Accessing UKG Resources

Accessing UKG on a computer	Completing training on a mobile device	How do I view my pay statement?
Accessing UKG on a mobile device	How do I view my timecard?	What if I forget my password?
Completing training on a computer	How do I view my calendar?	Who do I contact if I have questions?

On any slide, click the arrow ▶ to move to the next slide or the home button 🏠 to return to this title page

Shine On Y

Accessing UKG on a Computer

- Enter the URL: t11.ultipro.ca
- You will be asked to enter your username/password
  - Username is your personal email address provided
  - Default password is your birth date in the format MMDDYYYY
- Select how to receive the verification code
- If accessing your account for the first time, you will need to reset your password
  - Follow the guide on the screen for password requirements
  - 15 character minimum; upper/lower case; symbols; numbers
- You will be asked to set your security questions/answers
- Once your new password is set, log in with that moving forward

Screenshots: Accessing UKG on a Computer

Welcome, come on in!

User name

Password 👁

Sign in

Forgot your password?

Select Delivery Method

For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code.

○ **Text**

> Text
> xxxxxx4567

Standard message and data rates may apply.

○ **Voice**

> Voice
> xxxxxx4567

If your voice number requires an extension, we will not be able to reach you.

○ **E-mail**

> E-mail
> T.........t@ymcahbb.ca

Cancel   Submit

Accessing UKG on a Mobile Device

1

Download the UKG Pro Classic Mobile App from Google Play/App store

2

If requested, enter the Company Access Code: YMCAHBB

- Note: The app will also accept the code in lowercase letters

3

Enter your username and password

4

Select an option to receive a verification code

5

If accessing for the first time, you will need to change your password and set your security questions and answers

Shine On
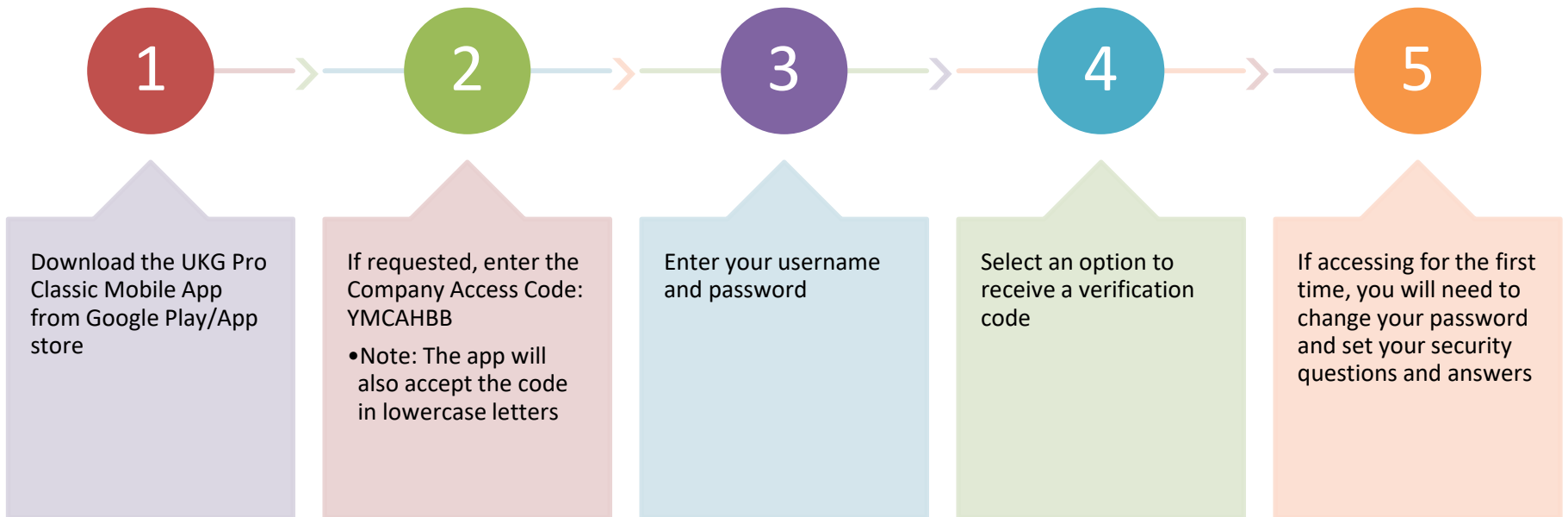
Screenshots – Accessing UKG on a Mobile Device

