

Getting Started with UKG on Desktop



You will need Duo (two-factor authentication) to use UKG (on both the mobile app and desktop): <https://www.rochester.edu/it/security/duo/enrollment/index.php?domain=urmc-sh>

Once Duo is installed...

Log onto UKG:

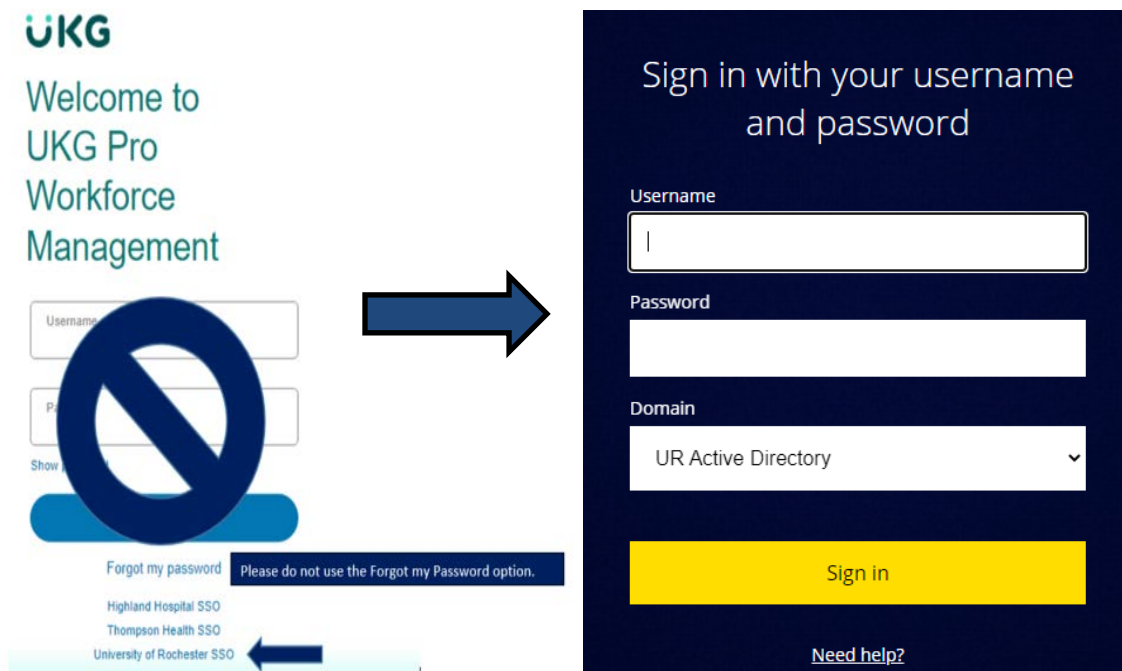
1. To access UKG, enter <https://univofrochester.prn.mykronos.com/> in the URL field.

When you get to the login screen below, **do not enter user name or password.**

Click the appropriate single sign-on (SSO) login for your location first.

The example below shows what you would choose if you are at UR/URMC:

Faculty and Staff will use their Active Directory username / password



2. Signing Out of UKG:

- Closes your session
- Signals to the application that you no longer require access to any of its components
- Prevents other people from accessing your information

3. To log off UKG, tap the **Main Menu**  icon and tap **Sign Out**.




4. Recommended Practice

UKG recommends that you always end your work session by tapping the Sign Out link, located in the top-left corner.

Home Page Overview:

The Home page is composed of **Tiles**, which are containers that display a summary of content from product components. You can click a tile to perform a function such as submit a Time Off Request. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items that you may use regularly.

Home Page Actions:

1. Click the **Main Menu**  to open the main menu and access your employees' timecards, schedules, and Dataviews & Reports within the application.
2. Click the question mark  at the top right of the screen to get online help.
3. Click **Alert**  at the top right of the screen to see alerts and notifications in the application.

