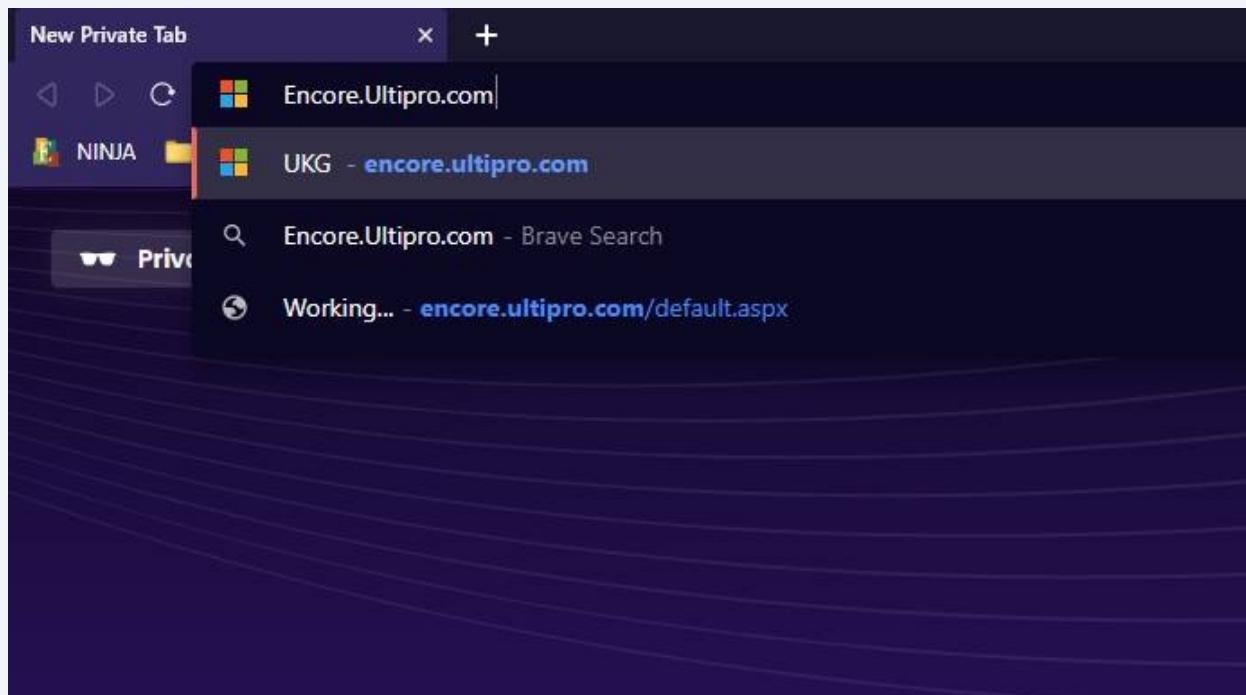


How to - Login to UKG

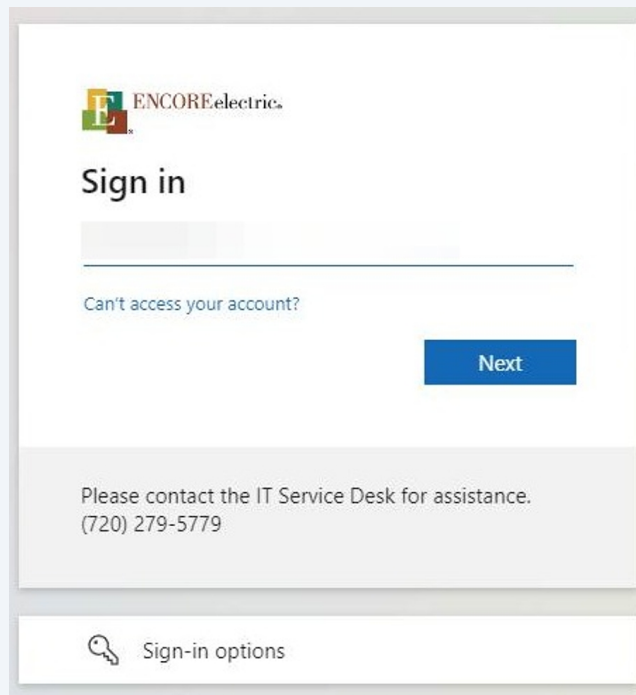
Logging into the UKG website

