


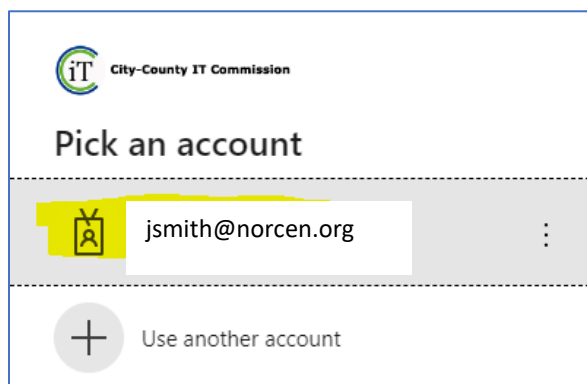
## UKG Job Aid – Access UKG Pro Learning

### 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 – Access UKG Pro Learning

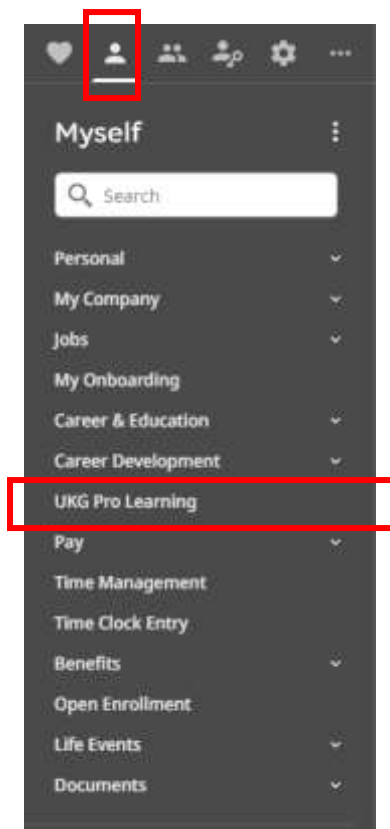
### Access UKG Pro Learning

UKG dashboard displays, click **MENU**.

**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.

Click the **MYSELF** icon.

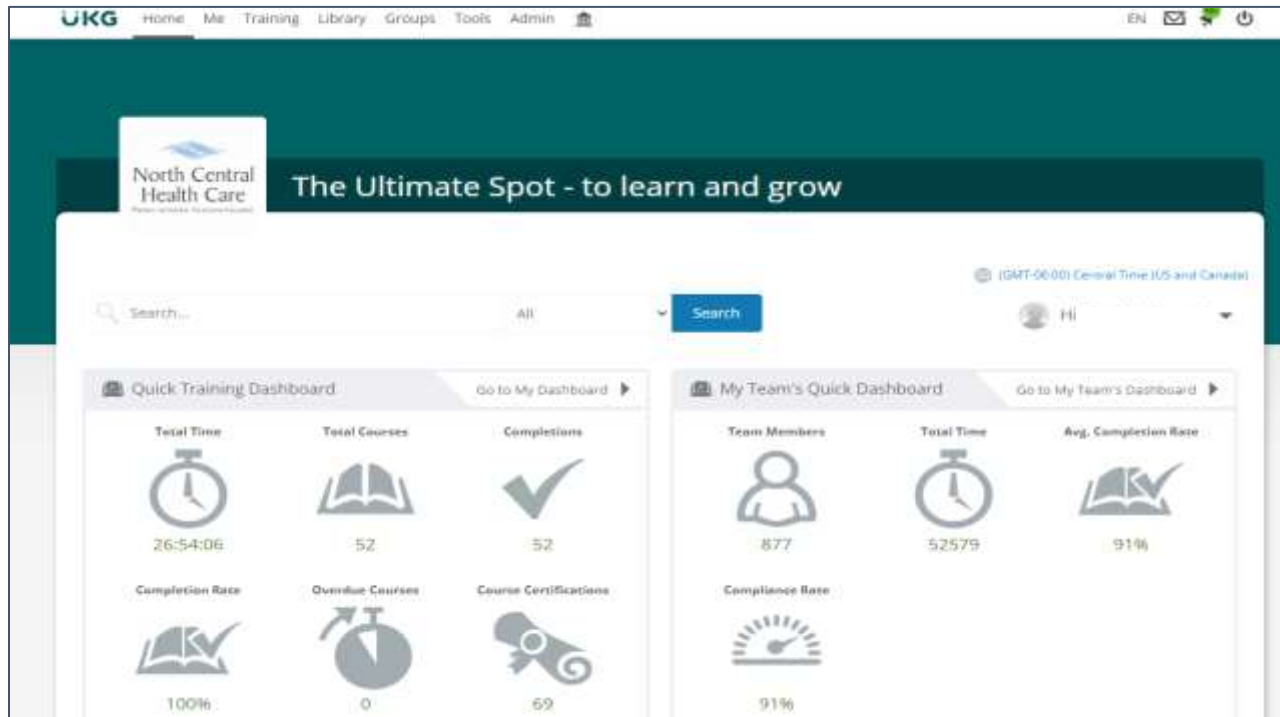
Click **UKG Pro Learning**



**NOTE:** You can make UKG Pro Learning a shortcut on the UKG Dashboard.

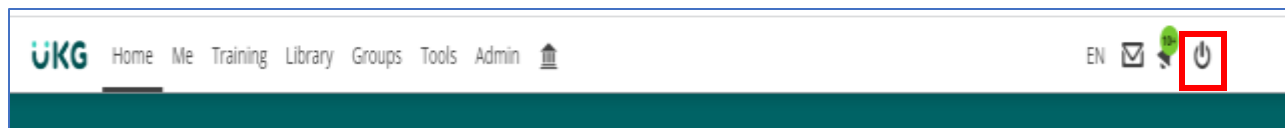
## UKG Job Aid – Access UKG Pro Learning

The Ultimate Spot learning dashboard will display. View, search, and complete assignments.

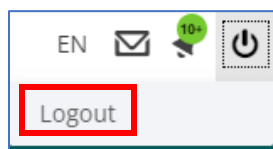


### Log Out of UKG Pro Learning

Click **Logout** icon.



Click **Logout**.



Click **X** in the upper right corner of the window to close the web browser.