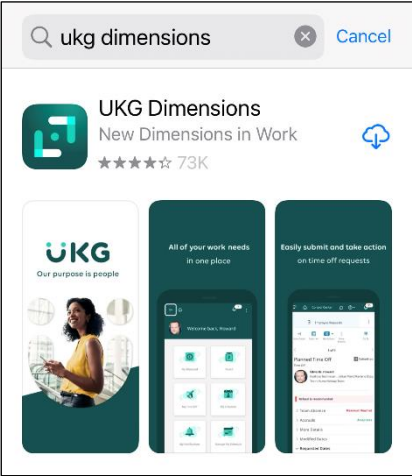# Installing and Using the UKG App

Quick Reference Guide

Purpose: This guide will show all team members how to get started and navigate the UKG Dimensions mobile app.

Action	Screenshot
Download and Install the UKG Dimensions App	
• The app requires at least 75MB of available storage on your device. Minimum operating system requirements are iOS version 12 and above, or Android version 6.	
Navigate: From your **App Store** or **Google Play Store** search for and download the **UKG Dimensions** app.	
Launch the UKG Dimensions App:	
1. Tap Open from the install dialogue, or tap the icon to open the app.	

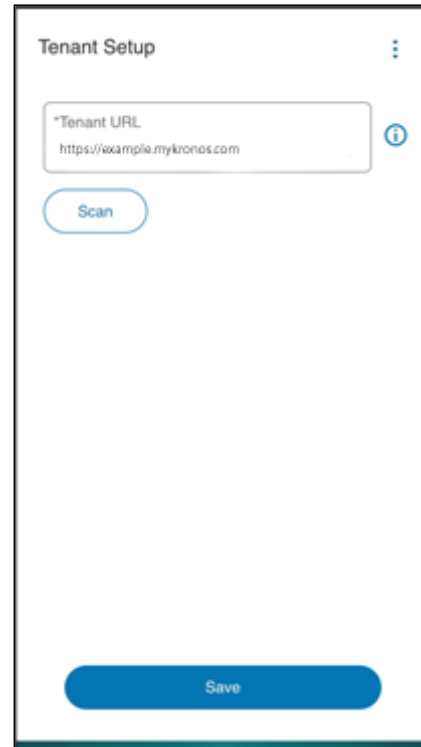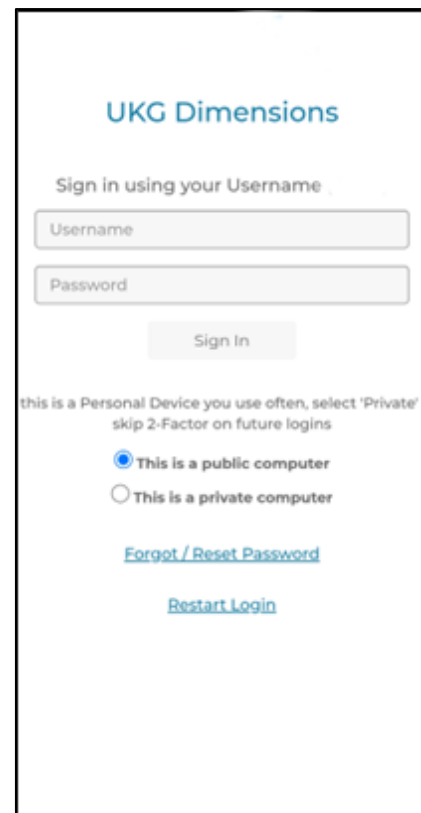|	
2. Type in the **Tenant URL**: https://example.mykronos.com or tap **Scan** and scan the QR code below: [QR code image] 3. Tap the **Save** button.	**Tenant Setup** *Tenant URL https://example.mykronos.com Scan Save
4. If you are using a personal device, select **This is a private computer**. 5. Enter your **user name** and network **password**. 6. Tap **Sign In**.	**UKG Dimensions** Sign in using your Username Username Password Sign In this is a Personal Device you use often, select 'Private' to skip 2-Factor on future logins ● This is a public computer ○ This is a private computer Forgot / Reset Password Restart Login

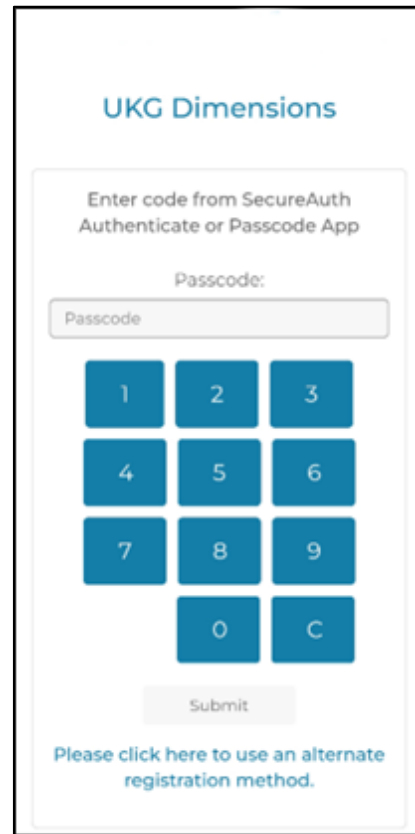|	
7. Select the desired 2-factor authentication method and tap **Submit**.	**UKG Dimensions** Select a 2-Factor authentication method ● Enter code from SecureAuth Authenticate or Passcode App ○ Send login request to ○ Send login request to Submit Forgot / Reset Password Restart Login
8. Use the SecureAuth Authenticate app on your mobile device to retrieve the numeric code or approve the login. **Note:** If you do not have the Authenticate app set up on your mobile device follow the instructions for SecureAuth Enrollment and Registration.	Authenticate
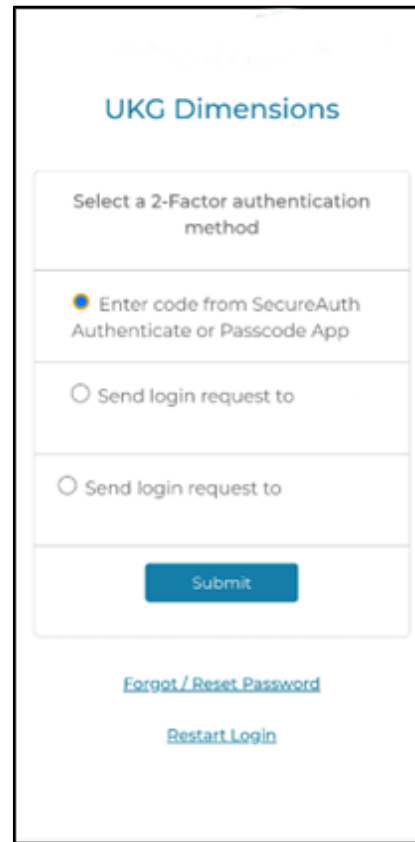
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9. Return to the UKG Dimensions app to enter the numeric code to complete the login process.

