UKG – Log In/Out (Desktop) Job Aid

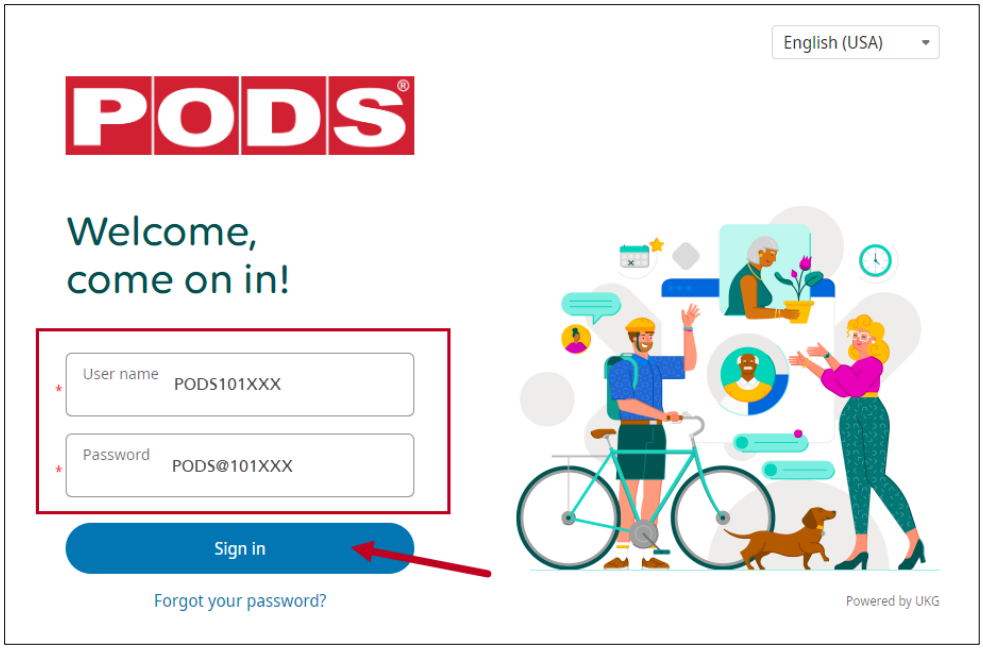
This job aid explains how to log into the UKG platform for the first time with your credentials and change your temporary password.

Important *To secure your personal information, you MUST logout of UKG after using (i.e. punch in/out, request time off, etc.)*

Initial Log In

Accessing UKG

1. **Type** the **URL address** into a web browser or **click** this hyperlink https://e43.ultipro.com/ to access the PODS UKG Sign On page
2. **Input** your **UKG credentials**
   Example:
   Username: PODS101XXX
   Temp password: PODS@1012XXX
3. **Click** the **Sign In** button to open the **Change Password** prompt
4. Follow the instructions to **create a new password** and **retype** the new password in the **Confirm password** field then **click OK**
5. **Select** and **answer** your **security questions** then **click Next** to log into the **PODS UKG Home Page**



Tip: Security questions are used to verify your identity if you click the Forgot your password? Link on the sign on page.

Log Out

Completely logout – To keep your personal information safe, especially on shared devices, logout of the main UKG page and the Workforce Dimensions page each time you have finished using the platform

- **Main UKG Page:** From the **PODS Homepage** in UKG **click Logout** located at the bottom of the **Myself menu**
- **Workforce Dimensions Page:** From the **left side menu, click Sign Out** located at the top of the menu

