



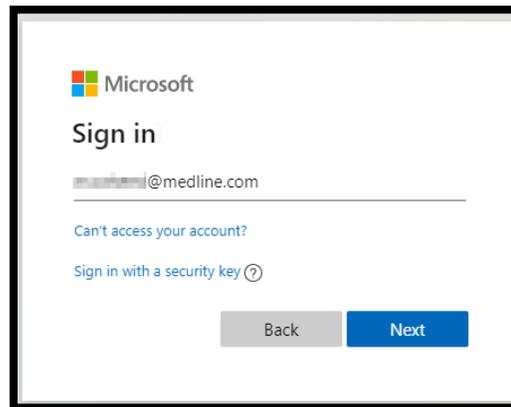
## How to access UKG (Mobile Device)

**Prerequisite:** To access UKG from a mobile device, your Medline profile must be enrolled in Microsoft Authenticator. If you have already enrolled, please skip to “[Access UKG](#)”. Please note contingent workers do not have access to the UKG app. This process is only for employees with a Medline email.

### Enrolling in Microsoft Authenticator:

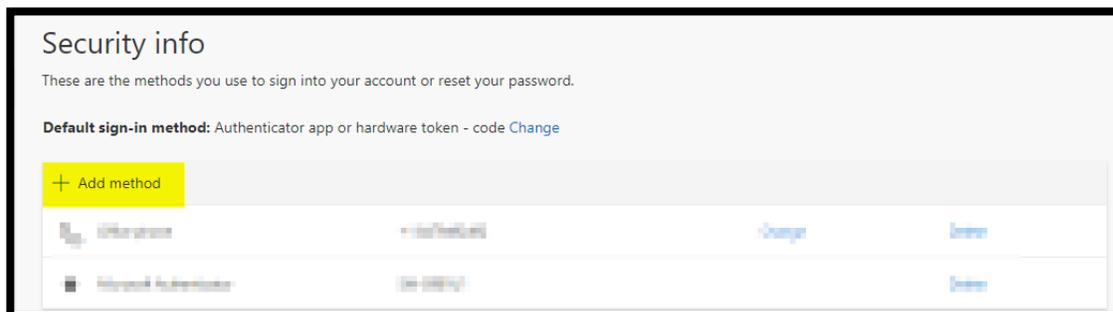
1. Navigate to the [MySignins](#) webpage using a Medline issued laptop, desktop or VDI (do not use Incognito/InPrivate mode).

2. Enter your Medline email address and computer password (if prompted).

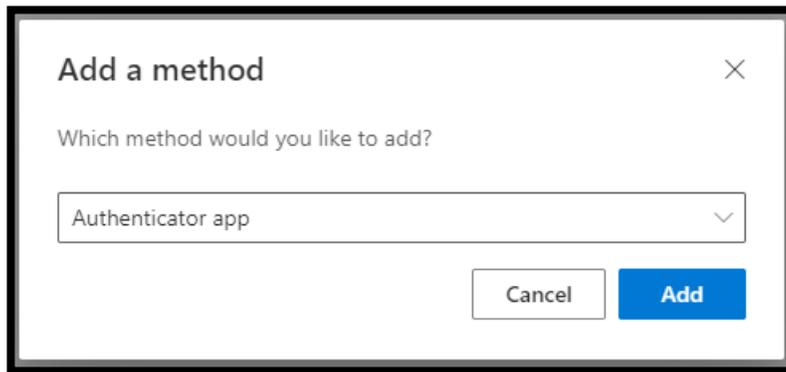


The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing an email address ending in "@medline.com". Below the input field are two links: "Can't access your account?" and "Sign in with a security key?". At the bottom of the page are two buttons: "Back" and "Next".

3. Click on **Add Method** > Select the **Authenticator App** > **Add**



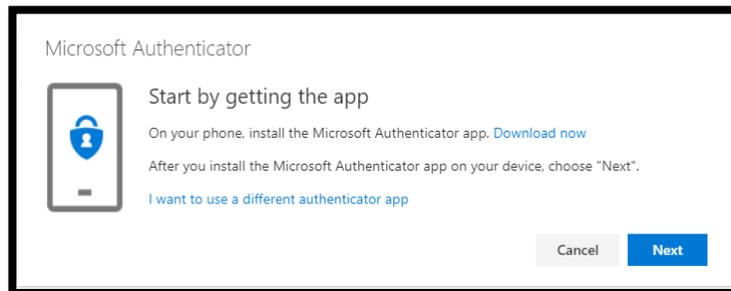
The screenshot shows the "Security info" page. At the top is the heading "Security info" and a sub-heading "These are the methods you use to sign into your account or reset your password." Below this is the text "Default sign-in method: Authenticator app or hardware token - code [Change](#)". There is a yellow button with a plus sign and the text "Add method". Below this are two rows of information, each with a plus sign icon, a name, a code, and a "Change" button. The first row is for "Authenticator app" with code "1234567890" and the second row is for "Microsoft Authenticator" with code "1234567890".



