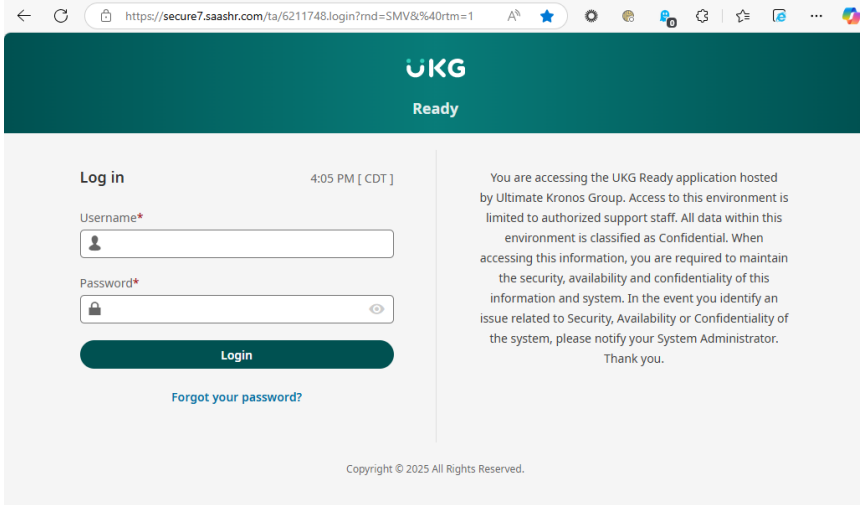# How to Register EPPA OKTA Verify as the Authenticator for UKG

- 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*)**.
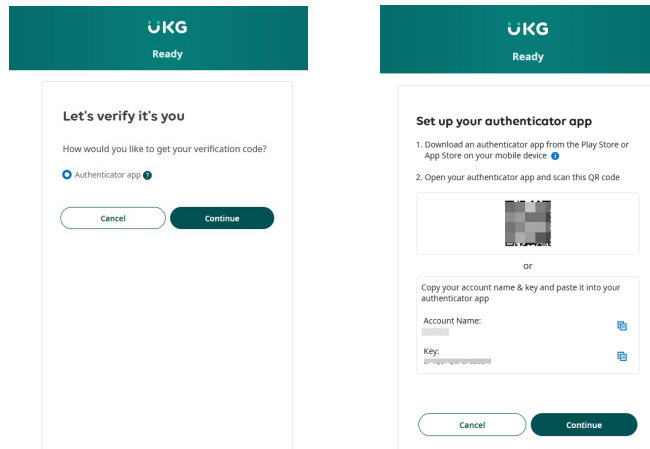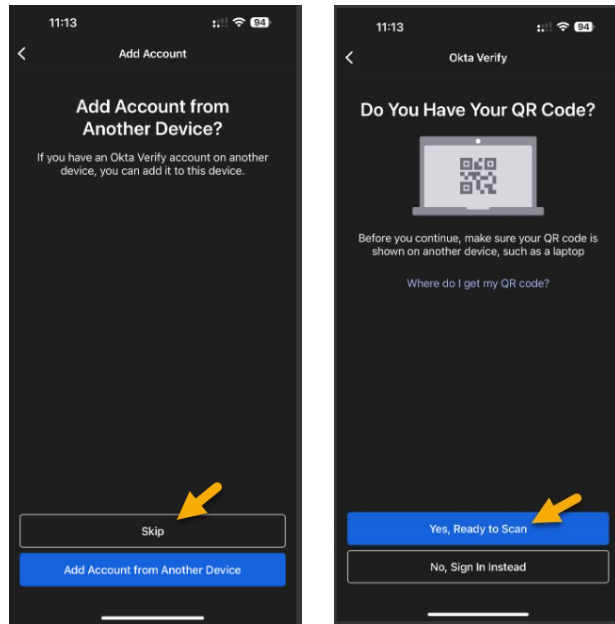
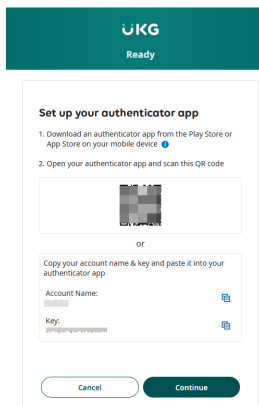**Open the OKTA Verify APP on your phone** for the next steps:

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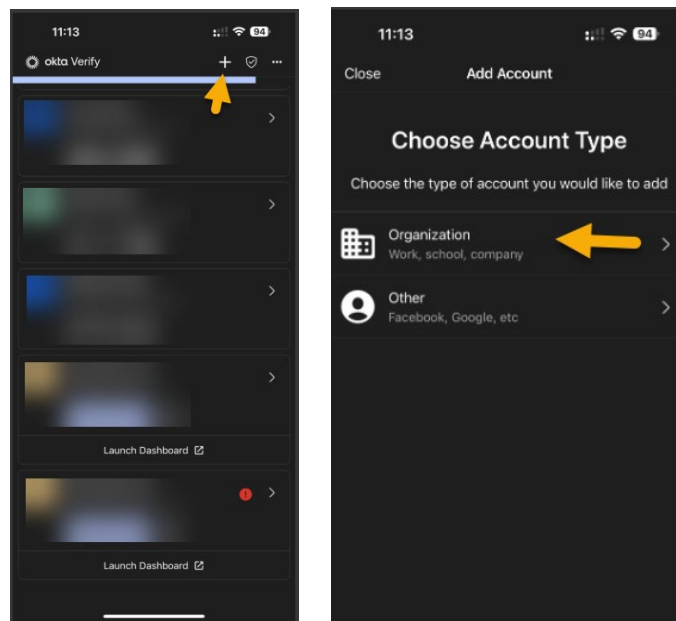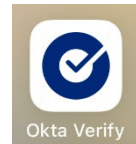
- Tap on **Skip**
- Tap on "**Yes, Ready to Scan**"