- Download the UKG Pro Classic app from Google Play or the App Store
- Please ensure to download the "Classic" app
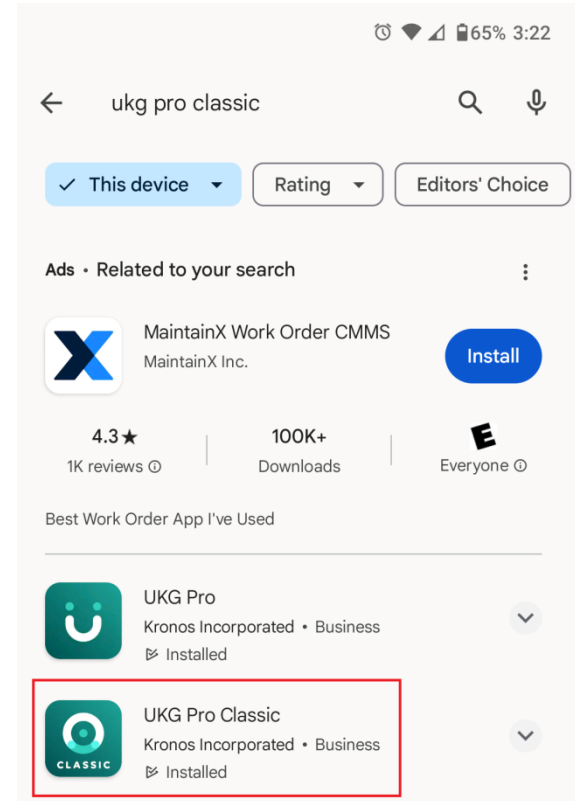
Screenshots – Accessing UKG on a Mobile Device

- Enter the Company Access Code, then click Continue:
    - The access code is YMCAHBB
    - Note: the app will also accept the code in lower case letters

ÜKG

Welcome to UKG Pro

Company Access Code *

YMCAHBB

Continue

What is a Company Access Code?

Screenshots – Accessing UKG on a Mobile Device

- Enter your Username and Password
  - Username is your personal email address
  - Your initial password will be your birth date in the format mmddyyyy
- Click Sign In

Screenshots – Accessing UKG on a Mobile Device

- Select an option to receive a verification code
  - Can be via email, text, or call
- Click 'Get my code'

A quick security check...

We'll send you a verification code to be sure this is really you. Where should we send it?

- ● Email me at @ymcahbb.ca
- ○ Email me at @live.com
- ○ Call me at ******4567
- ○ Text me at ******4567
- ○ Call me at ******4934
- ○ Text me at ******4934

What if I can't get a code?

Get my code

Screenshots – Accessing UKG on a Mobile Device

- In this example we've received the code via text
- Enter the code
- Choose to "Remember this device" if you would like
- Click Sign in

Check your phone

We sent a verification code to true. Enter this code to finish signing in.

8 7 6 8 8

Sign in

○ Remember this device (optional)

Cancel

Screenshots – Accessing UKG on a Mobile Device

- If you are accessing your account for the first time, you will need to reset your password and set your security questions/answers

