



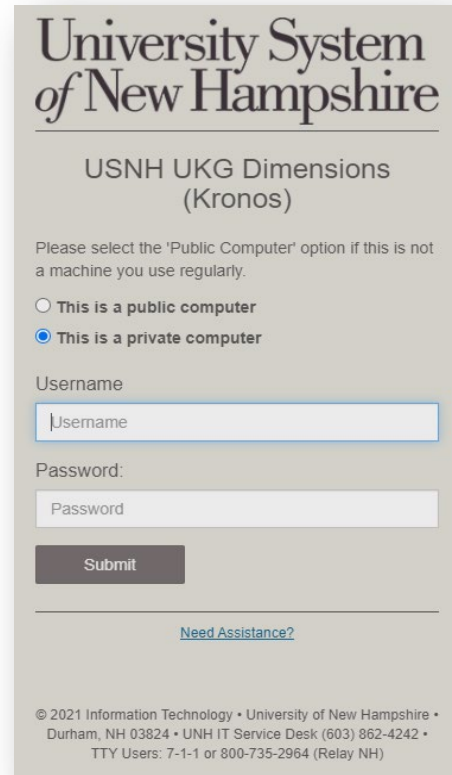
Job Aid

Getting Started – Desktop Application

Follow these instructions to access and log in to use **UKG Dimensions** on a computer, tablet etc. via a web browser.

Sign In to UKG Dimensions (formerly Kronos WF Dimensions)

- To access **UKG Dimensions**, enter <https://usnh-sso.prd.mykronos.com> in your browser’s URL field
- Bookmark this page for future access
- Use your USNH credentials to sign in to **UKG Dimensions**
- You will be taken directly to your Home page in UKG.



Sign Out

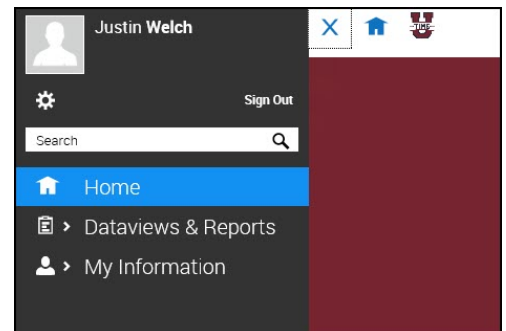
It is best practice to sign out of **UKG Dimensions** through the **Main Menu** because it:

- Closes your session
- Signals to the application that you no longer require access
- Prevents other people from accessing your information

To log out of **UKG Dimensions**, click the **Main Menu** icon (upper left corner of your Home page) then click **Sign Out**



You can also sign out by fully closing your browser window (not just the Tab in your browser)








NOTE: You will also be signed out automatically after **10 minutes** of inactivity.



Home Page Overview

Your **Home** page is composed of tiles, which are containers that display a summary of content from product components. You can click a tile to perform a variety of functions, dependent on your role. You can also navigate to application-specific components, and take actions on timecards, request time off (if applicable) and other items that you may use regularly.

Home page actions

- Click **Restore**  to restore the Home Page to its original configuration. The Restore button turns orange to indicate that it is active, and changes have occurred. If you click Restore, you will only see Application tiles, not charts.
- Click the **Main Menu**  to open the main menu to - sign out, access timecards, schedules, and Dataviews & Reports within the application that are available to you based on your role within UKG.
- Click **Settings**  at the top right of the screen to access the **Tile** library and add or remove tiles to and from your **Home** page.
- Click the question mark  at the top right of the screen to get online help.
- Click **Alert**  icon at the top right of the screen to see alerts and notifications in your Control Center.

