UKG – Login Primer

There are two ways to use UKG, our electronic timekeeping application. You can use the web application, or you can download the app on your mobile device by searching for **UKG Ready** in either the Apple App Store or the Google Play App Store.

The link to the web application login screen is https://secure6.saashr.com/ta/6184336.login

If you choose to use the mobile application, you will need a couple pieces of information:
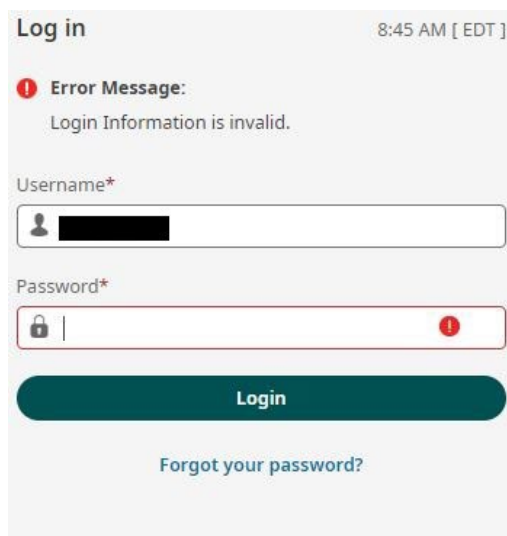
- Region: North America
- Company short name: 6184336

If hired before March 2023, your username will be equivalent to your email prefix (the part before the @ in your email address). If hired in March 2023 or later, your username will be firstname.lastname.

Beginning in September 2023, when an account is generated, a random password is also automatically generated. Your username, password, and a brief informational email will be sent to your district email account upon creation of the account as well. This email will be from khair@bsd45.net.

Please also read the UKG employee training document before moving forward with this document.
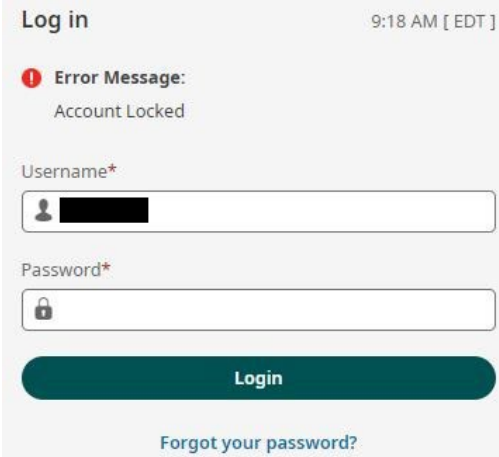

Login Assistance

If you enter your password incorrectly, you will receive the following message:

If you have forgotten your password, you can simply click the "Forgot your password?" link to reset the password yourself. You will need to enter your username and the last 4 of your SSN, and the application will get you started on a series of prompts to complete the password change.

If you enter an incorrect password too many times in a row, your account will become locked. Please see the message below indicating your account is locked.

At this point you will need to email lsolomons@bsd45.net or khair@bsd45.net in order to unlock your account and reset your password. A good rule of thumb would be to simply reset your password yourself after a couple of invalid attempts, causing a request to unlock your account to be a last resort.