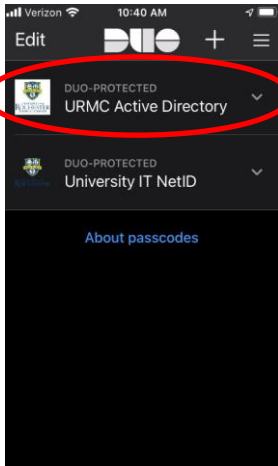# Download the UKG Dimensions Mobile App (to your personal device)

Note - For FF Thompson only: Enable Location Services on your mobile device if you are trying to punch in / out from your mobile device.

You will need Duo (two-factor authentication) to use Dimensions (on both the mobile app and desktop): https://www.rochester.edu/it/security/duo/enrollment/index.php?domain=urmc-sh
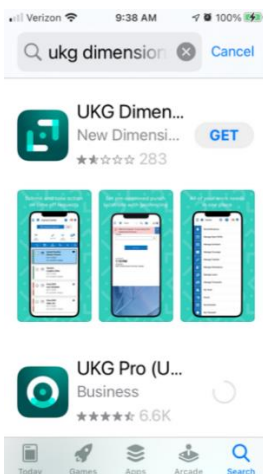
Note: You will need the **URMC** version of Duo on your device to use Dimensions (obtain using the link above). Tap the Duo app on your device to confirm:
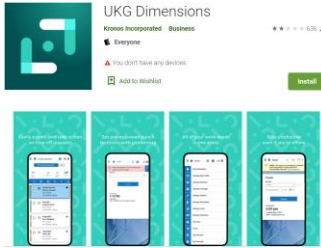

Once Duo is installed...

From the Apple App Store:

1. In the App store, search for **UKG Dimensions**.

2. Tap the UKG Dimensions app and tap **Get**.

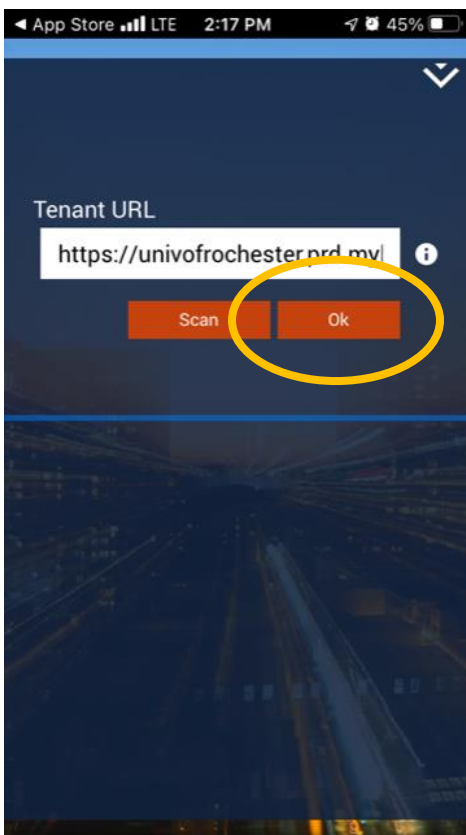3. **Open** the App in your Apple device to launch it.
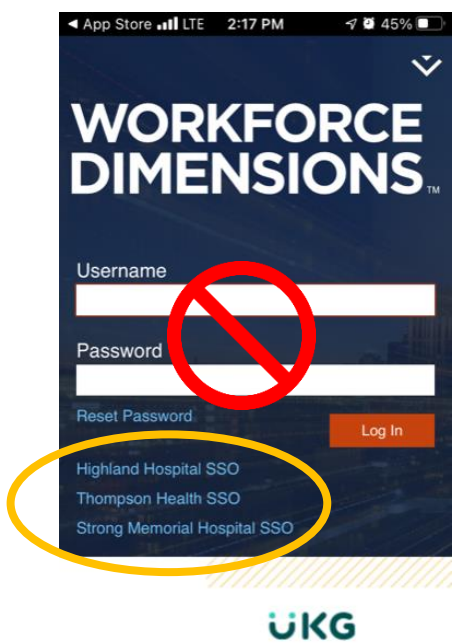
From the <u>Google Play</u> store:

1. Search for **UKG Dimensions**.
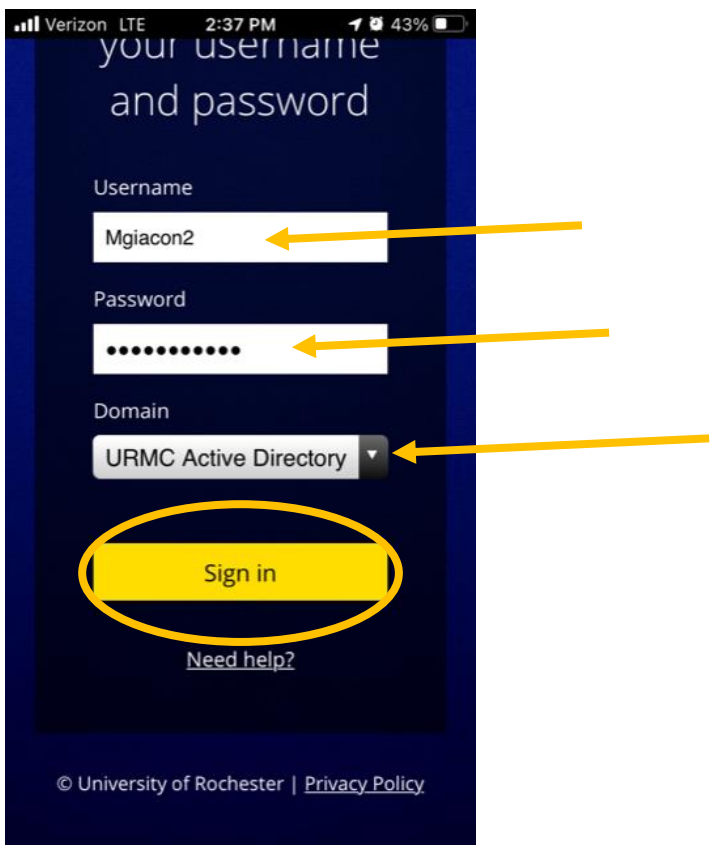2. **Install** and then **Open** to launch the UKG Dimensions app.

Once open, enter the **Tenant URL**: **https://univofrochester.prd.mykronos.com/** and hit **OK**.
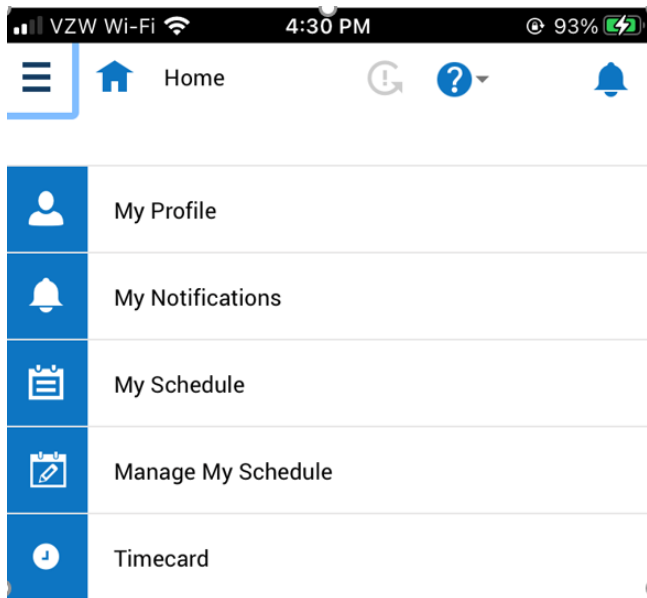

Do not enter a username and password. Instead, **click on the link for your hospital-specific SSO**, which stands for single-sign on. Your choices are either Highland Hospital SSO, Thompson Health SSO, or Strong Memorial Hospital SSO:

Sign in with your user name and password (what you use to sign on to your computer), choose **URMC Active Directory**, and hit **Sign in.**
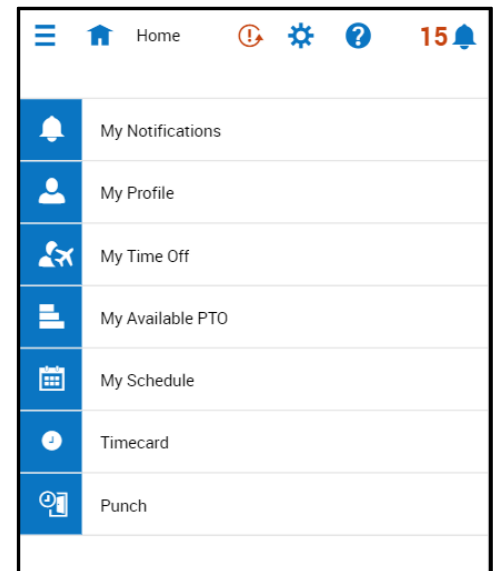
Once logged in, you will see this screen and can begin using Dimensions on your mobile device.

If you wish to receive notifications from Dimensions, you will need to enable them in your phone Settings.

Navigate in the application:

1. Tap **My Notifications** or the **Alert** 🔔 at the top right of the screen to see alerts and notifications in the application such as a missed punch message.

2. Tap the **question mark** ❓ at the top right of the screen to get online help.

3. Tap the **Main Menu** ☰ to open the main menu as an alternative way to access your timecard or calendar to view your worked and scheduled hours.

The Home page is composed of tiles, which are containers that display a summary of content from product components. You can tap a tile to perform a function or you can navigate to application-specific components, and take actions on schedules that you may use regularly.

- Tap My Time Off to submit a time off request to your manager.

- Tap My Schedule to view your scheduled hours for the week.