

### UKG + OKTA Quick Start Guide

For your first login, **you must use a desktop computer.**

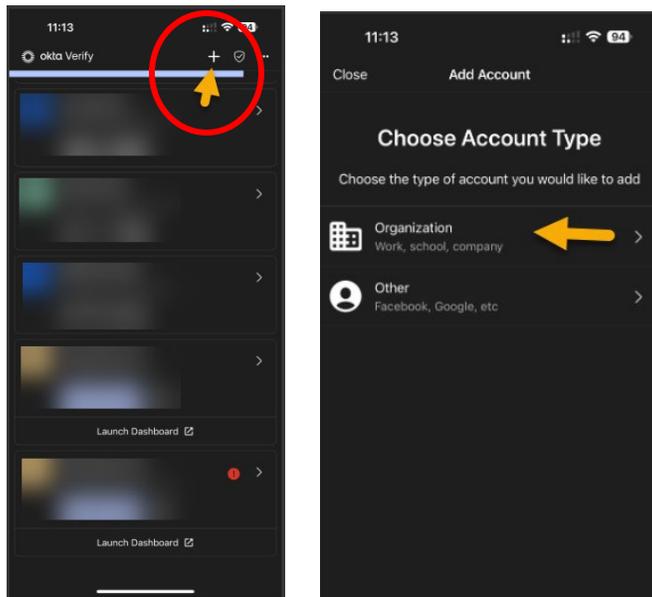
This applies to all users, including physicians, APCs and Scribes.

### Log in to UKG for the first time

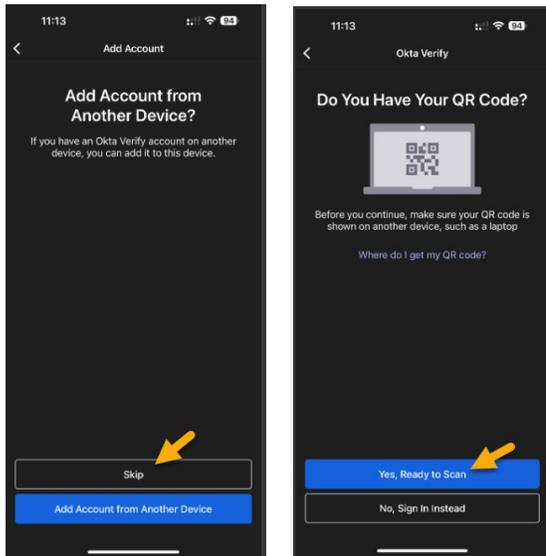
1. Go to: <https://secure7.saashr.com/ta/6211748.login>
2. Enter your **username** and **temporary password** from your email.
3. You'll be prompted to register an **Authenticator app** and choose **OKTA Verify**.

### Set up OKTA Verify on your phone

1. Keep the UKG login screen open on your computer (you'll need the QR code later).
2. **On your phone**, open the **OKTA Verify** app.
3. Tap the **(+)** to **Add Account** → Choose **Organization**.



4. Tap **Skip** → then **Yes, ready to scan**.



5. Use your phone to **scan the QR code** on your computer screen.
6. Wait a few moments and your new UKG account will appear in OKTA Verify.

**Tip: Rename it for easy future reference:**

- Tap the new account → **Manage Account** → **Rename Account** → type **EPPA UKG** → Save.

### Finish UKG setup

1. Return to your UKG login screen.
2. Enter the **6-digit code** from your OKTA Verify app.
3. Follow the prompt to **change your temporary password**.

You're all set! You've successfully linked OKTA Verify and updated your password.

### Future Logins

1. Go to: <https://secure7.saashr.com/ta/6211748.login>
2. Enter your **username** and **password**.
3. When prompted, open OKTA Verify on your phone → enter the **6-digit code** into UKG.