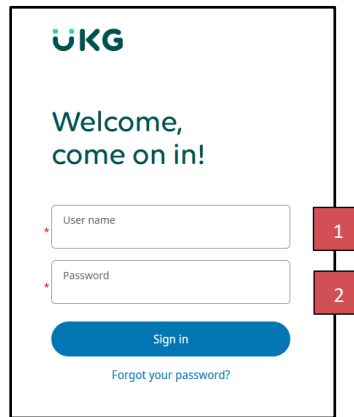# UKG Pro Login (Web)

UKG Pro serves as our human resources and payroll system, containing essential employee information such as demographic, benefits, and pay history. This document provides instructions for employees on how to login to the UKG Pro website.

Instructions

First Time Login

Navigate to the following link: UKG Pro
1. Enter your **Username**, which is your work or personal email address.
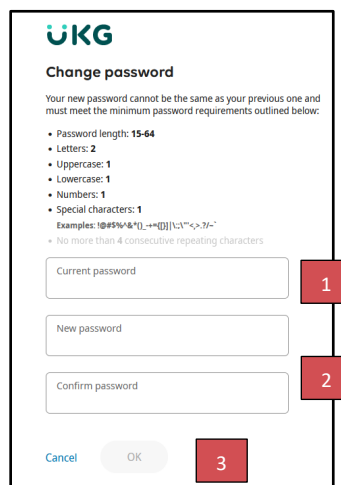2. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.

Changing Your Password

Upon your first login, you will be asked to change your password.
1. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
2. Enter your **New Password** and retype it to confirm it. The new password must meet the specified password requirements.
3. Click **OK**. Your password is changed, and you will be asked to set up **Challenge Questions**.

Need help? Email Payroll at payroll@swhealth.com

UKG Pro Login (Web)

Challenge Questions

Challenge questions are used to verify your identity if you need to reset your password.
1. Select **Challenge Questions** from the drop down.
2. Provide answers.
3. Click **Continue**. You will be asked to log into the system with your Username and Password.

Return to Login
1. Select **Return to sign in**.

Login

The log-in screen displayed will be used to login in moving forward.
1. Enter your **Username**, which is your work or personal email address.
2. Enter in the **password** you have created.
3. Click **Sign In**.

Need help? Email Payroll at payroll@swhealth.com