

# ACCESSING COMPLIANCE COURSES ASSIGNED TO YOU THROUGH UKG PRO LEARNING

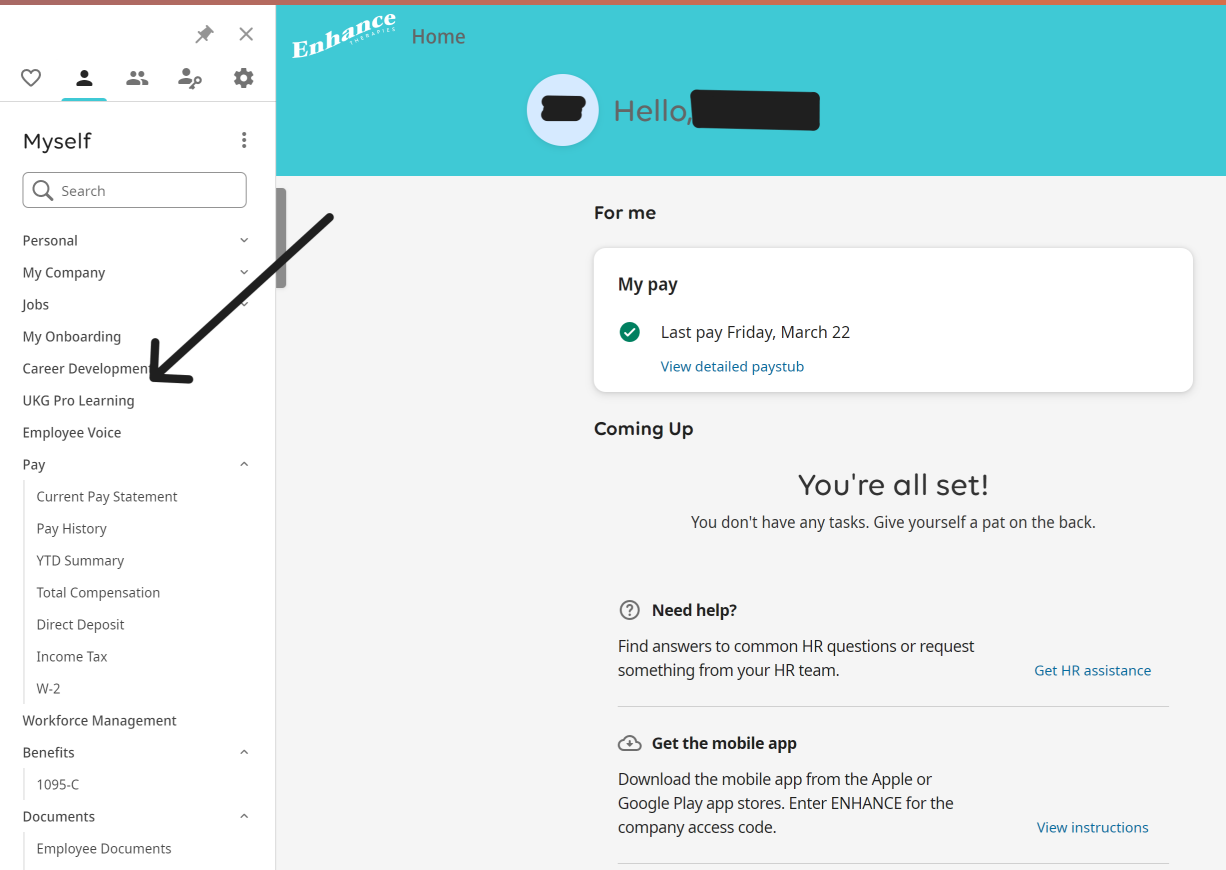


Image 1

## Desktop Instructions

1. Log into UKG (<https://e11.ultipro.com/default.aspx>).
2. Click on UKG Pro Learning (image 1)
3. A new tab will open and you will see the course(s) assigned to you under “Courses in Progress” (image 2).