Completing Training on a Computer

- Log in to UKG Pro, then:
  - Click the 3 horizontal lines to open the menu
  - Select single avatar icon to open 'Myself'
  - Click 'UKG Pro Learning'
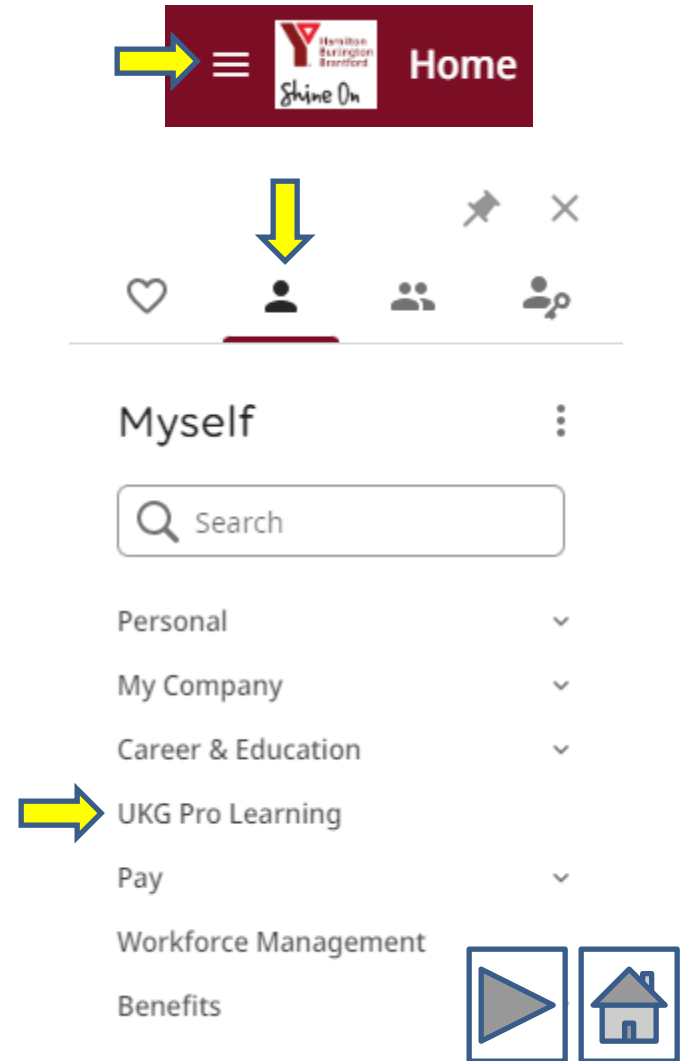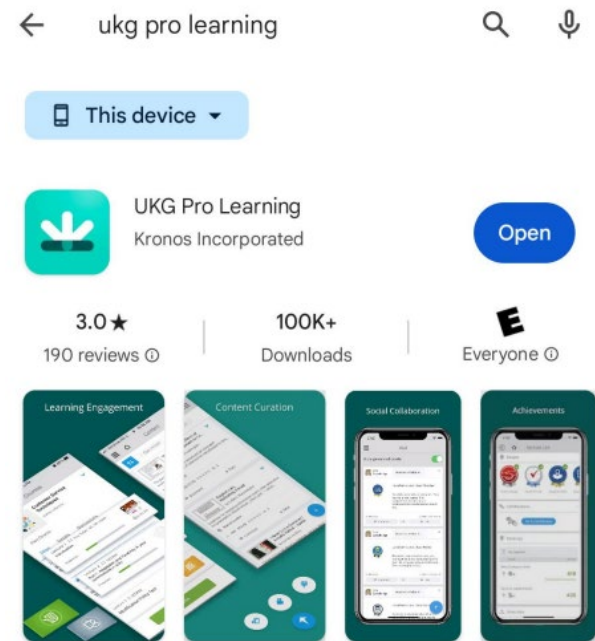
Completing Training on a Computer

- If you need assistance with navigating UKG Pro Learning to complete your training, take a look at the guide on the help desk webpage titled "UKG Learning Navigation Guide"

Completing Training on a Mobile Device

- Download the UKG Pro Learning app from Google Play or the App store
- Enter the company access code: YMCAHBB
  - Note: The app will also accept the code in lower case
- Click Continue
- Click Continue to Sign In
- Enter your username and password, then click Sign in

Shine On Y

Screenshots – Completing Training on a Mobile Device

- Download the UKG Pro Learning app from Google Play or the App store

Screenshots – Completing Training on a Mobile Device

- Enter the company access code: YMCAHBB
  - Note: The app will also accept the code in lower case

- Click Continue

Screenshots – Completing Training on a Mobile Device

- Click Continue to Sign In

ÜKG
Welcome to UKG Pro Learning

Continue to Sign In

What is a Company Access Code?

Company Access Code: ymcahbb

Screenshots – Completing Training on a Mobile Device

- Enter your Username and Password
- Click Sign In

Screenshots – Completing Training on a Mobile Device

- Select an option to receive a verification code
  - Can be via email, text, or call
- Click 'Get my code'

A quick security check...

We'll send you a verification code to be sure this is really you. Where should we send it?

- ◉ Email me at @ymcahbb.ca
- ○ Email me at @live.com
- ○ Call me at ******4567
- ○ Text me at ******4567
- ○ Call me at ******4934
- ○ Text me at ******4934

What if I can't get a code?

