

Downloading & signing into the UKG mobile app as Agency Personnel

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



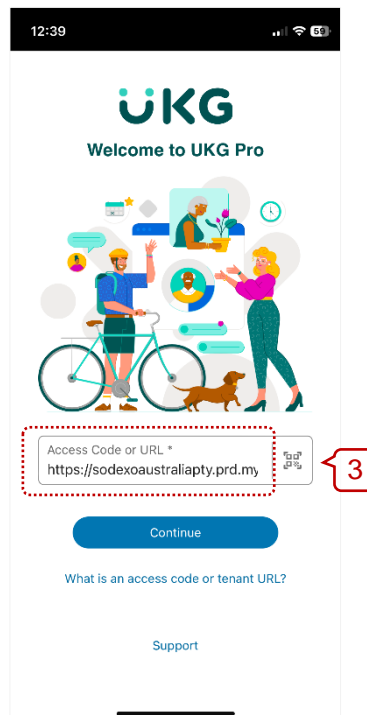
- Tap **View in Google Play Store**, or
- Open the **Google Play Store** on your mobile and search for **UKG Pro**.

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, enter the following into the **Access Code or URL** field and tap **Continue**:*
<https://sodexoaustraliapty.prd.mykronos.com>



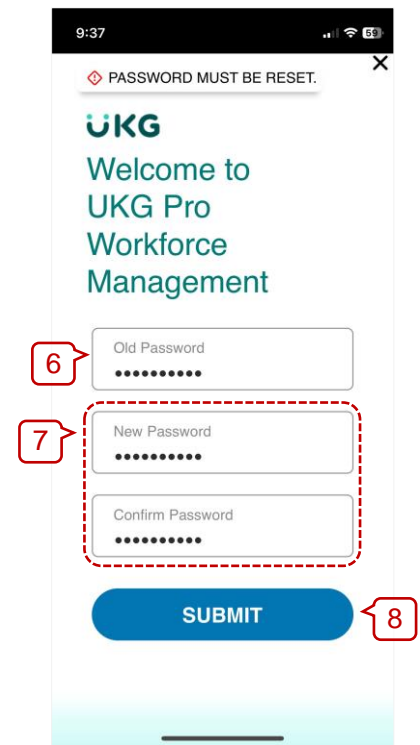
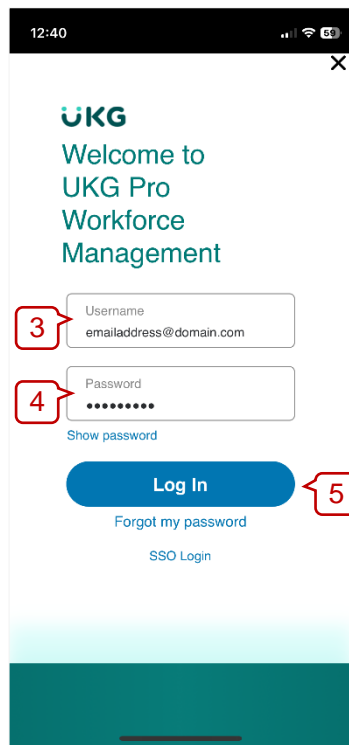
SmartPay Training – UKG Mobile App

3. Enter your email address into **Username**.
4. Enter your preset **Password** your manager has provided to you.
5. Tap **Log In**.
6. In the next screen enter the same password into **Old Password**.
7. Enter a new password* into **New Password** and again into **Confirm Password**.
8. Tap **SUBMIT**.

Passwords must contain at least:

- 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 numeric; and
- 1 special character (i.e. # ! @ %)

Passwords cannot contain your name nor the word Sodexo.



Authenticate yourself with MFA

9. Tap **Log In** in the next screen.

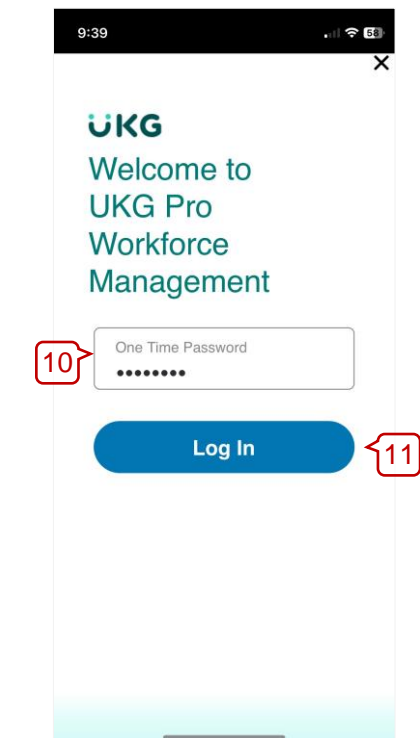
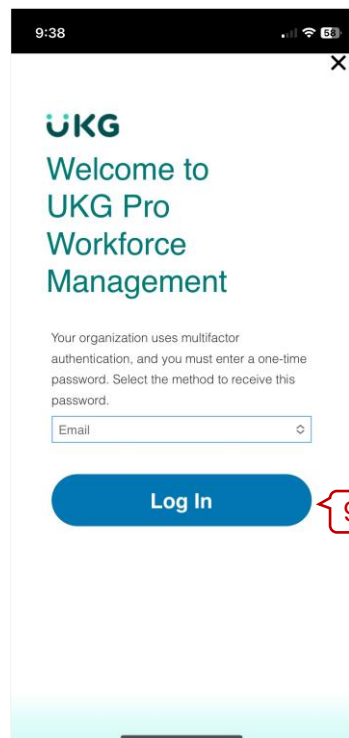
Do not change Email from the options list.

You will be promptly emailed a 'One Time Password' (8-digit number). You may need to check your junk mail folder.

10. Enter (copy / paste) the password into **One Time Password (OTP)**.

11. Tap **Log In**.

You will need to pass your device's security method (e.g. Face ID, Fingerprint, Passcode) and then will be successfully taken to your UKG home screen.



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 & Password, One Time Password** (send via email), and then pass your device's security method.