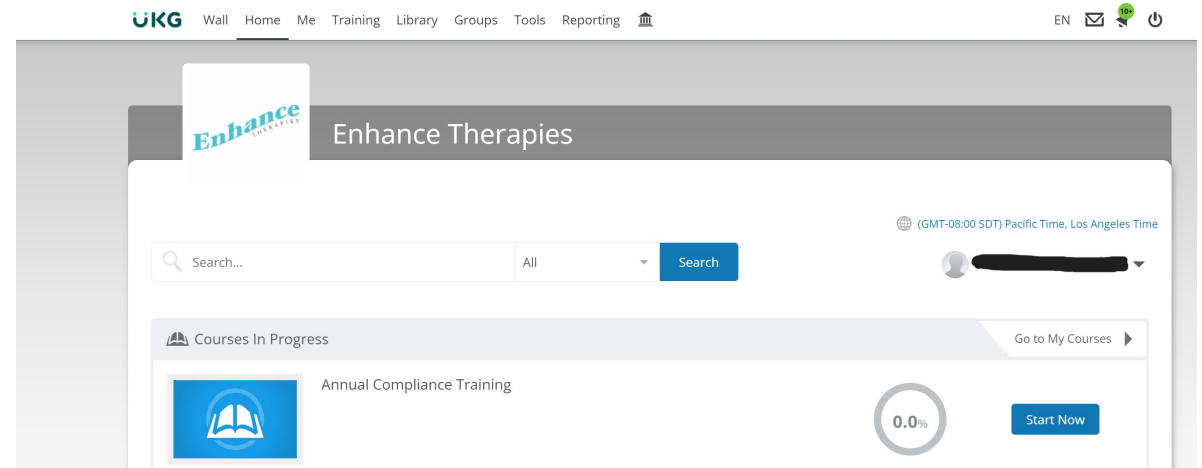
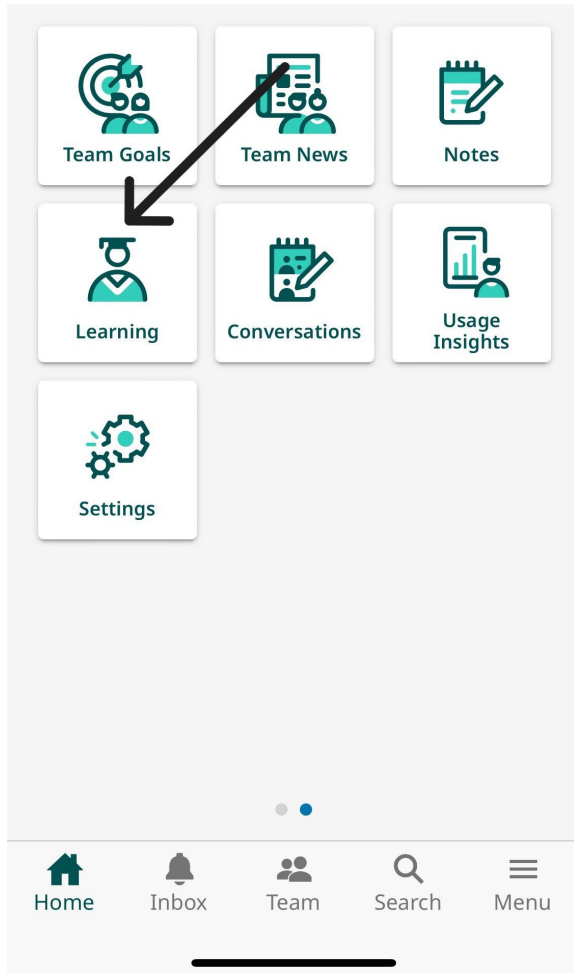