Get my code

Screenshots – Accessing UKG on a Mobile Device

- In this example we've received the code via text
- Enter the code
- Choose to "Remember this device" if you would like
- Click Sign in

Check your phone

We sent a verification code to true. Enter this code to finish signing in.

8 7 6 8 8

Sign in

○ Remember this device (optional)

Cancel

How Do I View My Timecard?

- Computer:
  - Log in to UKG Pro
  - From the side menu, select 'Myself' then 'Workforce Management' to bring you to the Time and Attendance system
  - From the home page, click the arrow on the 'My Timecard' tile or
  - Open the side menu, click 'My Information' then 'My Timecard'

How Do I View My Timecard?

- Mobile app:
  - Log in to the UKG Pro Classic mobile app
  - Click the 'Timecard' tile or
  - In the bottom right corner click 'Menu', 'Time & Attendance', 'My Information', then 'My Timecard'
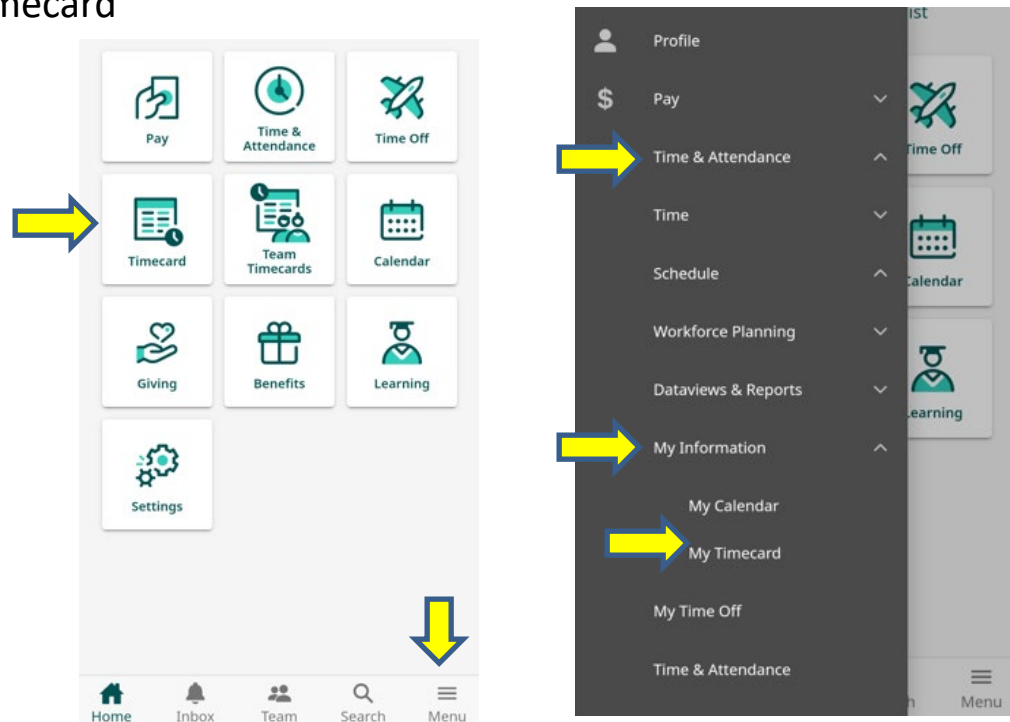
How Do I View My Calendar?

- Computer:
  - Log in to UKG Pro
  - From the side menu, select 'Myself' then 'Workforce Management' to bring you to the Time and Attendance system
  - From the home page, click the arrow on the 'My Schedule' tile or
 - Open the side menu, click 'My Information' then 'My Calendar'

How Do I View My Calendar?