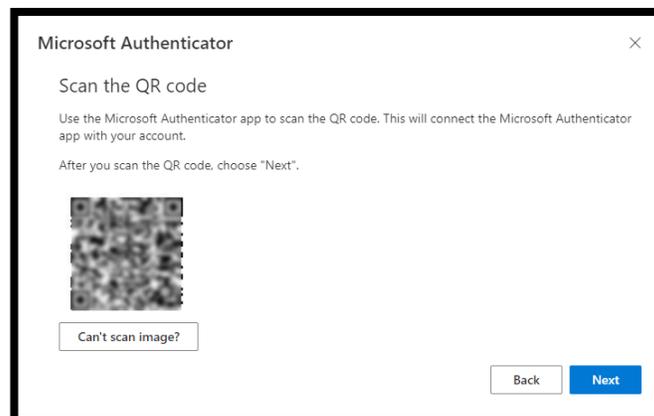
4. Download and install the Microsoft Authenticator app on your mobile device (available on Google Play or Apple Store) and click **Next** until you see the QR code.



If you need support accessing the App Store or Google Play, visit: <https://support.google.com/googleplay> or <https://support.apple.com/>



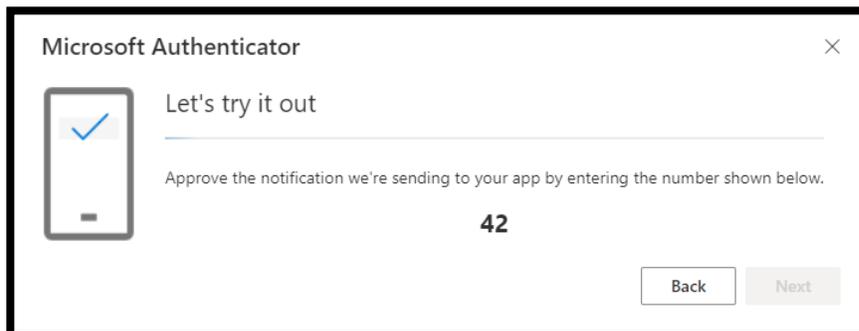
**The QR code will be unique for your profile.**



5. Once the app has been downloaded on a mobile device > open the app > agree > and continue with the Microsoft prompts > click on **Scan** a QR code.



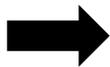
6. Click **Next** after the barcode has been scanned. You will receive an approval notification on your phone, enter the number shown on your computer on your phone and select **Yes**. On your computer click on **Next** to finish the enrollment.





## Access UKG:

1. Download and install the UKG app on your mobile device (Available on Google Play or Apple Store)



*If you need support accessing the App Store or Google Play, visit:*

<https://support.google.com/googleplay> or <https://support.apple.com/>



Apple



Android



**You can scan the QR Code below once you have the UKG app. This QR code is the access code. If the QR does not work, type in**

**<https://medline-ss0.prd.mykronos.com>**

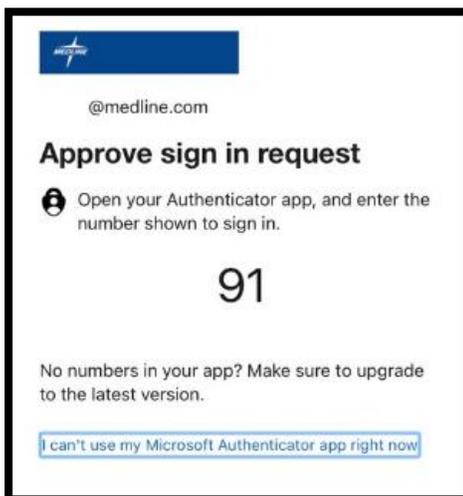




2. Employees with a Medline email address will login through the SSO (single sign-on)
3. Enter your computer password and select **Sign In**.

A screenshot of the Medline login page. At the top left is the Medline logo. Below it is the text "@medline.com". The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button labeled "Sign in".

4. (If prompted) Enter the number shown in the Microsoft Authenticator and select **YES** to approve the login.

A screenshot of the Medline login page showing a Microsoft Authenticator approval request. At the top left is the Medline logo. Below it is the text "@medline.com". The main heading is "Approve sign in request". Below the heading is an information icon followed by the text "Open your Authenticator app, and enter the number shown to sign in." The number "91" is displayed in a large font. Below the number is the text "No numbers in your app? Make sure to upgrade to the latest version." At the bottom is a link that says "I can't use my Microsoft Authenticator app right now".

5. **Great! You are now logged into UKG on your mobile device.**