1 Go to [<https://encore.ultipro.com/>]



2

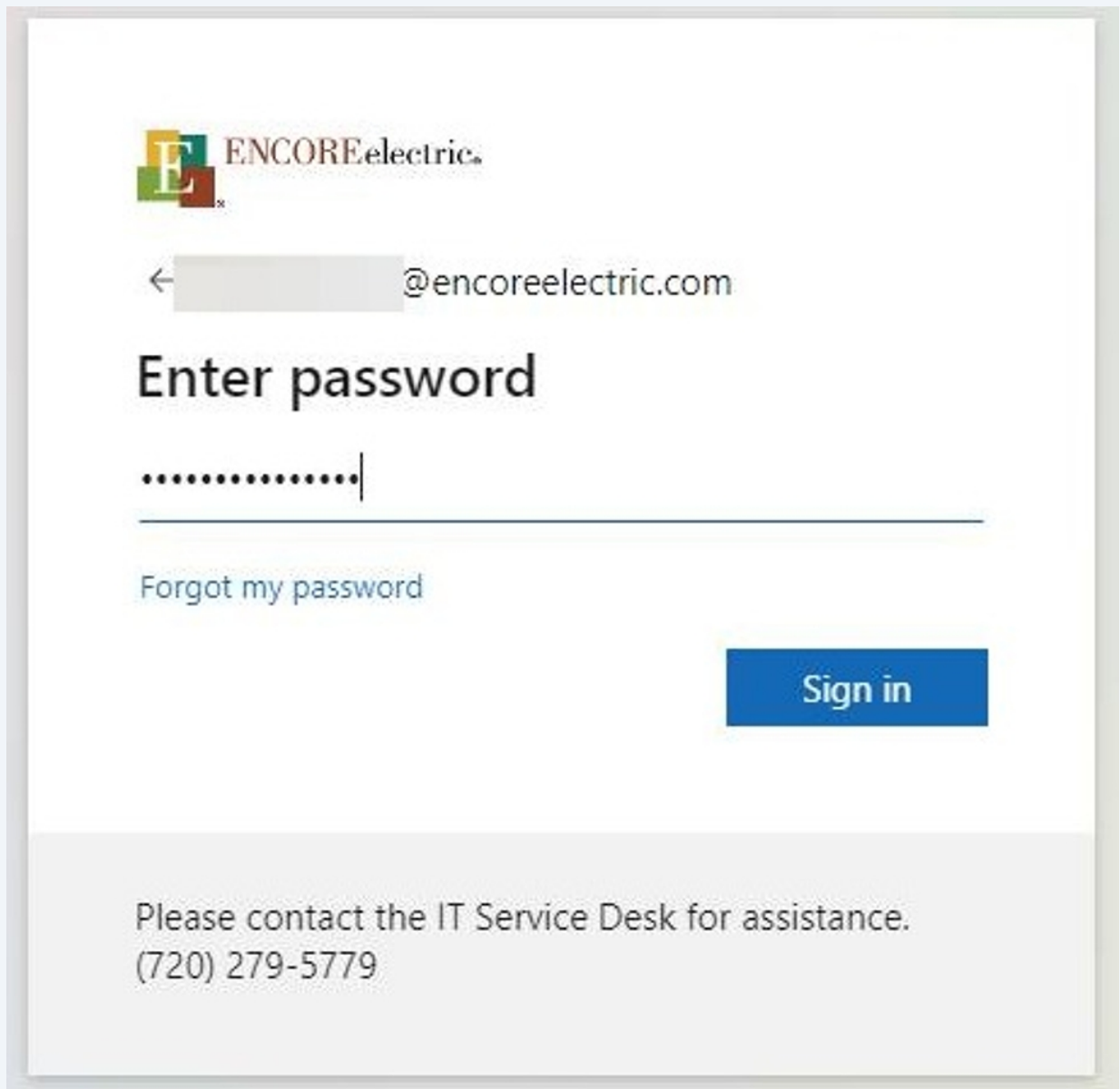
Login to your Encore email account "First.Last@EncoreElectriccom "



