

UKG READY mobile app installation guide

Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Access the Application

1. On your mobile device, open [Google Play](#) or the [Apple App Store](#) or Scan the QR codes on pg2
2. Search for **UKG Ready Mobile**. (The direct links may change but searching will always work).
3. Install the application.

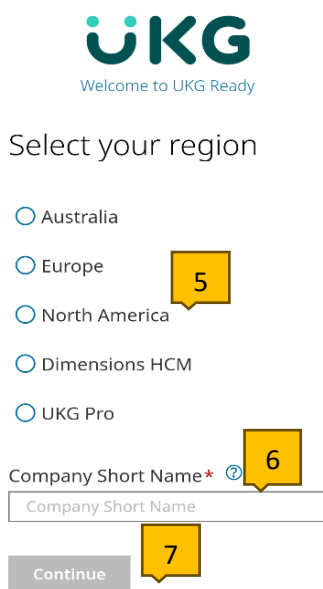
Application setup

4. Open the application on your device.
5. Select your region from the list, in our case **North America**
6. Type our 'Company Shortname', **6132839**

Note:

The shortname can be found in the URL that you use to login to UKG Ready from your browser. Example: <https://secure3.entertimeonline.com/ta/6132839.clock>. The 7-digits reflect the shortname.

7. Tap on **Continue**
8. Enter your CLGW email address, Tap **Next**
9. Enter your Webmail password, Tap **Sign in**



The image shows the UKG Ready mobile app welcome screen. At the top is the UKG logo with the text 'Welcome to UKG Ready'. Below this is the heading 'Select your region'. There are five radio button options: Australia, Europe, North America, Dimensions HCM, and UKG Pro. A yellow callout box with the number 5 points to the 'North America' option. Below the region selection is a text input field for 'Company Short Name' with an asterisk and a help icon. A yellow callout box with the number 6 points to this field. Below the input field is a 'Continue' button, with a yellow callout box with the number 7 pointing to it.



The image shows the UKG Ready mobile app sign-in screen. At the top is the 'COMMUNITY LIVING' logo. Below it is the heading 'Sign in'. There is a text input field for the email address, with a yellow callout box with the number 8 pointing to it. Below the email field is a 'Next' button. Below the 'Next' button is another 'COMMUNITY LIVING' logo. Below that is a text input field for the password, with a yellow callout box with the number 9 pointing to it. Below the password field is a 'Sign in' button. At the bottom of the screen is a text box with the following text: 'If you're having trouble signing in, please reach out to our support team at <https://support.clgw.ca> To enroll in self-serve password reset, please visit <https://aka.ms/ssprsetup> To reset your password, please visit <https://aka.ms/sspr>'.

QR Code for Apple AppStore:



QR Code for Android PlayStore:

