

Uploading Your Photo to UKG Using Your Mobile App

Make sure you have both UKG Pro and UKG Ready downloaded on your phone.

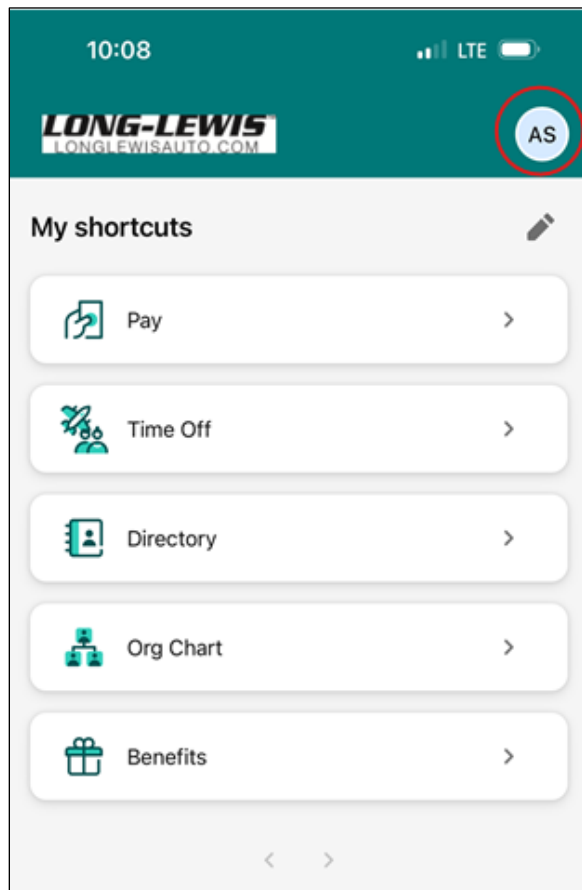


UKG Pro

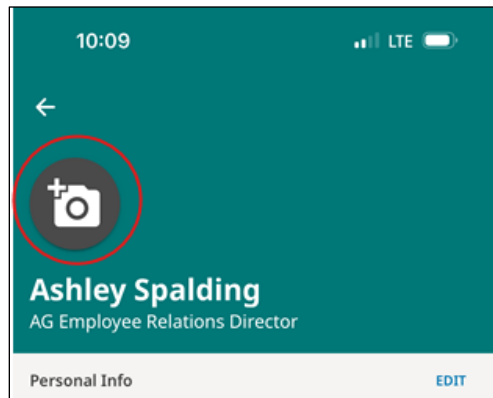


UKG Ready

- Open UKG Pro – In the top right corner, tap in the circle with your initials.



- Next, click the camera icon in the top left corner. You will then be prompted to choose a photo from your library or take a new photo.



- Select the photo you want to as your profile and click submit.
- You can then tap the back arrow beside the work “photo” to go back to your profile. There, you will see your updated profile picture.
- You can also log into UKG on the desktop and view your profile picture.