The screenshot shows a web-based sign-in interface for Encore Electric. At the top left is the logo, which consists of a stylized 'E' made of three colored squares (yellow, green, and red) followed by the text 'ENCOREelectric.'. Below the logo, the heading 'Sign in' is displayed in a bold, black font. Underneath the heading is a light gray rectangular input field for the email address. Below the input field is a thin horizontal line, followed by the text 'Can't access your account?' in a smaller, blue font. To the right of this text is a blue rectangular button with the word 'Next' in white. Below these elements is a light gray rectangular box containing the text 'Please contact the IT Service Desk for assistance. (720) 279-5779'. At the bottom of the form is a white rectangular box with a key icon on the left and the text 'Sign-in options' on the right.

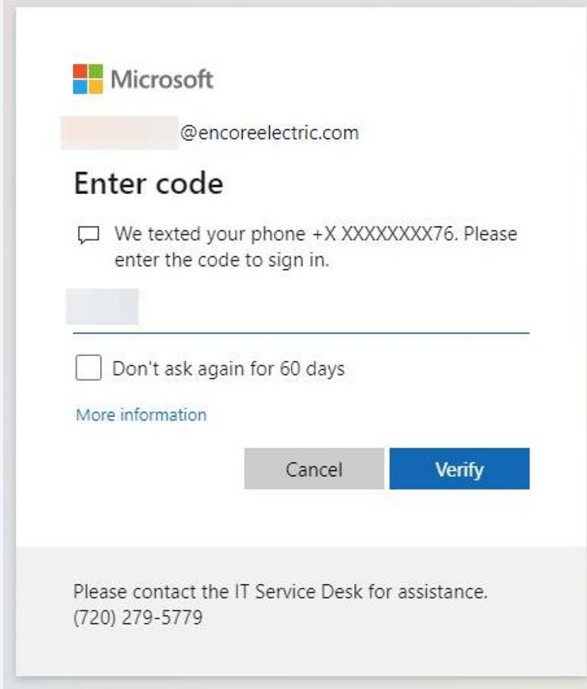
3

Input your password. If you have forgotten your password select the "Forgot my password" option and you can create a new 15 character password.



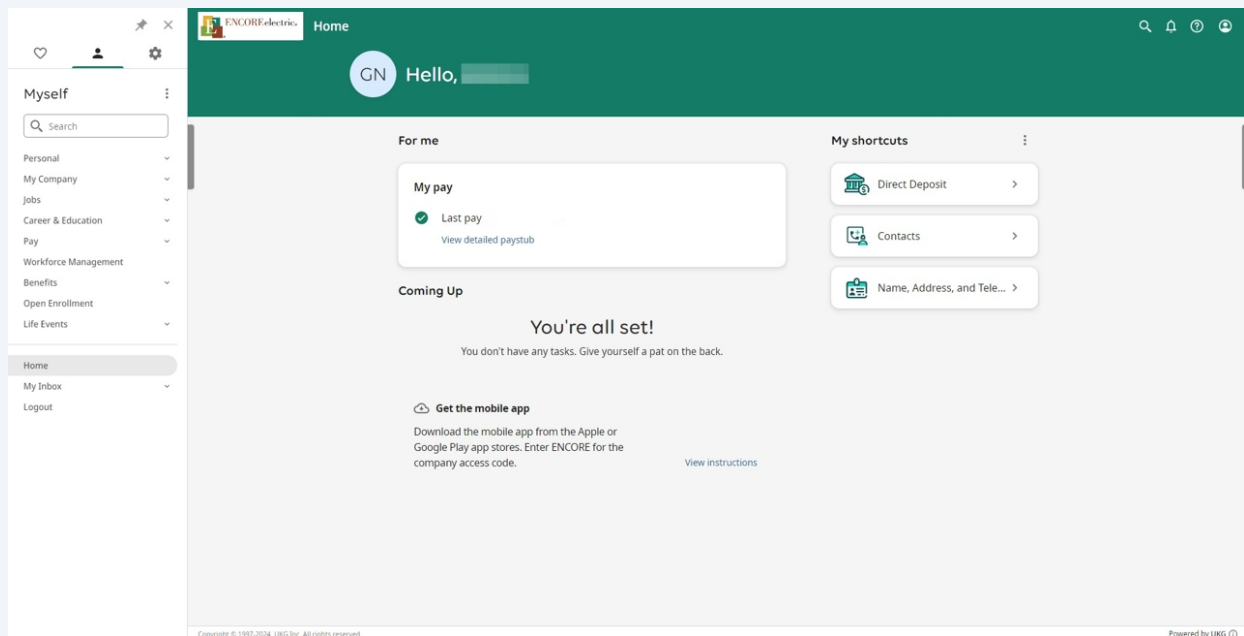
The screenshot shows the Encore Electric login interface. At the top left is the logo, which consists of a stylized 'E' made of four colored squares (yellow, green, blue, red) followed by the text 'ENCOREelectric'. Below the logo is a back arrow and a text input field containing a redacted email address followed by '@encoreelectric.com'. The main heading is 'Enter password' in a large, bold, black font. Below this is a password input field with a series of dots and a cursor. Underneath the password field is a link that says 'Forgot my password' in a smaller, blue font. To the right of the password field is a blue rectangular button with the text 'Sign in' in white. At the bottom of the page, there is a light gray footer area containing the text 'Please contact the IT Service Desk for assistance. (720) 279-5779'.