- 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
    - o Tap on the newly added account
    - o Under Mange Account
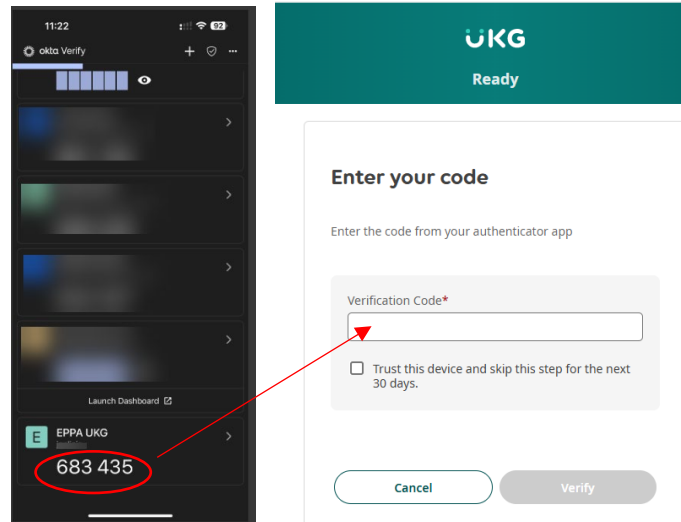   - o Tap on "Rename Account"
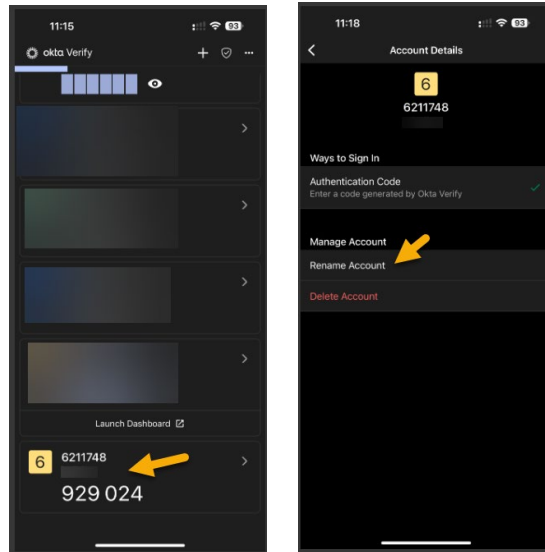
o   Rename to **EPPA UKG**

o   Tap on Rename to complete the name change
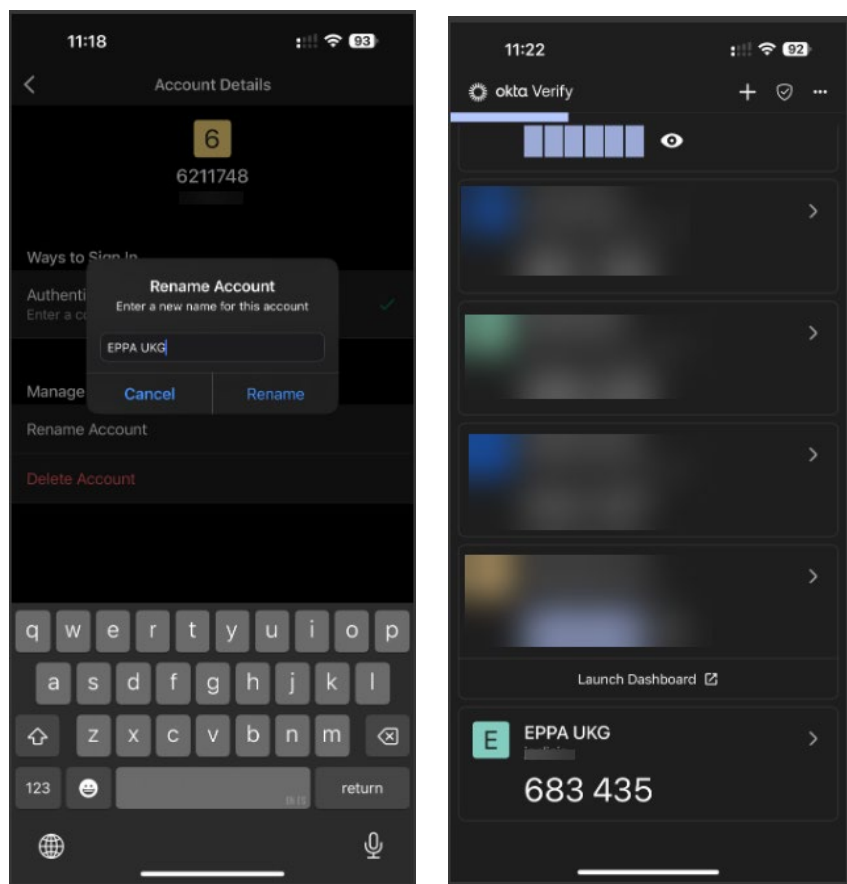
Complete the UKG setup

- 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

- 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