

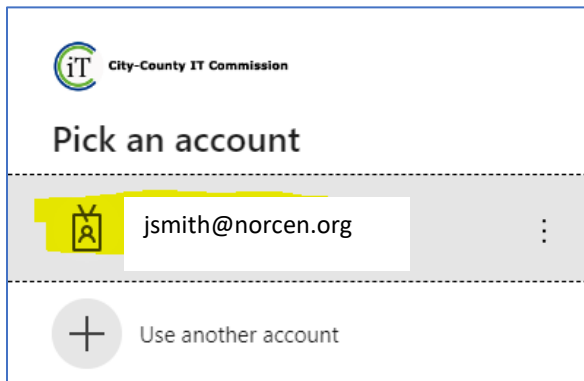
UKG Job Aid – Configure Dashboard Widgets

Configure Dashboard Widgets

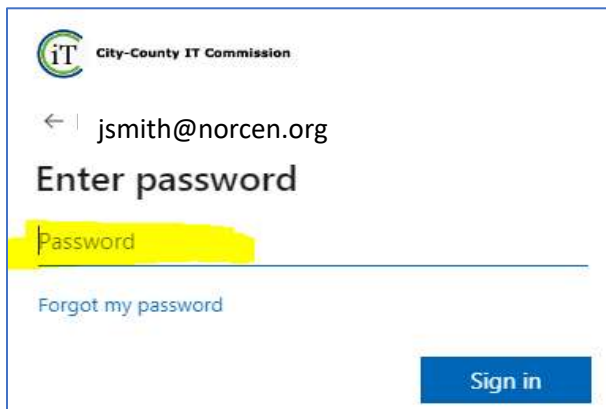
Log In to UKG

Click on the UKG desktop icon .

You will be asked to “Pick an account.” Your norcen.org email account should display like in the sample below. If it does not display, you will need to type it in.



The PW screen is your **Network** password. The one you log onto your computer with.



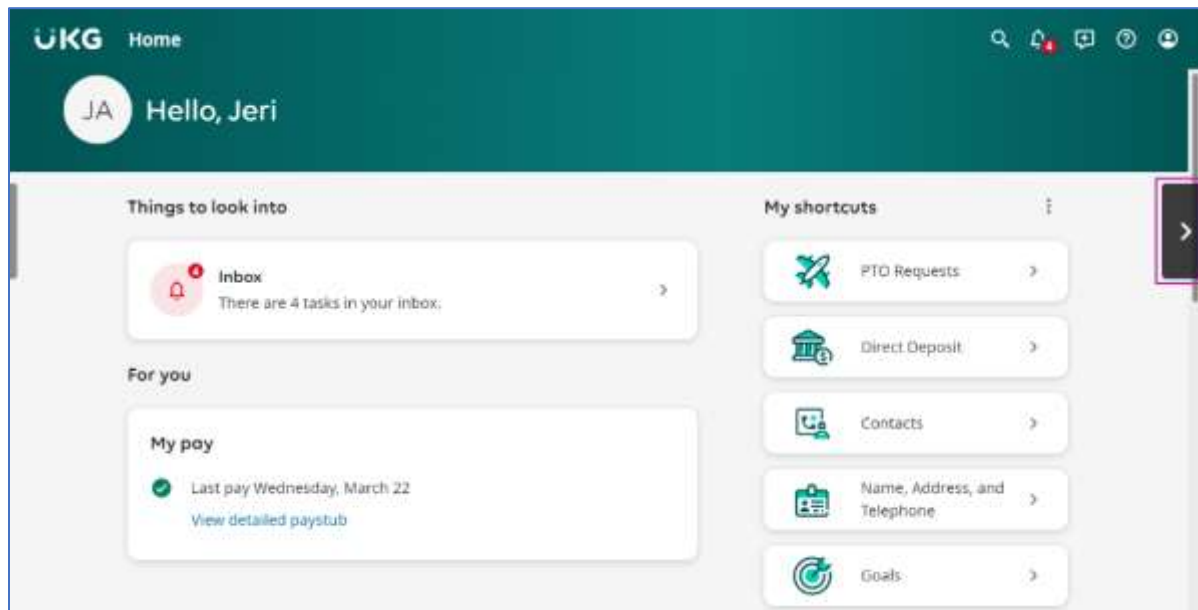
If prompted, completed the MFA (Multifactor Authentication) piece.

UKG Job Aid – Configure Dashboard Widgets

Home Page Personalization

Personalize the home page by configuring which Quick Links appear on the Dashboard.

NOTE: UKG menu options are security driven, and individuals may configure dashboards by preference; your UKG view may be different from screen shots in this document and other users.



