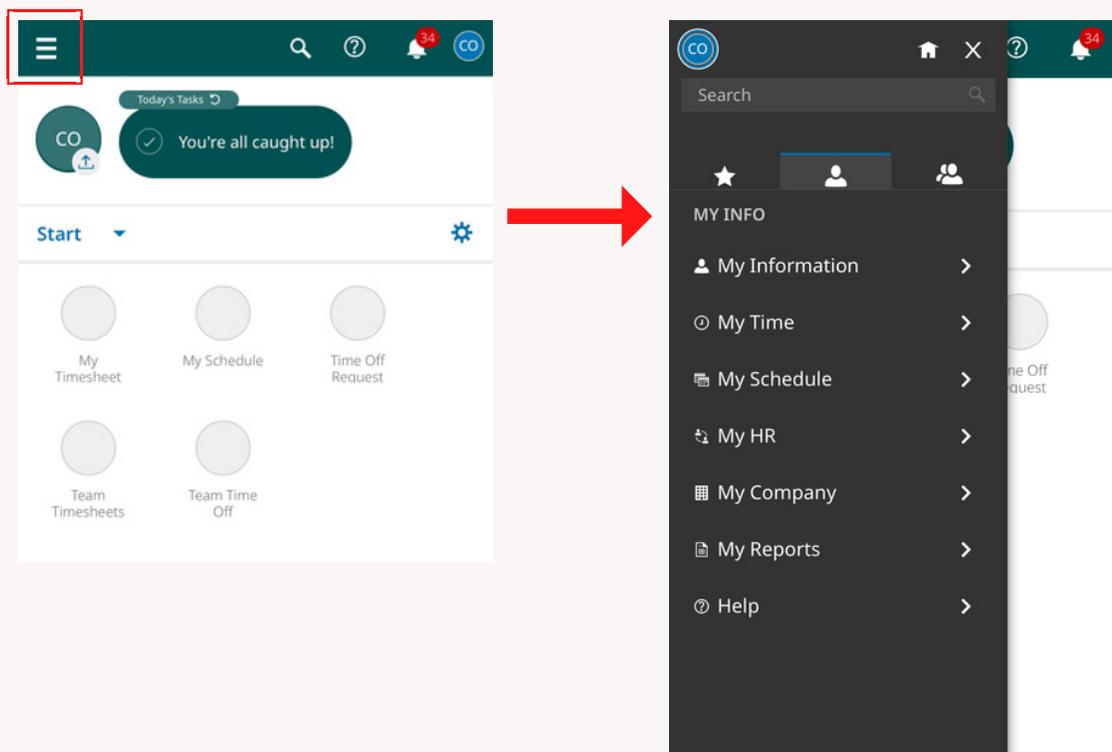


10. You should be logged in after logging in through UKG Pro. You may need to close out of both apps and reopen as if you are refreshing your apps. Once you see that you are successfully logged into UKG Ready you can delete UKG PRO if you would like.

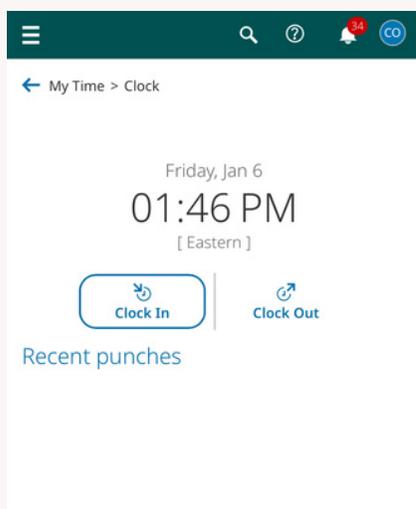
Or you can choose to delete UKG Ready. Some employees found it easy to use UKG Pro with the pop up browser.

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

11. This is your "Home" screen. Use the list icon (3 bars) to navigate



You are able to clock in and out.



Request Time Off

