

## UKG Pro Login (App)

UKG Pro serves as Shearwater's human resources and payroll system, containing essential employee information such as demographics, benefits, and pay history. Employees can conveniently access this information by downloading and logging into the UKG Pro mobile app.

This guide provides step-by-step instructions to help employees:

- Download the UKG Pro mobile app to their device
- Log in securely using employee credentials
- Access HR and payroll information including demographics, benefits, and pay history
- Streamline account management with mobile access anytime, anywhere

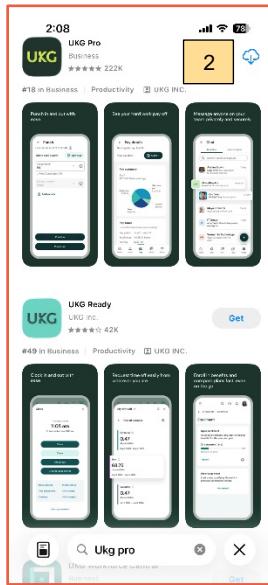
By following these instructions, employees can quickly set up the app and ensure they have secure, on-the-go access to their HR and payroll information.

**Instructions:**

Download the UKG Pro mobile app

Navigate to the Apple Store or Android Store app.

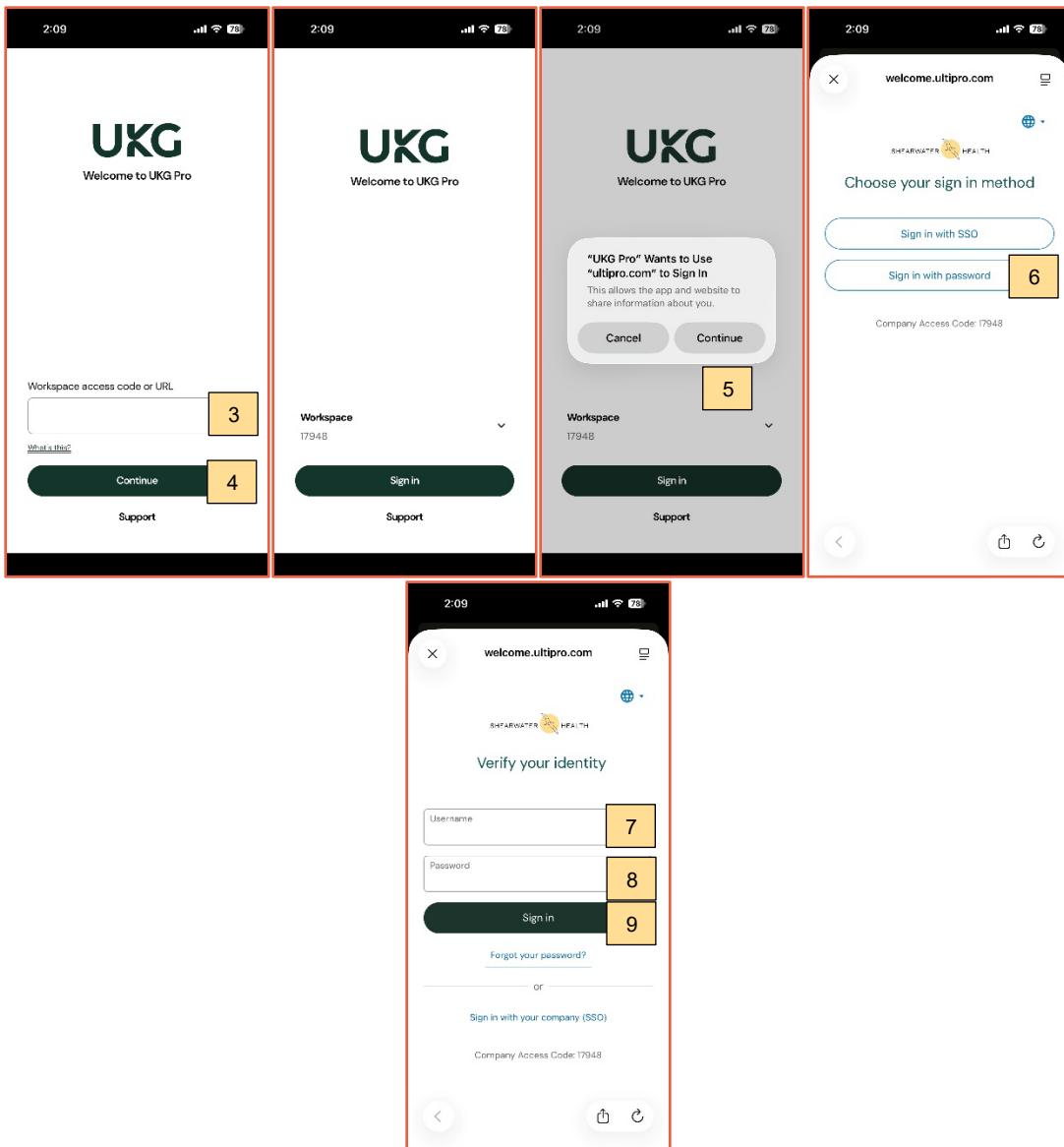
1. Search for the **UKG Pro**.
2. Select and download the app.