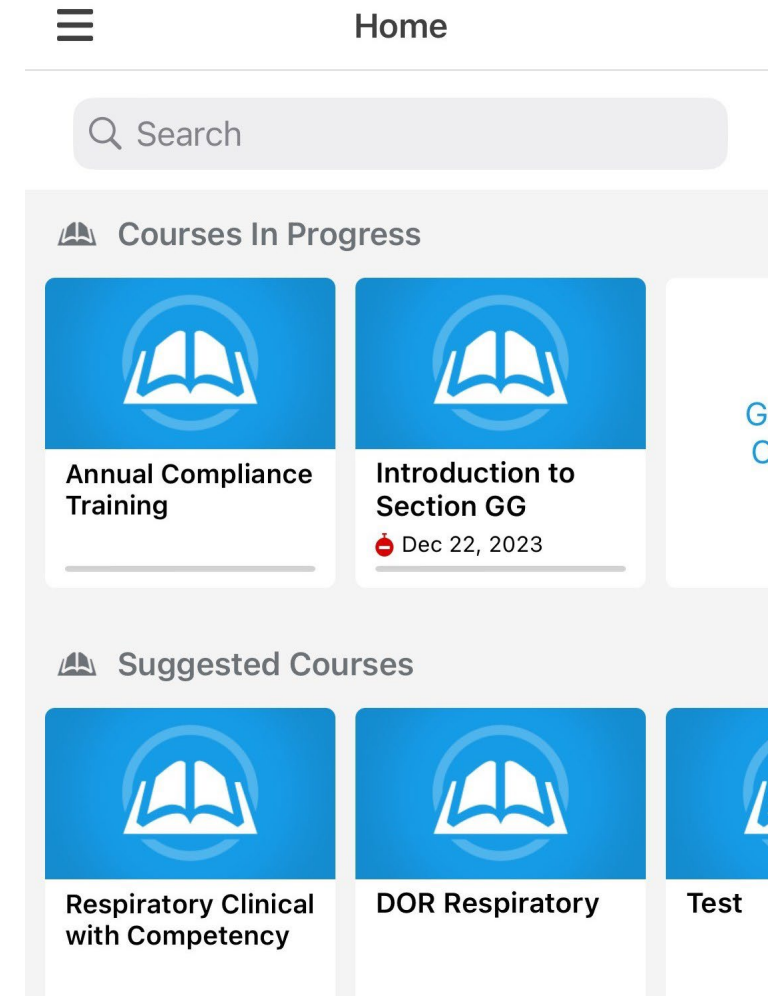
Image 2

# ACCESSING COMPLIANCE COURSES ASSIGNED TO YOU THROUGH UKG PRO LEARNING

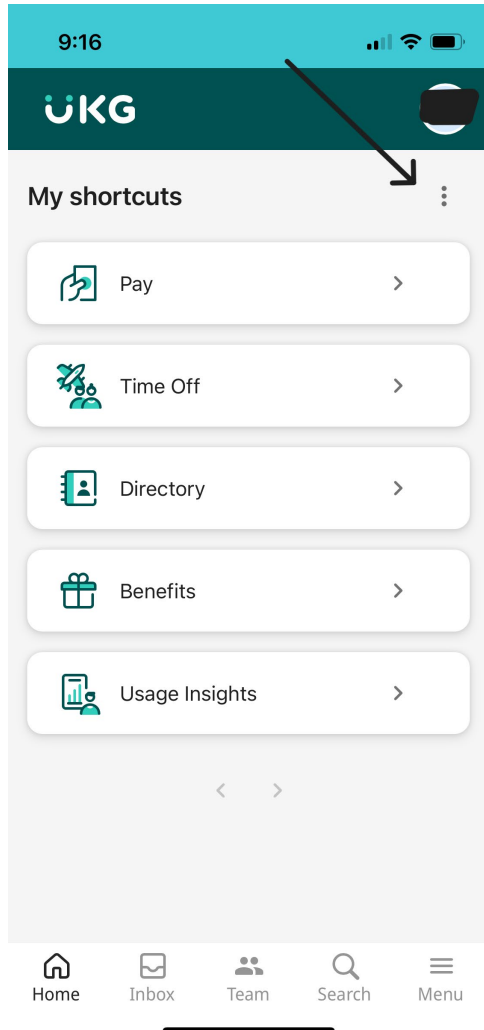


## Classic App Instructions

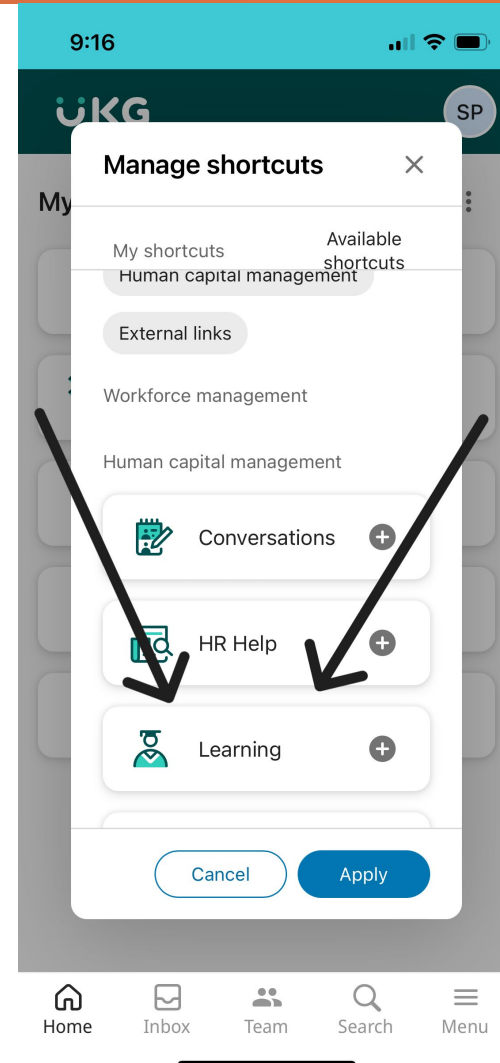
1. Log on to the UKG Pro App.
2. Swipe to get to the 2<sup>nd</sup> page of icons to get to the Learning app (icon of a graduate). (photo on left)
3. If you do not have the UKG Pro Learning app, you'll be prompted to download it.
4. Once you have the Learning app, and are logged in, you'll see the courses assigned to you under "Courses in Progress." (photo on right)



# ACCESSING COMPLIANCE COURSES ASSIGNED TO YOU THROUGH UKG PRO LEARNING



If you're not using the Classic app, UKG Pro Learning won't immediately be on your home page, so to add it, click on the three dots on the right side of the screen.



Scroll to find the Learning icon and click on the + button and “apply.”

You'll be directed back to the home page and click on the Learning icon and the Learning app will open up.