4 Verify your account through the MFA



A Microsoft MFA verification screen. At the top is the Microsoft logo. Below it is the email address '@encoreelectric.com'. The main heading is 'Enter code'. A message box says 'We texted your phone +X XXXXXXXX76. Please enter the code to sign in.' Below this is a text input field. There is a checkbox labeled 'Don't ask again for 60 days' and a link for 'More information'. At the bottom are 'Cancel' and 'Verify' buttons. A footer note says 'Please contact the IT Service Desk for assistance. (720) 279-5779'.

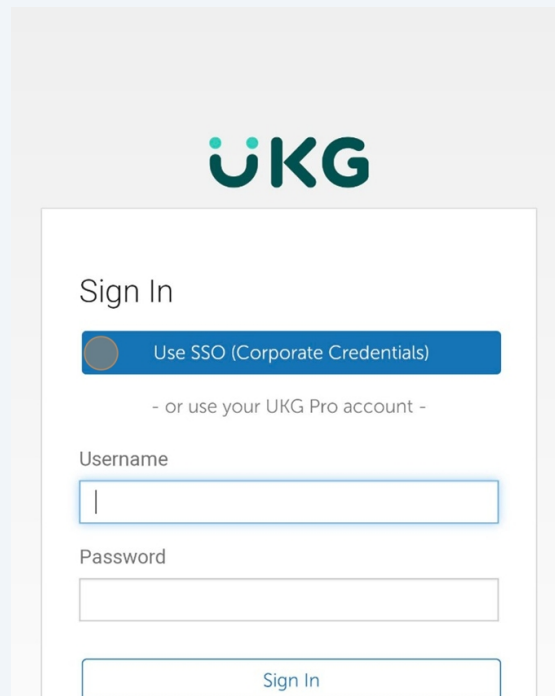
5 Once your account has been verified you will be brought to your UKG dashboard.



Logging into UKG mobile application

6

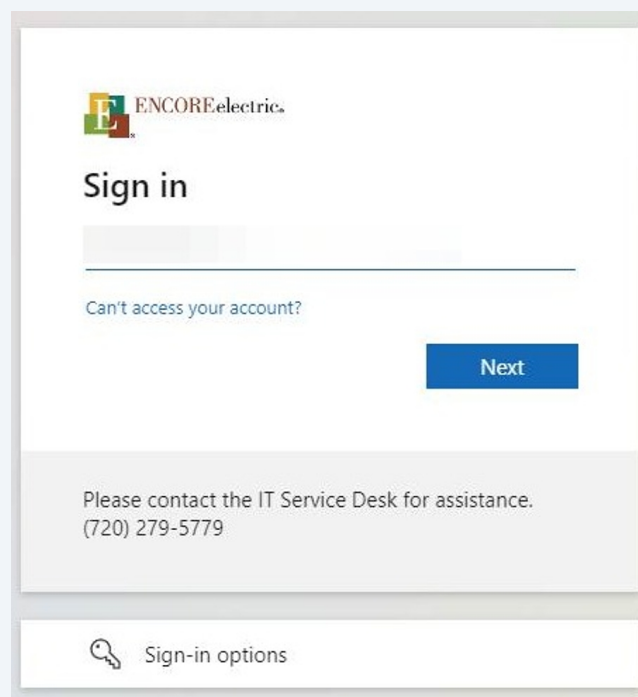
Open the UKG Pro Classica application and select the blue "Use SSO (Corporate Credentials)" option.



