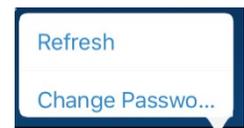
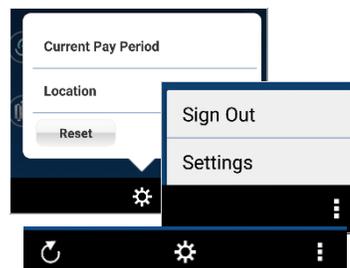
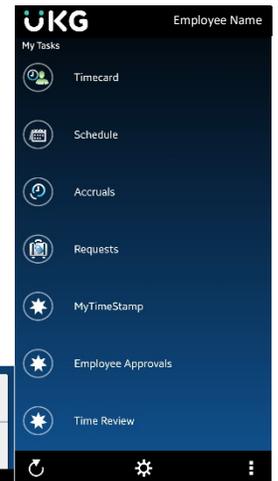
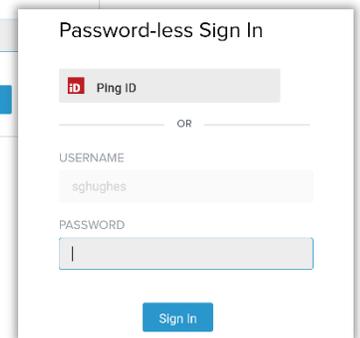
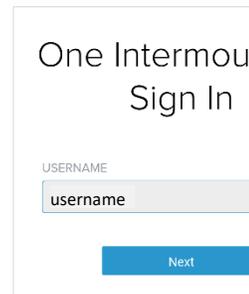


Setting Up UKG Workforce Central



There are differences in how mobile devices display items. Your device may display the following items differently than shown.

- Download and install the UKG Workforce Central app from the App or Google Play Store—**this app is only available in iOS and Android**, all other platforms are not supported
- The **FIRST TIME** you open the app, enter the server <https://intermountain.net/wfc>
- Tap **Proceed**
- Enter your Intermountain username—it is case sensitive in this environment, so **use all lower-case letters**
- Tap **Next**
- If you've set up two-step authentication, tap **Ping ID**
 - To set up two-step authentication, click [here](#)
- If you haven't set up two-step authentication, enter your Intermountain Master Password
- Tap **Sign In**
- Time off requests and other notifications show at the top of the home screen; swipe or tap the notifications to review them
- Links to the timecard, schedule, requests, review, and accruals widgets are in the middle of the screen
- Using your device's menu icons, you may be able to:
 - Refresh your notifications
 - Change the time period
 - Change app settings
 - Sign out



Please note: some devices may give you options that have been disabled such as changing your location or password.

Managers may have functions, such as hyperfinds, that don't work due to differences in the user profile and mobile license; future updates may address these differences.