



UKG Job Aid – Mobile App

To use the NCHC Mobile App, please complete the initial UKG set up process using the desktop icon **before** moving on to the Mobile App.

Install the UKG app.

Facility code: nchc1

When the screen below displays, tap the blue bar – **Use SSO (Corporate Credentials)**

The screenshot shows the UKG Sign In interface. At the top is the UKG logo. Below it is the text 'Sign In'. A blue button labeled 'Use SSO (Corporate Credentials)' is highlighted with a red rectangular box. Below the button is the text '- or use your UKG Pro account -'. There are two input fields: 'Username' and 'Password'.

Enter your norcen.org email and your [Network](#) password.