

Getting Started with UKG on Desktop



You will need Duo (two-factor authentication) to use UKG (on both the mobile app and desktop) when not connected to the UR/URMC network: [Enroll and Manage Devices in Duo - University IT](#)

Once Duo is installed...

Log onto UKG:

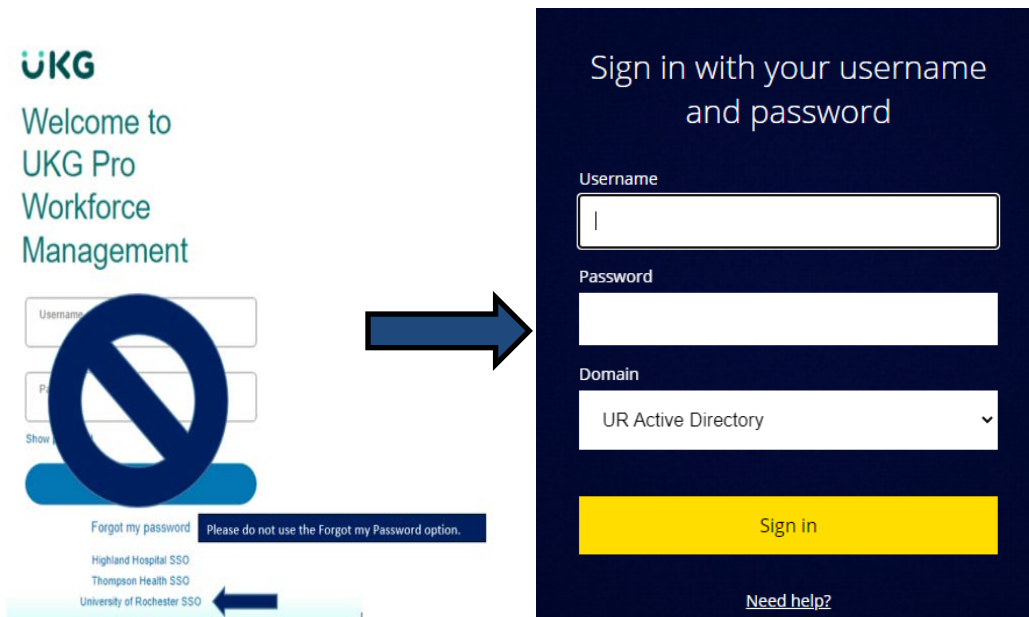
1. To access UKG, enter <https://univofrochester.prn.mykronos.com/> in the URL field.

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 are at UR/URMC:

Faculty, staff and student employees will use their Active Directory username / password.



The diagram illustrates the UKG login process. On the left, the UKG Pro Workforce Management logo is shown above a login form. The form has fields for Username, Password, and Domain, with a 'Show' link below the Password field. A large blue 'X' is overlaid on the Username and Password fields, indicating that users should not enter their credentials directly. Below the form, there are links for 'Forgot my password' and 'Please do not use the Forgot my Password option.' At the bottom, there are three SSO options: 'Highland Hospital SSO', 'Thompson Health SSO', and 'University of Rochester SSO'. An arrow points from the 'University of Rochester SSO' link to the right, where a detailed login screen is shown. This screen has a dark blue background and contains the text 'Sign in with your username and password'. It features input fields for Username, Password, and Domain (with a dropdown menu showing 'UR Active Directory'). A yellow 'Sign in' button is at the bottom, and a 'Need help?' link is at the bottom right.

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 in the upper left corner of the screen and click **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** that appear as squares on the home page. Each tile performs a specific function listed at the top and offers summary information and access to related tasks. You can click a tile to perform a function such as submitting a Time Off Request. You can also navigate to application-specific components, and take actions on schedules, timecards, and other items 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.