The image shows the UKG Pro Classica Sign In screen. At the top is the UKG logo. Below it is the heading "Sign In". There are two options: a blue button labeled "Use SSO (Corporate Credentials)" and a link labeled "- or use your UKG Pro account -". Below these are input fields for "Username" and "Password". At the bottom is a "Sign In" button.

7

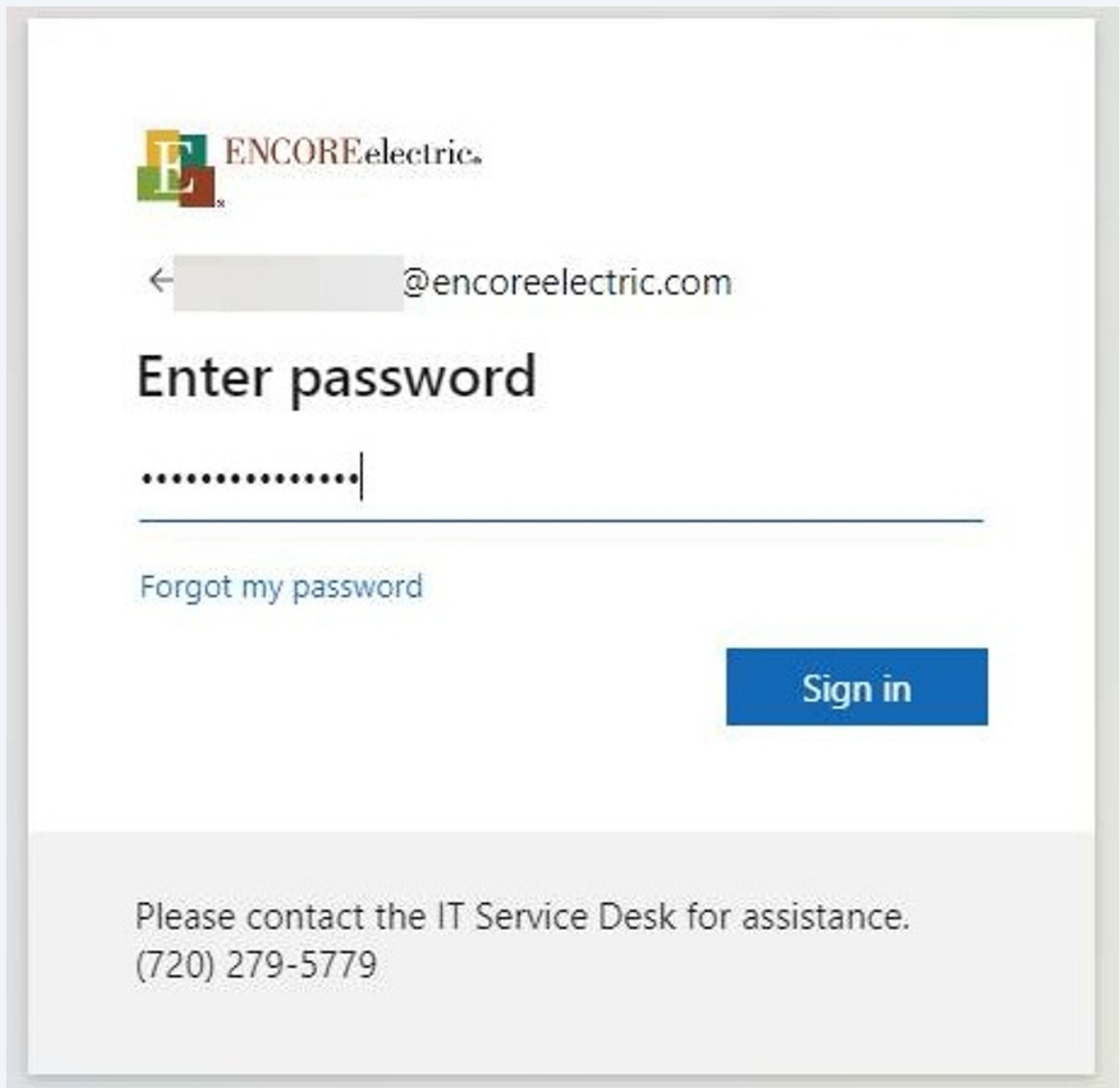
Login to your Encore email account "First.Last@EncoreElectriccom "



