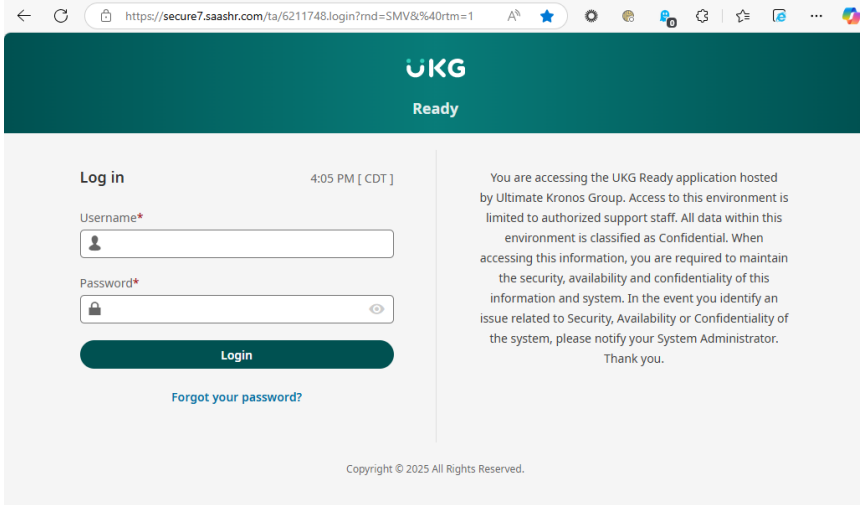


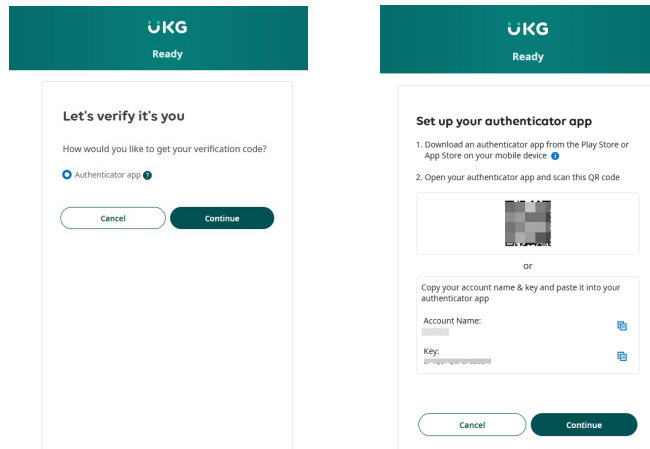
How to Register EPPA OKTA Verify as the Authenticator for UKG

- The **FIRST TIME** you log into UKG you **MUST log in via Desktop**.
 - This will apply to all users (including clinicians and scribes).
- **Go to the UKG login page:**
<https://secure7.saashr.com/ta/6211748.login?rnd=PWK&%40rtm=1>
- Enter your username and temporary password



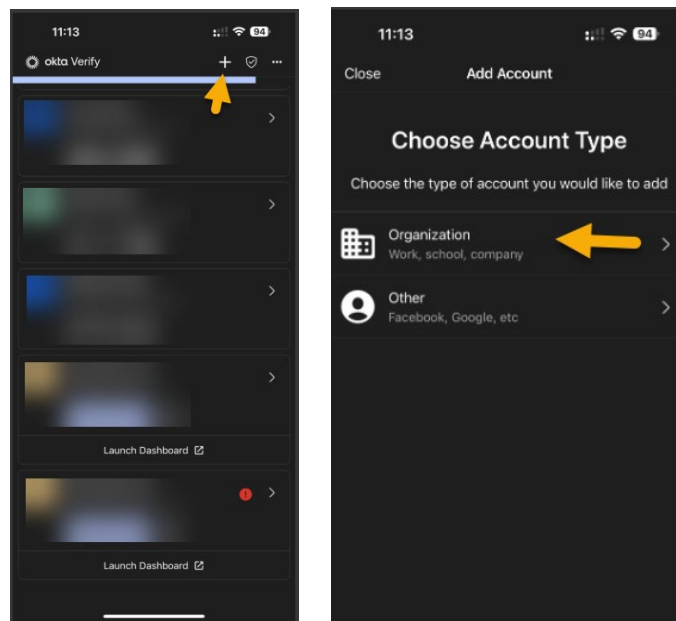
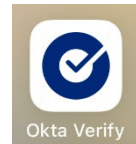
You will be prompted to register an Authenticator app (**you will utilize your OKTA account**)

- Click on **Continue**
- A QR Code is generated to complete the authenticator app setup (**KEEP THIS SCREEN UP ON YOUR COMPUTER but *do not scan the QR code yet***).

