

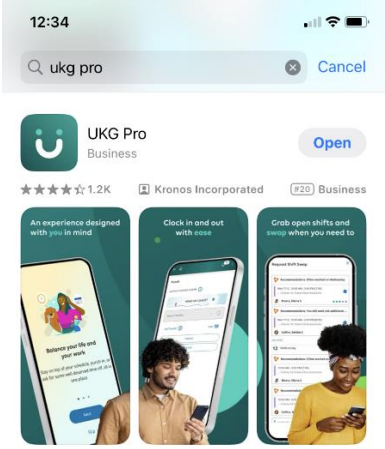


How to Download the UKG PRO Mobile Application

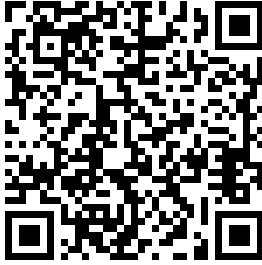
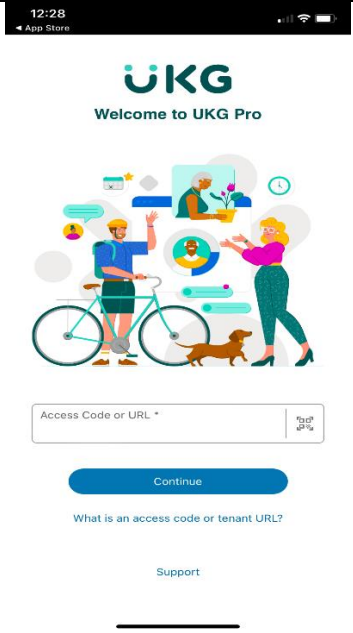
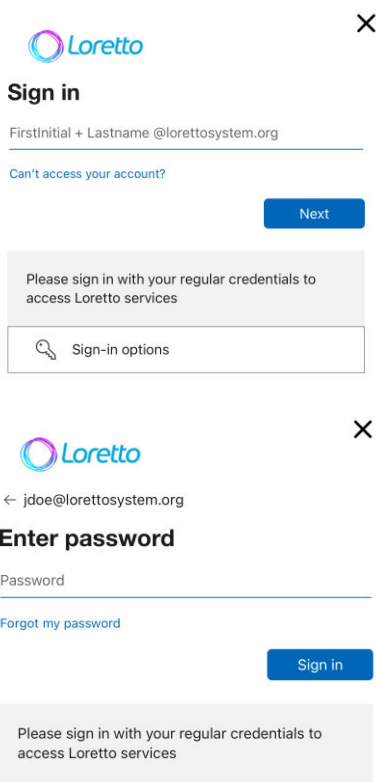
Union Employees

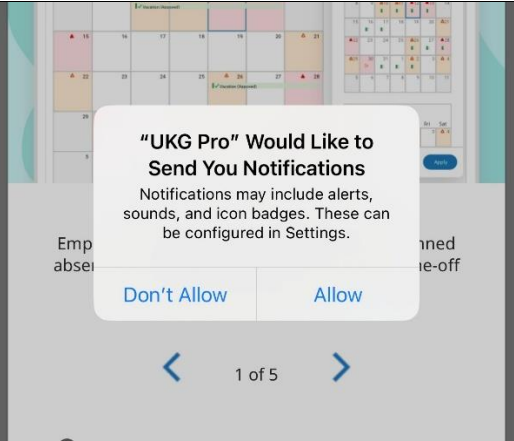
Requirement: You must have a mobile number on file with Human Resources. If your number changes, you will need to update it with Human Resources.

Non-Union Employees

Requirement: You must have Microsoft Multi-Factor Authentication setup.

No	ACTION	PICTURE
1	<p>The UKG Pro mobile app is available for download from the Apple App Store and the Google Play Store.</p> <p>Simply search: UKG PRO</p> <p>The UKG Pro mobile app requires:</p> <ul style="list-style-type: none"> ○ iOS 13 or higher for iOS devices ○ Android 8 or higher for Android devices 	
1.A	<p>Or scan the QR Code</p> <p style="text-align: center;">Apple iOS Store</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Android Google Play Store</p> <div style="text-align: center;">  </div>

<p>2</p> <p>Once downloaded, open the application. You will be prompted to enter either a QR code or a URL.</p> <p>QR Code:</p>  <p>URL: https://lorettomang-ss0.prd.mykronos.com</p> <p>Click Continue after entering the URL or scanning the QR code.</p>	 <p>The screenshot shows the UKG Pro app's login screen. At the top, it says 'Welcome to UKG Pro'. Below that is an illustration of a man on a bicycle and a woman standing. There is a text input field labeled 'Access Code or URL *' with a 'Sign in' button to its right. A blue 'Continue' button is centered below the input field. Underneath, it asks 'What is an access code or tenant URL?' and provides a 'Support' link.</p>
<p>3</p> <p>Username: Your Loretto computer username. Be sure to add @lorettosystem.org at the end. (This is normally your email address)</p> <p>Password: Your Loretto computer password.</p> <p>Forgot your password? Call 315-413-3644 and choose option 1.</p> <p>Once entered, and moving forward, when entering the mobile application, you will be asked to sign in.</p>	 <p>The screenshots show the Loretto sign-in process. The first screen is the 'Sign in' page with the Loretto logo, a close button (X), and a text input field for 'FirstInitial + Lastname @lorettosystem.org'. There is a 'Next' button and a link for 'Can't access your account?'. Below this is a message: 'Please sign in with your regular credentials to access Loretto services' and a 'Sign-in options' button. The second screenshot shows the 'Enter password' page with the Loretto logo, a close button (X), a back arrow, and the email 'jdoe@lorettosystem.org'. It has a 'Password' input field, a 'Forgot my password' link, and a 'Sign in' button. A message at the bottom says: 'Please sign in with your regular credentials to access Loretto services'.</p>
<p>4</p> <p>Union Employees</p> <ul style="list-style-type: none"> To provide enhanced security, after entering your password, you will receive a one-time text message with a code and be prompted to enter the code into the screen to authenticate you. <p>Non-Union Employees</p> <ul style="list-style-type: none"> To provide enhanced security, after entering your password, you will need to enter the number displayed on the screen in your Microsoft Authenticator app. 	

<p>5</p>	<p>You'll be prompted to allow the UKG Pro app to send you notifications. Choose Allow. (This is how you'll be notified about your PTO requests, missed punches and in Phase 2, shift availability).</p> <p><i>Note: This screen may look slightly different on an Android device.</i></p>	
<p>6</p>	<p>Lastly, you'll be prompted to allow the UKG pro app to use your location. We will not be using this feature. It is safe to choose Don't Allow</p> <p><i>Note: This screen may look slightly different on an Android device.</i></p>	