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UKG Dimensions

Enter code from SecureAuth Authenticate or Passcode App

Passcode:

| Passcode |

1	2	3
4	5	6
7	8	9
	0	C

Submit

Please click here to use an alternate registration method.

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Getting Started and Using a Mobile Device, Cont.

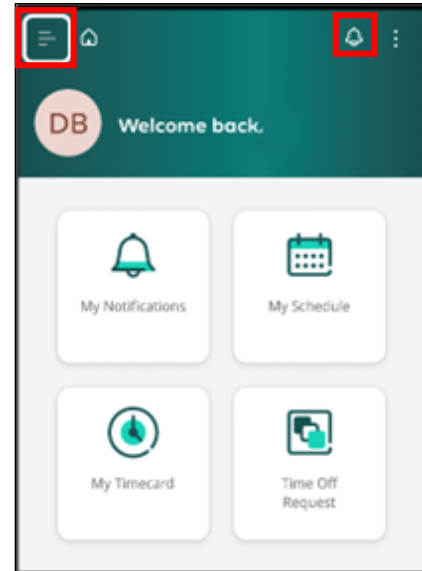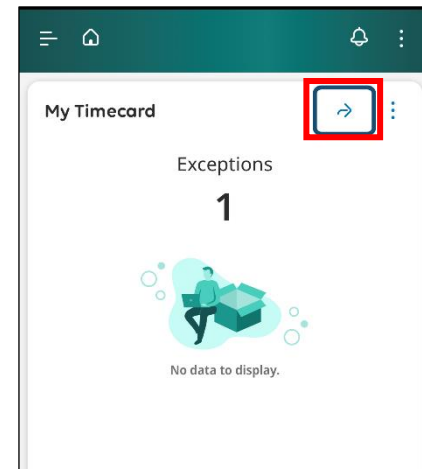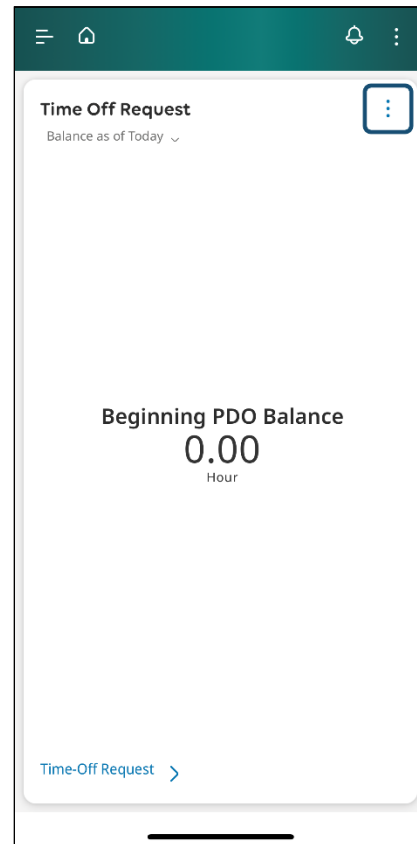| Home Page	
The Home page is composed of tiles, which display a summary of content from the different components. Tapping a tile allows you to navigate to components to perform different tasks.	
Tapping the **Main Menu** icon provides an alternate way to access your calendar to view your schedule, or your timecard to view your actual worked hours. Use the **My Notifications** tile or the **Bell** icon to view alerts and notifications in the application, such as approved PDO.	
Tapping the **My Timecard** tile on the home page opens the tile. A quick glance displays exceptions on your timecard. Use the **arrow** icon to navigate to your timecard to view your punches, total worked hours for the pay period, PDO accruals and to submit punch corrections.	

Getting Started and Using a Mobile Device, Cont.

Tapping the **Time Off Request** tile on the home page opens the tile, which displays your PDO balance. Use the **Time Off Request** link at the bottom of the tile to submit a time off request for PDO, Jury, Bereavement, etc.	**Time Off Request** Balance as of Today **Beginning PDO Balance** **0.00** Hour Time-Off Request >
Tapping the **My Schedule** tile on the home page opens your schedule view. The quick glance shows a rolling 7-day view of your schedule. Use the **arrow** icon to navigate to navigate to your full schedule, where you can pick up open shifts or submit swap requests.	**My Schedule** TODAY > No Event THU 21 > No Event FRI 22 > No Event SAT 23 > No Event

9/25/2022