

## How to Set Up the Google Authenticator App for Multi-Factor Authentication

Multi-factor authentication (MFA) is now required for UKG (Kronos) Admin account login. If you do not already use an authenticator app, the directions below will provide guidance on how to set up the Google Authenticator app and add UKG to it.

STEP 1. Lo	ogin to	Kronos	on you	r computer.
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Log in	2:23 PM [ CDT ]	
Username*		
\$ stevebat12		Welcome to the FrenkOsum timelessing sustant
Password*		powered by Kronos
<b>6</b>		
		Access is restricted to authorized users
Login		
Login Forgot your pass	word?	
Login Forgot your passi	word?	

**STEP 2:** You will be prompted to *Select a Two-Factor Authentication Preferred Option*. Select *Authenticator App* and then click *Next*.

Select Preferi	Iwo-Factor Authentication red Option
The optio and comp	ns available will be limited by your user profile pany configuration.
🔿 Virtu	al Code Authentication
Verificatio address.	on code send to your registered phone or email
O Auth	enticator App
Secure O App such or pc.	ne-Time password generated by an authenticator as Google Authenticator on your mobile device
	Next



**STEP 3:** Grab your personal mobile device. If you do not already have an Authenticator app installed, you will need to download one from the Google Play or Apple App Store. We suggest using the Google Authenticator app as it can be used on all phones and is easy to use.



**STEP 4.** Once you've downloaded the Google Authenticator app to your personal mobile device and have selected *Get Started*, click the option *Use Authenticator without an account*. Next, select the (+) button to add an account.

*				
Welcome to Google Authenticator				
Sign in to back up your codes to your Google Account				
G <mark>oogle</mark>	- 11		Г	]
Karen Garcia Continue as Karen	<ul> <li>●</li> </ul>			+
Use Authenticator without an account		_		



**STEP 5:** Go back to the UKG (Kronos) screen on your computer. You will see a QR code and a *Secret Key*. Next, in the Google Authenticator app on your phone, choose to *Scan a QR code* or *Enter a setup key*. Enter the QR code or setup key from the UKG screen into the Google Authenticator app.

autrenticator application.	
Or you can enter the following account name and secret key into your authenticator app.	
Account Name	
stevebat12	
HURTCMFLPNRJPHIY	Scan a QR code
Input the code below to confirm your registration.	
Verification Code*	
P	Enter a setup key
-	
By checking this box, do not prompt me for a code within the next 4 hour(s) on this browser.	

**STEP 6:** Once you complete Step 5, a verification code will appear in the Google Authenticator app on your phone. You will need to type that code into the UKG screen on your computer under *Verification Code\**. Once complete, you will be able to complete your registration and log in.

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538 924	By checking this box, do not prompt me for a code within the next 4 hour(s) on this browser.

**THAT'S IT!** You now have Multi-Factor Authorization. When you log in to UKG in the future, you will need to access the Google Authenticator app on your phone to provide the current Verification Code.