

Downloading & signing into the UKG mobile app

1. Locate and download the **UKG Pro** mobile app.

Once advised you are ready to use the app, open it up and proceed with the next steps.

iPhone

You can either:

- Scan the **QR code** below



- Tap **View in App Store**, or
- Open the **App Store** on your mobile and search for **UKG Pro**.

Android

You can either:

- Scan the **QR code** below



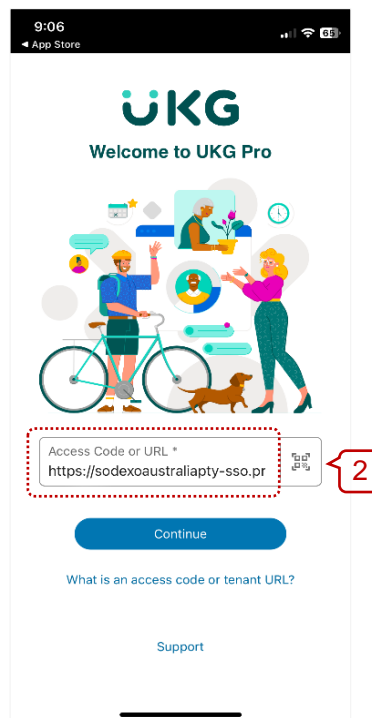
- Tap **View in Google Play Store**, or
- Open the **Google Play Store** on your mobile and search for **UKG Pro**.

Log in to UKG – Enter URL

2. Tap the **Scan** icon to scan the QR code below and be taken to the next screen.

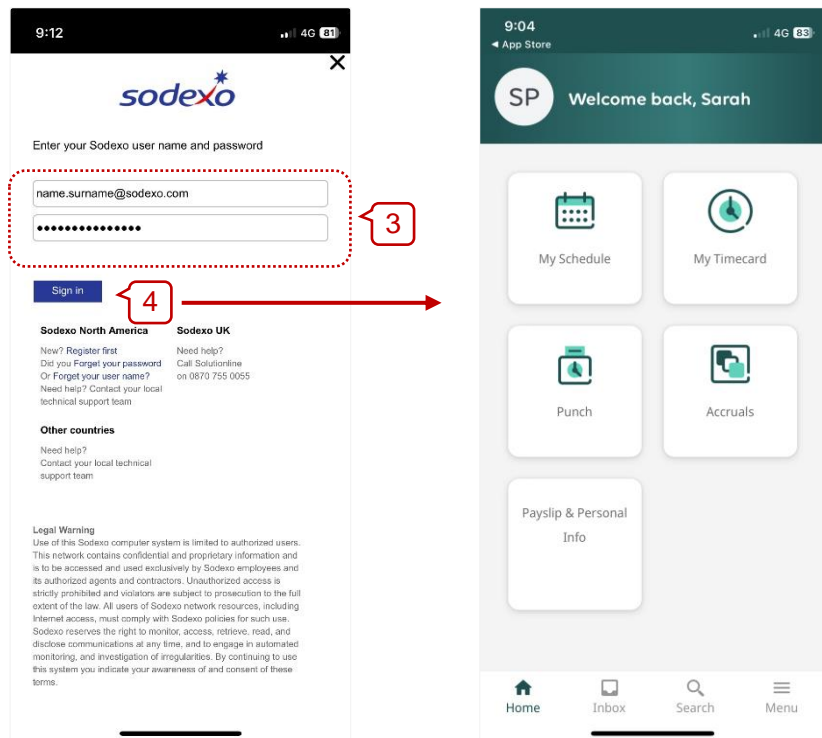


*Alternatively, type the following into the **Access Code or URL** field and tap **Continue**:*
<https://sodexoaustralipty-ss0.prd.mykronos.com>



SmartPay Training – UKG Mobile App

3. From the Sodexo login (also known as Gates) screen that opens, enter your Sodexo **Username** (your email address) and **Password**, e.g. name.surname@sodexo.com.
4. Tap **Sign in** and your **UKG** home screen will open.



Next time

Next time you open the UKG mobile app, you will be able to use your device's security method (e.g. Face ID, Fingerprint, Passcode) to access the app as your login credentials will be remembered for 7 days.

If you are logged out of the app (either manually or after 7 days), you will need to login by entering your **Username** and **Password** and then pass your device's security method.