



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

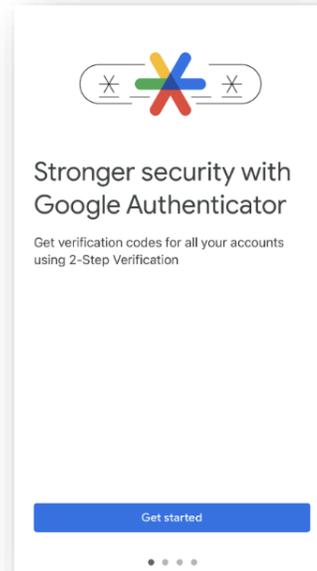
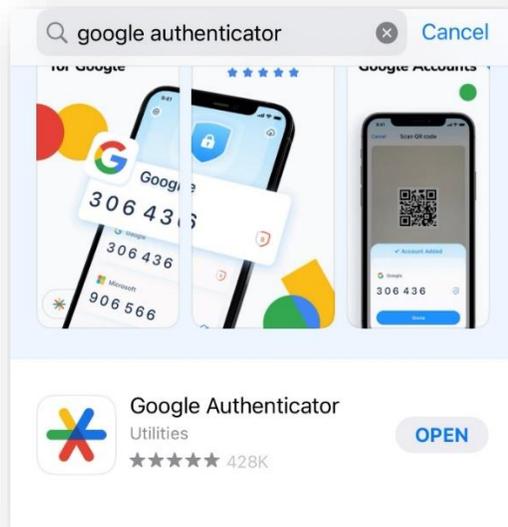
Multi-factor authentication (MFA) is now required for UKG (Kronos) Admin account login. If you do not already use an authenticator app, the directions below will provide guidance on how to set up the Google Authenticator app and add UKG to it.

STEP 1. Login to Kronos on your computer.

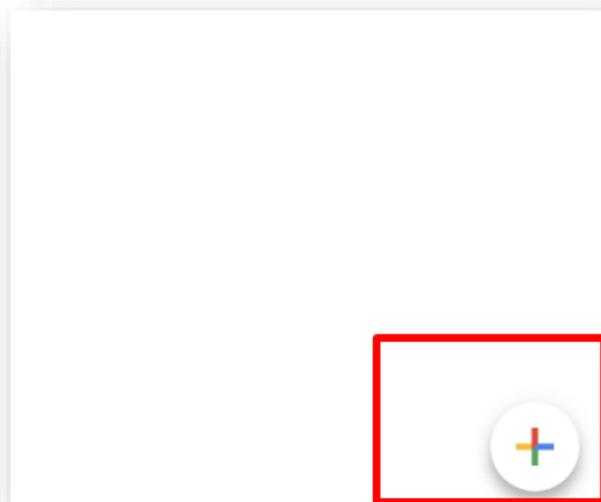
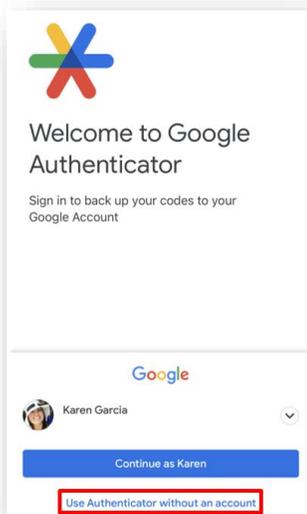
STEP 2: You will be prompted to *Select a Two-Factor Authentication Preferred Option*. Select *Authenticator App* and then click *Next*.



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.





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.

← Register Device

Register your device by scanning the QR code below using an authenticator application.



Or you can enter the following account name and secret key into your authenticator app.

Account Name
stevebat12

Secret Key
HURTCMFLPNRJPHIY

Input the code below to confirm your registration.

Verification Code*

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

Confirm

Scan a QR code

Enter a setup key

Close

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.

FC128452: stevebat12

538 924

Verification Code*

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

Login

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.