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**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](https://play.google.com/store/apps/details?id=com.kronos.workforceready) or the Apple App Store

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

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| **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**

10. Enter the code sent to your accounts authenticator too complete sign in

