

## Where can I access UKG?

UKG is easy to access from both your [desktop](#) and [mobile phone](#). When you log in for the first time, there are a few extra steps required to set up your account as described here.

## Important Tips

Both desktop and mobile entry will require a Company Shortname and other details which are common to all BGSF users.

- Company Shortname: 6165151
- Username: Your email
- Password: 123456

NOTE: UKG will prompt you to change your password upon entry.

## What's Next?

You're ready to go! Take a look at some of these other helpful [tools](#) for using UKG efficiently:

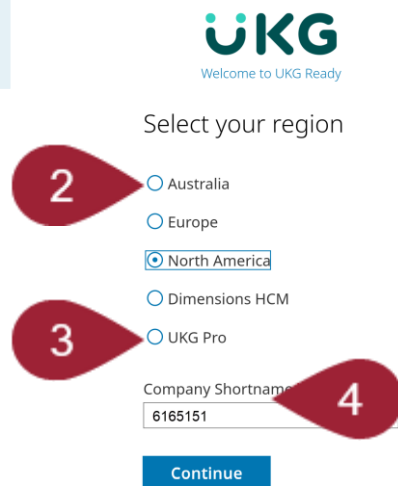
- Navigating UKG
- Clocking In & Out with UKG
- Submitting a Timesheet Change Request

## What Do I Do?

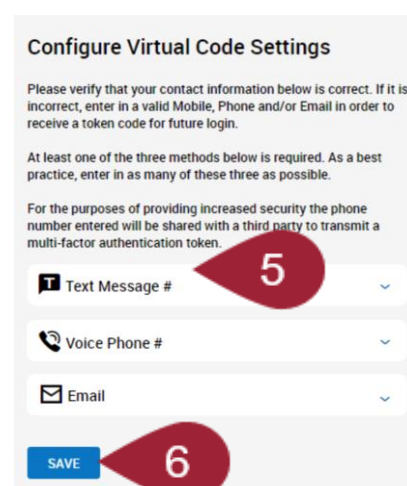
Follow these steps to access UKG from your desktop or phone.

NOTE: The examples below show the procedure for logging in with the mobile app, however, the steps are the same for both desktop and mobile.

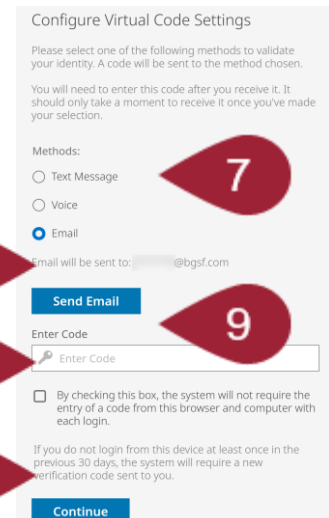
1. Access [UKG](#) from your desktop or **UKG Ready** app on your phone.
2. Select your **Region** if using the mobile app.
3. Enter **6165151** as the Company Shortname.
4. Click **Continue**.
5. Confirm/update your **contact information**.
6. Click **Save**.
7. Specify how you want to receive a **code** to confirm your identity.
8. Click **Send**.
9. Enter the **code** from your text/voice call/email.
10. Check the **box** so you don't have to enter a code upon future entries using the same device.
11. Click **Continue** to access the full application.



The image shows the 'Welcome to UKG Ready' screen. At the top is the UKG logo and the text 'Welcome to UKG Ready'. Below this is the heading 'Select your region' followed by four radio button options: Australia, Europe, North America (which is selected), and UKG Pro. Below the region options is a text input field for 'Company Shortname' containing the value '6165151'. A blue 'Continue' button is at the bottom. Red callout bubbles with numbers 2, 3, and 4 point to the region selection, the company shortname field, and the Continue button respectively.



The image shows the 'Configure Virtual Code Settings' screen. It has a heading and a paragraph: 'Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.' Below this is a sub-heading: 'At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.' There are three dropdown menus: 'Text Message #', 'Voice Phone #', and 'Email'. A blue 'SAVE' button is at the bottom. A red callout bubble with the number 5 points to the dropdown menus, and a red callout bubble with the number 6 points to the SAVE button.



The image shows the 'Configure Virtual Code Settings' screen. It has a heading and a paragraph: 'Please select one of the following methods to validate your identity. A code will be sent to the method chosen.' Below this is another paragraph: 'You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.' There are three radio button options: 'Text Message', 'Voice', and 'Email' (which is selected). Below the options is a text input field for 'Enter Code' with a placeholder 'Enter Code'. A blue 'Send Email' button is above the input field. A checkbox is below the input field with the text: 'By checking this box, the system will not require the entry of a code from this browser and computer with each login.' A blue 'Continue' button is at the bottom. Red callout bubbles with numbers 7, 8, 9, 10, and 11 point to the radio buttons, the Send Email button, the Enter Code input field, the checkbox, and the Continue button respectively.