



# Setting up the Mobile App on your Phone

## Workforce Ready mobile app

Comprehensive instructions are available from Kronos at <https://community.kronos.com/s/wfr-mobile>

If you have a CLGW issued cellphone, you can skip the step 1 as the app is pre-installed on your phone.

1. For staff using their own cellphones go to the app store for your model of cellphone

*QR code for Apple/iPhone*



*QR code for Google/Android*



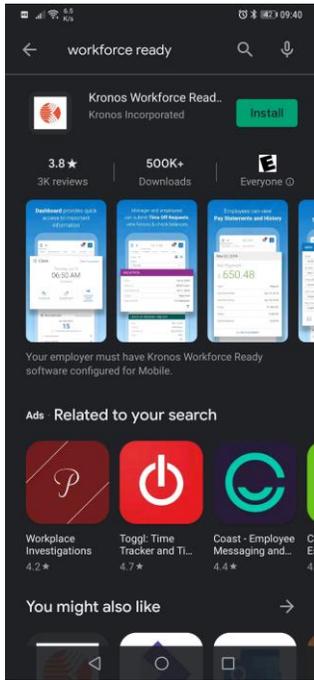
<https://itunes.apple.com/us/app/kronos-workforce-ready-mobile/id1231506825?mt=8>

<https://play.google.com/store/apps/details?id=com.kronos.workforceready>

2. Once downloaded, run the app and the Kronos splash-screen will appear
3. When prompted for your region, select "North America".  
The CLGW company short name is **6132839**
4. Enter your Kronos username and Kronos password, then press Login. Your Kronos username is usually your first and last name together with no spaces. The Kronos username is not case sensitive, but your Kronos password is case sensitive
5. Because this is the first time running the app on your phone you will need to get a virtual code. You will also need the virtual code if you have not logged into Kronos on that device in the past 30 days. To get the virtual code, select Email and press Send Email. Check your CLGW email Inbox for an email from Kronos. It will contain the virtual code.
6. Enter the virtual code from the email, check the box so it will remember the code for next time (it will expire after 30 days of not using the app), press Continue

You will now be logged into the Kronos app on your cellphone.

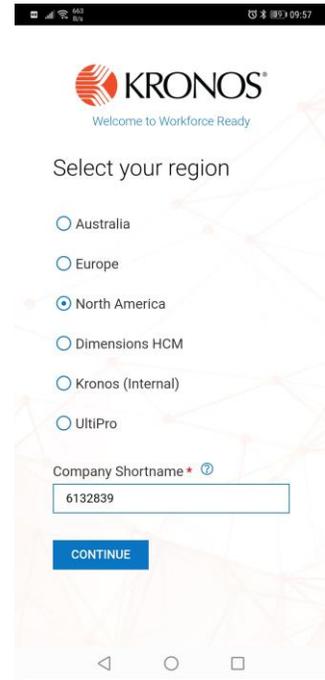
**1. Search for “Workforce Ready”, install the app.**



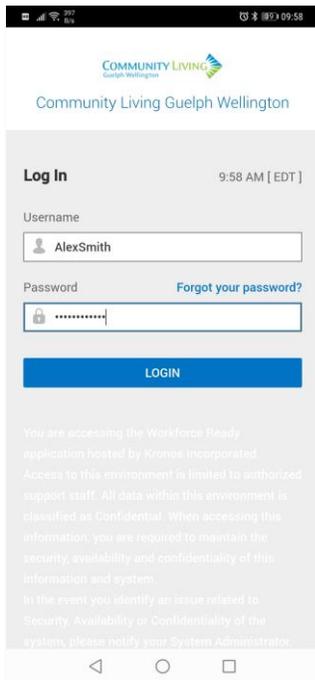
**2. Run the app**



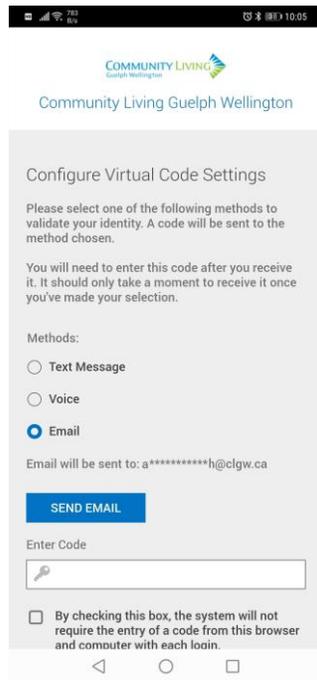
**3. Select “North America”, CLGW company shortname is 6132839**



**4. Enter your Kronos username and Kronos password, Login**



**5. To get the virtual code, Send Email to your CLGW address**



**6. Enter the virtual code from the email, check the box, Continue**