The image shows the Encore Electric Sign in screen. At the top is the Encore Electric logo. Below it is the heading "Sign in". There is a text input field. Below the input field is a link labeled "Can't access your account?". To the right of the link is a blue button labeled "Next". At the bottom is a footer area with the text "Please contact the IT Service Desk for assistance. (720) 279-5779". Below the footer area is a button labeled "Sign-in options" with a key icon.

8

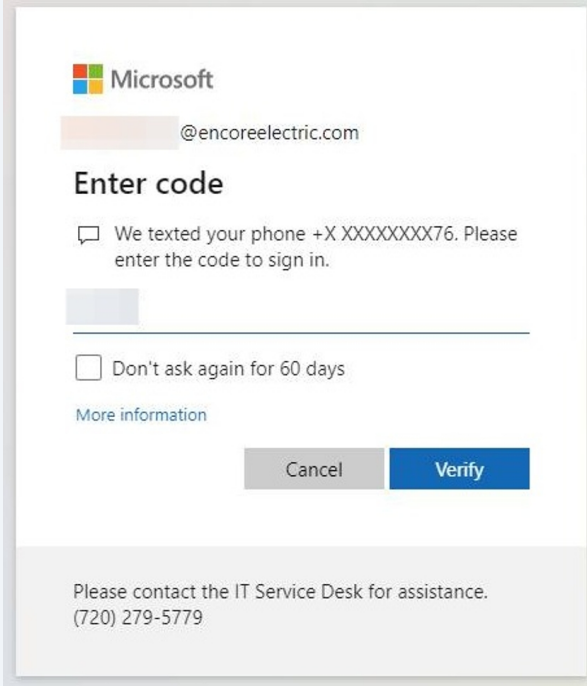
Input your password. If you have forgotten your password select the "Forgot my password" option and you can create a new 15 character password.



The screenshot shows a login interface for Encore Electric. At the top left is the logo, which consists of a stylized 'E' made of three colored squares (yellow, green, and red) followed by the text 'ENCOREelectric'. Below the logo is a text input field for an email address, containing a back arrow icon, a greyed-out box, and the text '@encoreelectric.com'. Underneath the email field is the heading 'Enter password' in a large, bold font. Below this heading is a password input field represented by a series of dots and a vertical cursor line. To the left of the password field is a link that says 'Forgot my password'. To the right of the password field is a blue rectangular button with the text 'Sign in' in white. At the bottom of the page, there is a light grey footer area containing the text 'Please contact the IT Service Desk for assistance. (720) 279-5779'.

9

Verify your account through the MFA




A screenshot of a Microsoft MFA verification window. The window has a white background with a light gray border. At the top left is the Microsoft logo. To its right is the email address '@encoreelectric.com'. Below this is the heading 'Enter code'. A message icon is followed by the text 'We texted your phone +X XXXXXXXX76. Please enter the code to sign in.' Below this is a text input field. Under the input field is a checkbox labeled 'Don't ask again for 60 days'. Below the checkbox is a link 'More information'. At the bottom right are two buttons: 'Cancel' (gray) and 'Verify' (blue). At the bottom of the window is a gray footer bar with the text 'Please contact the IT Service Desk for assistance. (720) 279-5779'.

Microsoft

@encoreelectric.com

Enter code

 We texted your phone +X XXXXXXXX76. Please enter the code to sign in.

☐ Don't ask again for 60 days

[More information](#)

Please contact the IT Service Desk for assistance.
(720) 279-5779

10 Once your account has been verified you will be brought to your UKG dashboard.