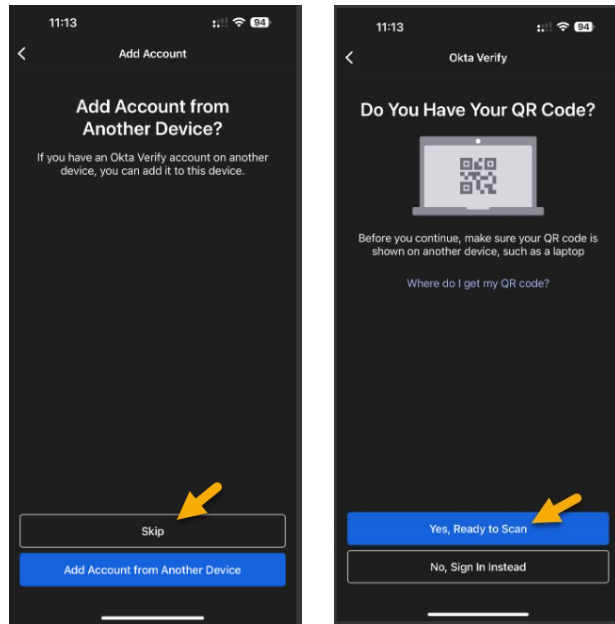


Open the OKTA Verify APP on your phone for the next steps:

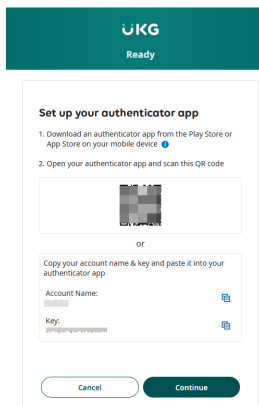
- On your mobile device, tap on the **OKTA Verify APP** to add an account
- Tap on the (+) icon
- Tap on Organization



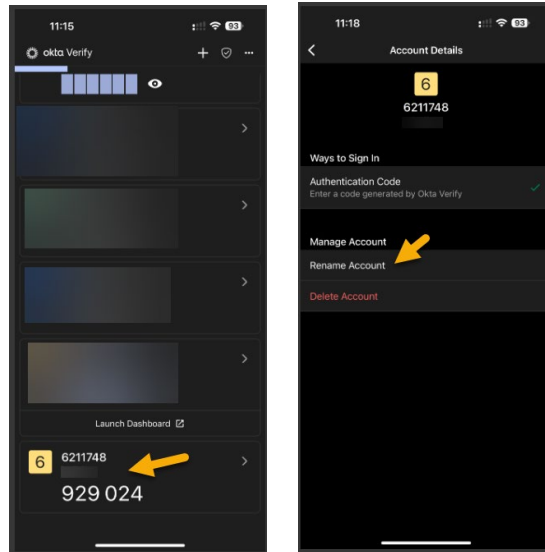
- Tap on **Skip**
- Tap on **“Yes, Ready to Scan”**