First Time Login

Navigate to the UKG Pro mobile app.

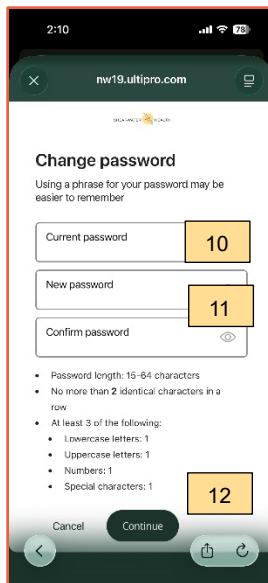
3. Enter the Company Access Code: **17948**
4. Click **Continue**.
5. Click **Sign in > Continue**.
6. Click **Sign in with password**.
7. Enter your **Username**, which is your work or personal email address.
8. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
9. Click **Sign in**.



### Changing Your Password

Upon your first login, you will be asked to change your password.

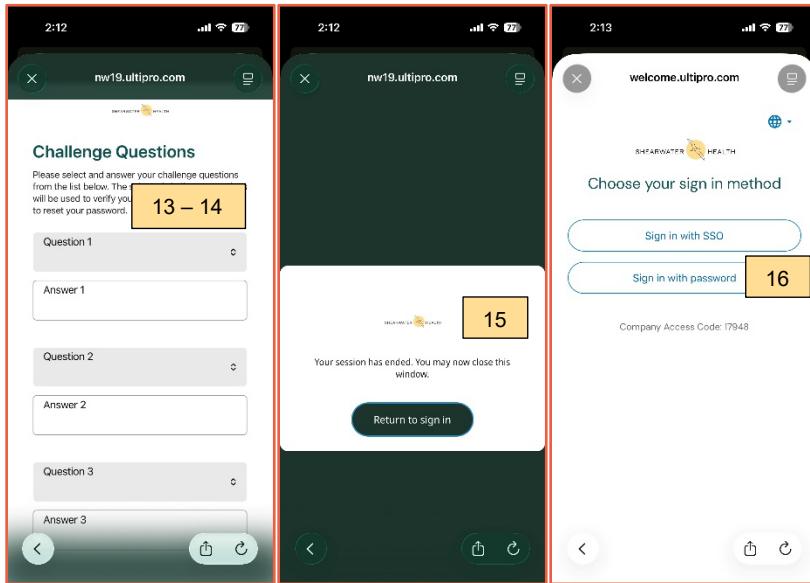
10. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
11. Enter your **New Password** and retype it to confirm it. The new password must meet the specified password requirements.
12. Click **Continue**. Your password has changed, and you will be asked to set up **Challenge Questions**.



### Challenge Questions

Challenge questions are used to verify your identity if you need to reset your password.

13. Select **Challenge Questions** from the drop down.
14. Provide answers.
15. Click **Continue**. You will be asked to **Return to sign in**.
16. Click **Sign in with password**.



### Setting Up Biometric Identification and Notification

Upon logging in to UKG Pro mobile app, you will be asked to set up biometric identification and notification.

17. Click **Use Face ID** to set up your Face ID and/or Touch ID on your mobile device.
18. Click **Allow**.
19. Another pop up will appear to allow **Notifications** to be set up on the UKG Pro mobile app.
20. Click **Allow**.

