

UKG – Account Activation

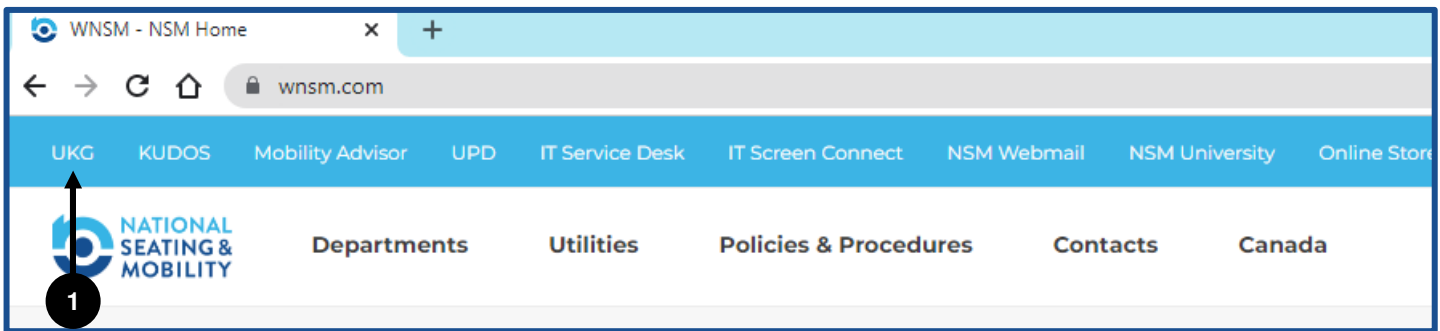
Introduction:

This job aid is intended to assist newly hired National Seating & Mobility employees when activating their UKG account for the first time.

Please note that you must activate your account on a computer the first time. After that first login, then you can download the mobile application and use UKG Pro as needed.

Step 1 - Navigate to WNSM webpage. From the top-left, click on the link for **UKG**.

Note: Some devices also have a desktop shortcut, but this link on WNSM is the most reliable way to consistently open UKG.



Step 2 - Once the **New User Activation** page launches, you will be prompted to enter your date of birth, social security number and your home address City. Click **OK** to submit.

- a. **Date of Birth** - must be entered as mm/dd/yyyy (includes the forward slash in the date)
- b. **Social Security Number** – this must be entered as 9 straight digits (no dashes)
- c. **Home Address City** – this should match your home address, not the branch address.

New User Activation
Welcome to the Single Sign On activation page.

a. Enter Date of Birth: Example: mm/dd/yyyy

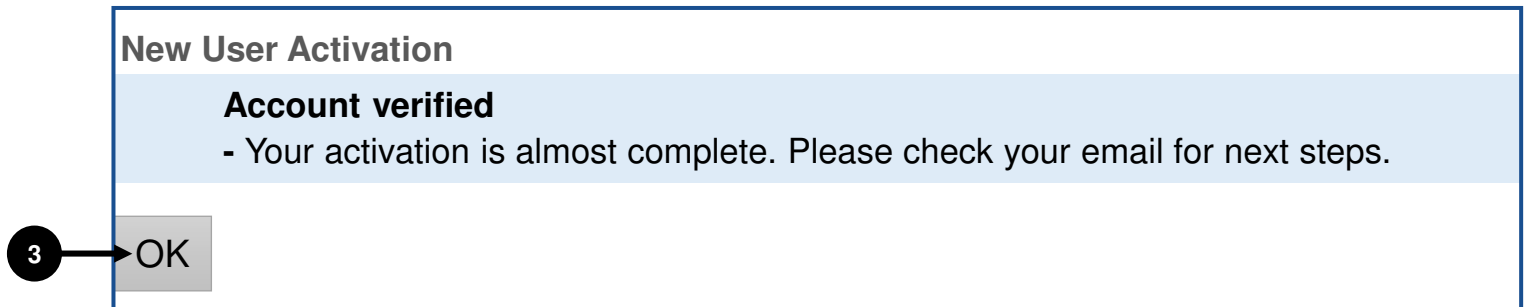
b. Enter your SSN: Example: 123456789 (no dashes)

c. Home Address City: Example: Nashville

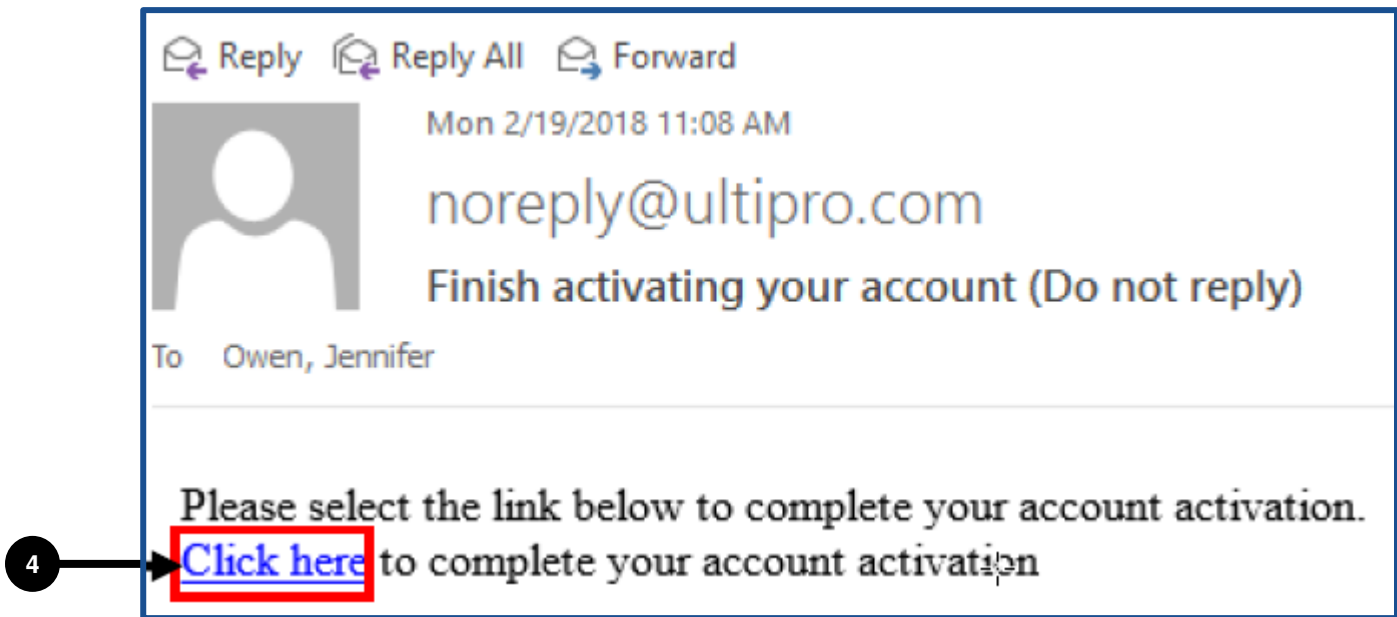
2.

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Step 3 - If everything was entered correctly and matches the system record, then you will see an **Account Verified** message. Click **OK**.



Step 4 – You will receive an email via Microsoft Outlook to complete your account activation. Click the **Click Here link** in the email to continue your account activation.



Step 5 – Go back to WNSM and reopen UKG. You should now be able to sign in using your SSO username and password.

You will not need to authenticate with your date of birth, social, and address again. From here forward, you can log in with SSO (Single Sign On) username and password.