

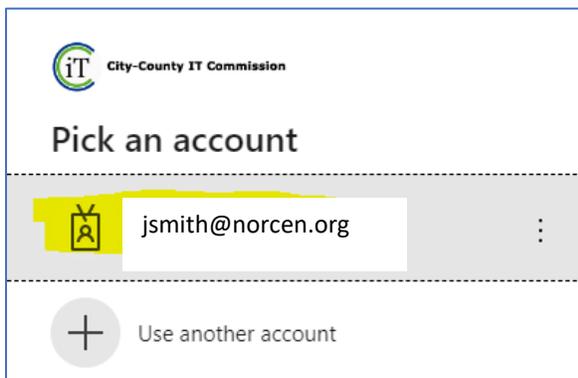
UKG Job Aid – First-Time UKG Login Users

Upon hire, you will be asked to set up your UKG account. **This is a one-time process.**

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 enter it.



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

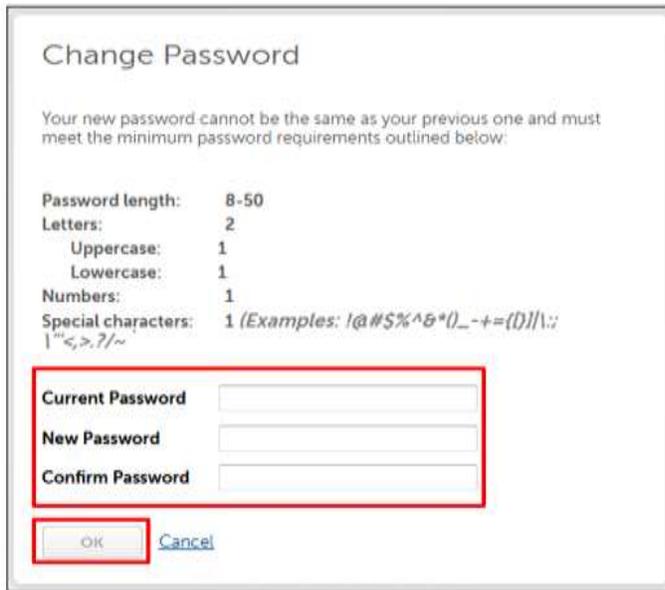


If prompted, completed the MFA (Multifactor Authentication) piece.

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The UKG Change Password screen will open.

- ✚ Your **Current Password** is your DOB (no slashes) - MMDDYYYY
- ✚ **New Password:** Northcentral23!
- ✚ **Confirm Password:** Northcentral23!
- ✚ Click **OK**



Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length:	8-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()_-=+{} ~\; '<>?/~

Current Password

New Password

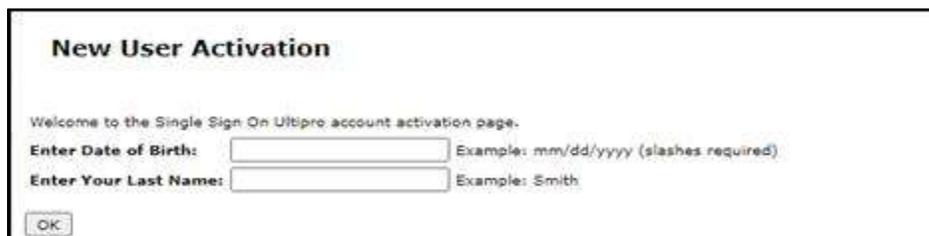
Confirm Password

NOTE: The Northcentral23! is a temporary one-time 15-character password that you will not need to use after initial set up.

You will be directed to the following screens below to complete the final activation process.

New User Activation

- ✚ Enter your date of birth.
- ✚ Enter your last name.



New User Activation

Welcome to the Single Sign On Ultipre account activation page.

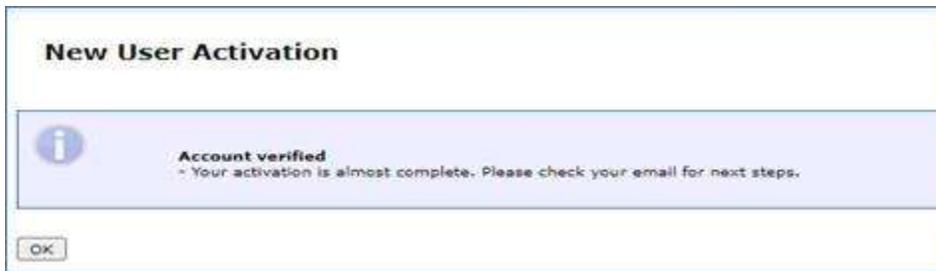
Enter Date of Birth: Example: mm/dd/yyyy (slashes required)

Enter Your Last Name: Example: Smith

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Click **OK**

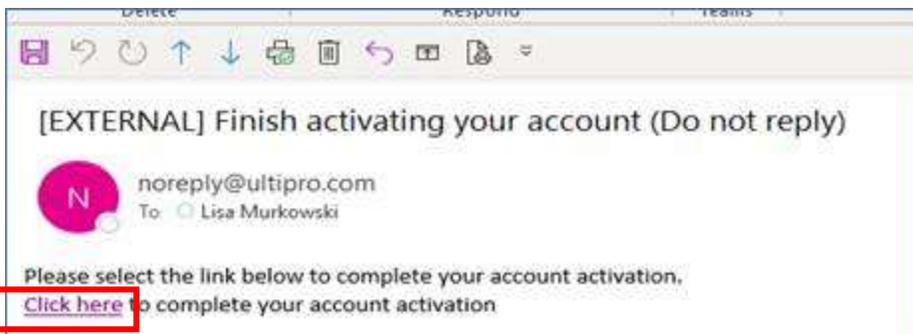
Account Verified screen displays.



Click **OK**

NOTE: If a new tab/window opens with a UKG demo video, close this tab (“X”).

Open Outlook and watch for the activation notification from UltiPro/UKG.



Click here (just click once) to launch UKG.

If asked to complete the MFA (multifactor authentication) process, select your account and enter your **Network Password**.

The UKG Home Page should display.

Moving forward, when you click on the UKG desktop icon, you will select your norcen.org email address and enter your **NETWORK** password.