- Mobile app:
  - Log in to the UKG Pro Classic mobile app
  - Click the 'Calendar' tile or
  - In the bottom right corner click 'Menu', 'Time & Attendance', 'My Information', then 'My Calendar'
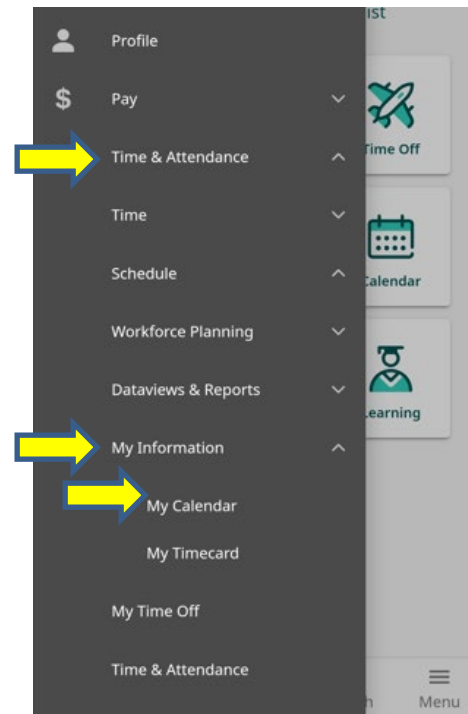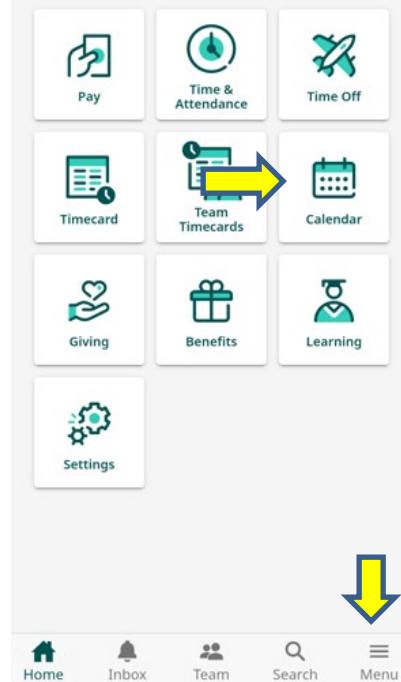
How Do I View My Pay Statement?

- Computer:
  - Log in to UKG Pro
  - From the side menu, select 'Myself' then 'Pay'
  - Click 'Current Pay Statement' for the most recent statement, or click 'Pay History' to see previous statements
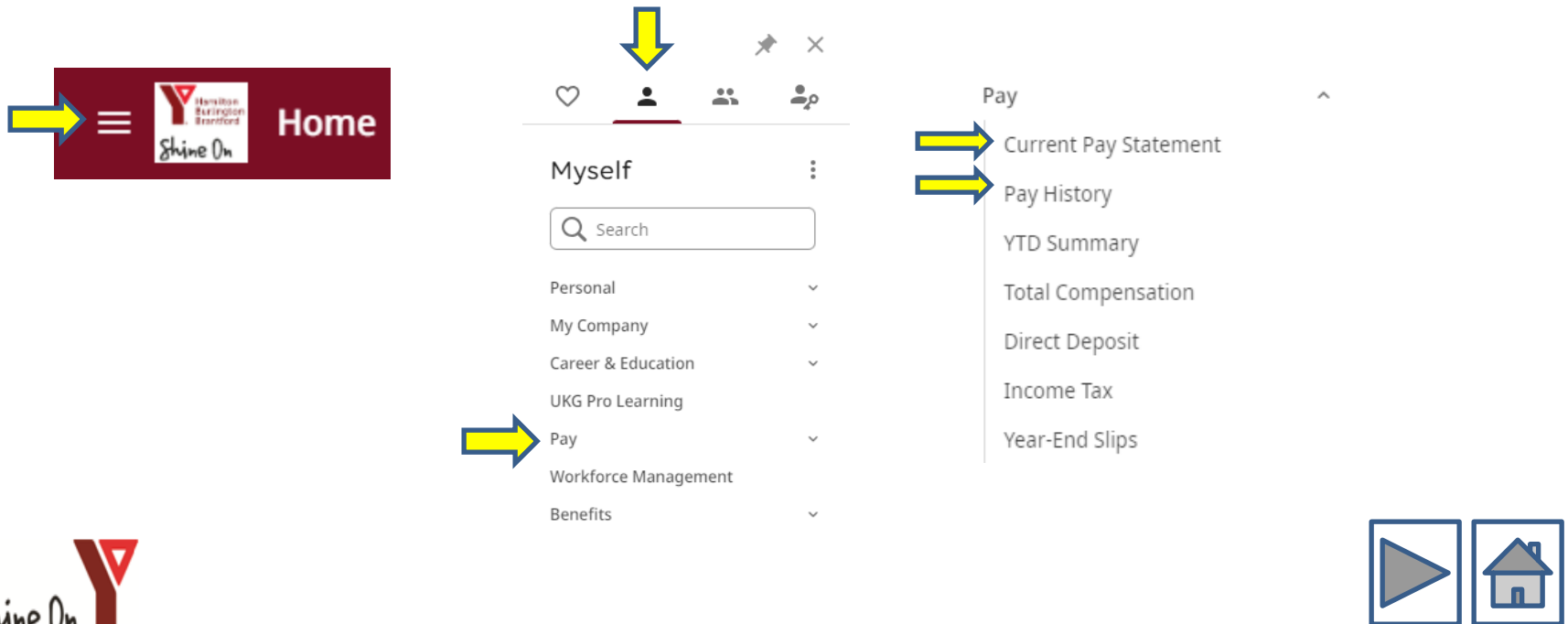
How Do I View My Pay Statement?