Add Quick Links on the Smart Dashboard

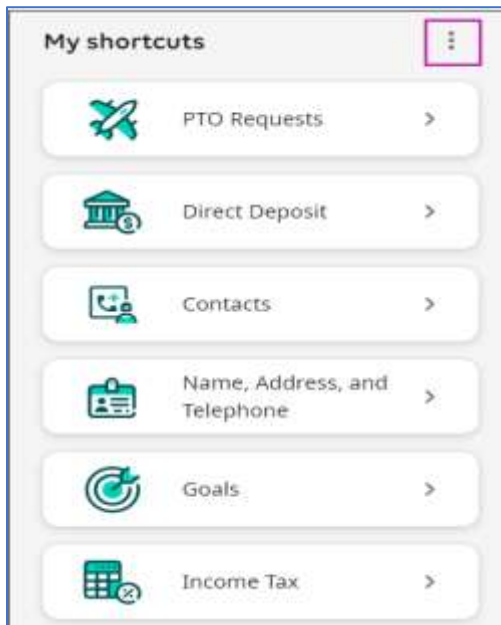
You can personalize the Smart Dashboard by configuring which Quick Links appear. UKG allows up to six (6) shortcuts.

Available Quick Links are based on your web access rights. From the Smart Dashboard, you can do the following:

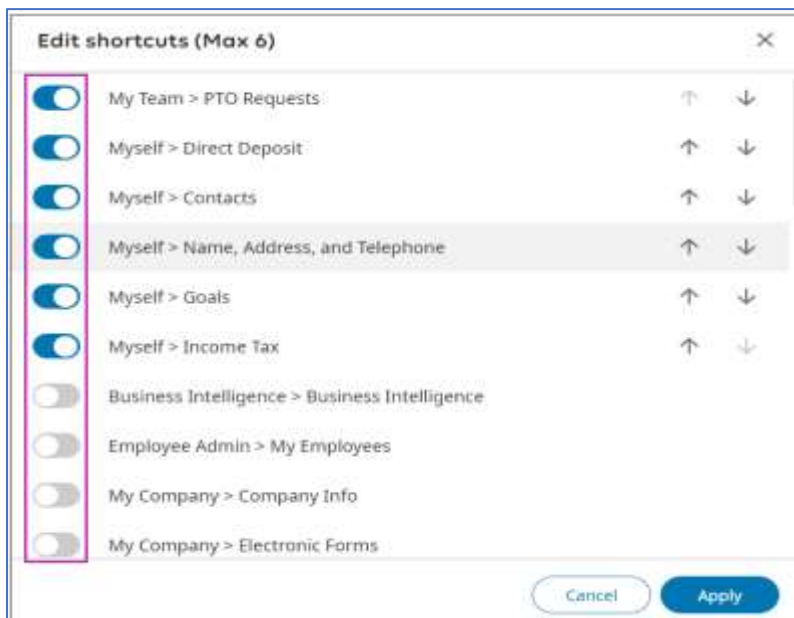
- Remove a Quick Link
- Add a Quick Link

UKG Job Aid – Configure Dashboard Widgets

From the Smart Dashboard, at the **My shortcuts** section, select the **Edit shortcuts** icon. The **Edit shortcuts** window appears.



From the **Edit shortcuts** window, select the toggle for shortcuts you want to appear on your Smart Dashboard

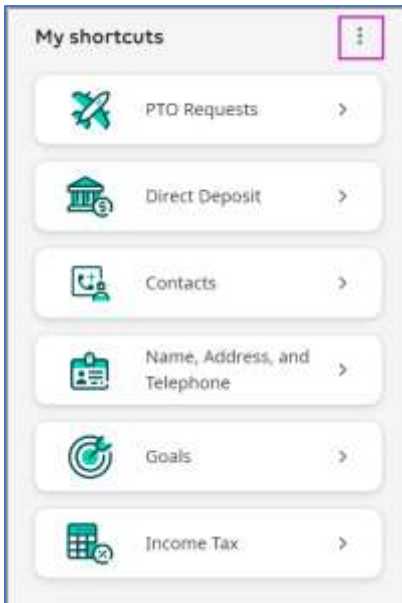


Select **Apply**.

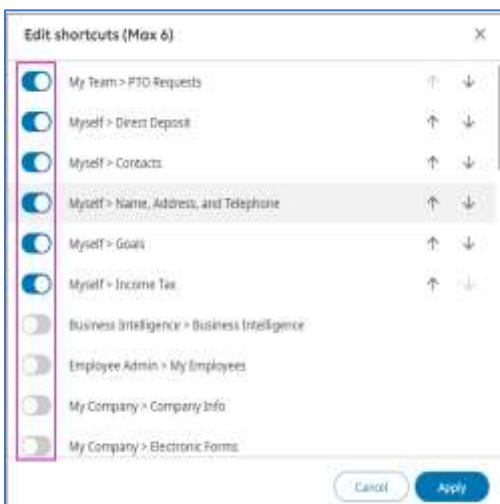
UKG Job Aid – Configure Dashboard Widgets

Remove Quick Links from the Smart Dashboard

From the Smart Dashboard, at the **My shortcuts** section, select the **Edit shortcuts** icon. The **Edit shortcuts** window appears.



From the **Edit shortcuts** window, select the toggle for shortcuts you want to remove from your Smart Dashboard.



Select **Apply**.



UKG Job Aid – Configure Dashboard Widgets

To *continue working* within UKG, click the NCHC logo found on the top blue bar.



OR

To *exit* UKG, click the **Person** icon and **Logout**.