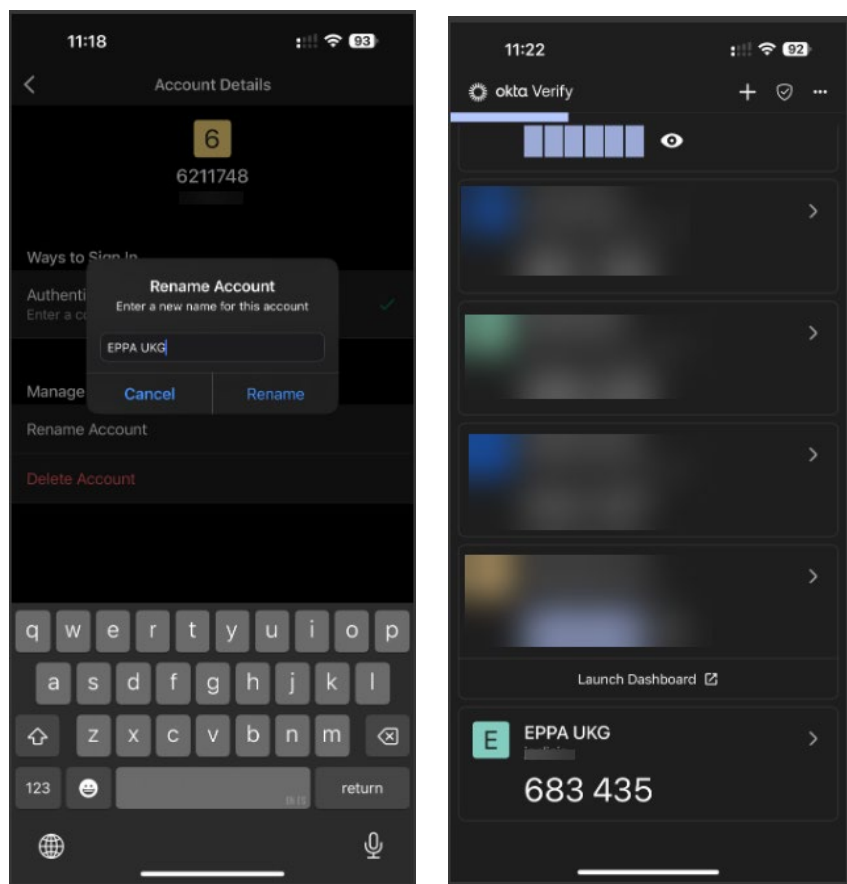
- Scan the QR code provided by UKG (the one on the computer)



- It will take a few minutes to register the new account into OKTA verify. **Once registered the account will appear at the bottom of your list**
- For easy identification, you can rename the recently added account
 - Tap on the newly added account
 - Under Mange Account
 - Tap on "Rename Account"

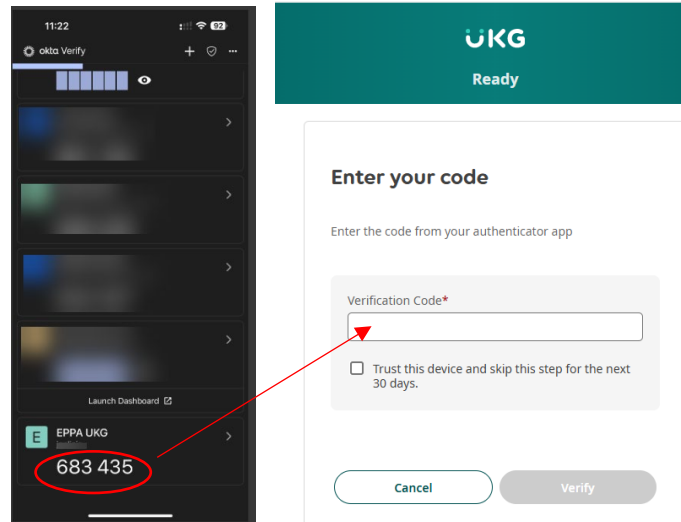


- Rename to **EPPA UKG**
- Tap on Rename to complete the name change



Complete the UKG setup

- Enter in the code into UKG Ready from your OKTA verify app (the code will be personalized to you).



- You will be prompted to change your temporary password

The image shows the 'UKG Ready' 'Change Password' screen. It has a teal header with the UKG logo and the word 'Ready'. Below the header, it says 'Change Password'. There are three text input fields, each with a lock icon on the left and an eye icon on the right. The first field is labeled 'Old Password*', the second 'New Password*', and the third 'Confirm New Password*'. Below the fields is a large grey button labeled 'Change Password'. Below that is a blue link labeled 'Back to Account Login'. At the bottom, it says 'Copyright © 2025 All Rights Reserved.'

- You have now set up your authenticator app and changed your password.

Logging into UKG (moving forward)

- <https://secure7.saashr.com/ta/6211748.login>
- Enter your Username and Password
- Click continue on the Verify screen
- Open up your OKTA verify app on your phone
- Enter in the 6-digit code into the Enter your Code Screen