- Mobile app:
  - Log in to the UKG Pro Classic mobile app
  - Click the 'Pay' tile or
  - In the bottom right corner click 'Menu', 'Pay', then 'Pay Summary' or 'Pay Statements'
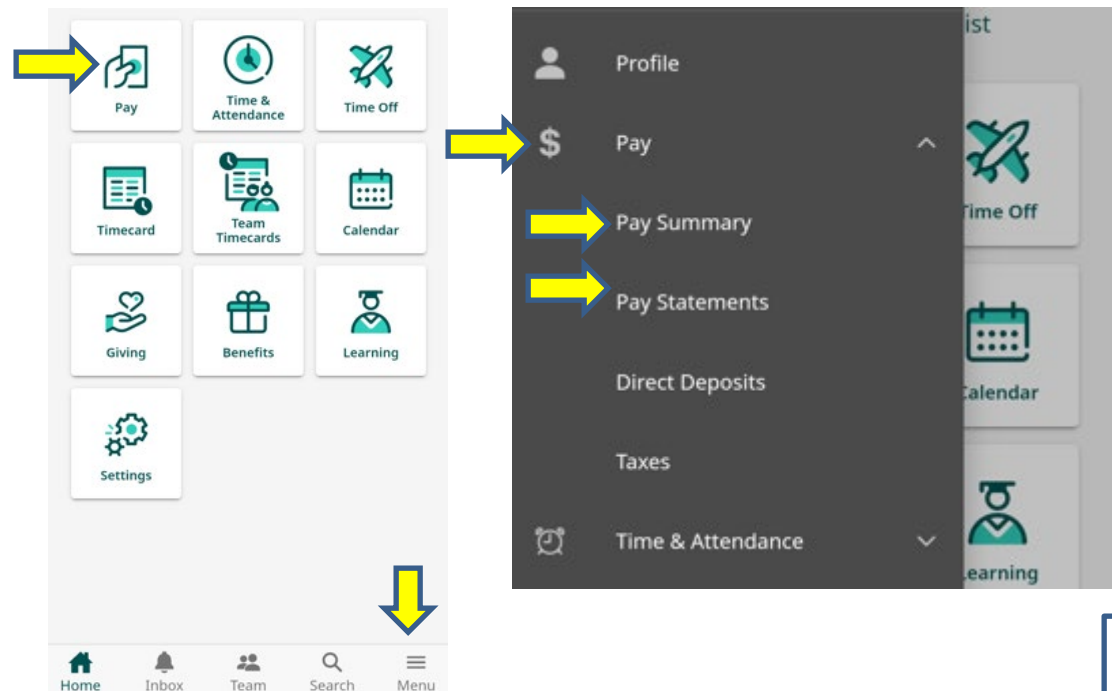
What If I Forget My Password?

- Upon first accessing UKG, you will be asked to set a new password and set your 3 security questions/answers

- If you forget your password, use the "Forgot your password?" link either on the mobile app or a computer

- You will be asked to provide the answers to your security questions to then change your password

- Note: passwords cannot be reused

Who Do I Contact If I Have Questions?

- If you have any questions after reviewing this guide, please email plc@ymcahbb.ca

- Please include as much detail as possible so that we may look into your question and include screenshots wherever possible.

Shine On