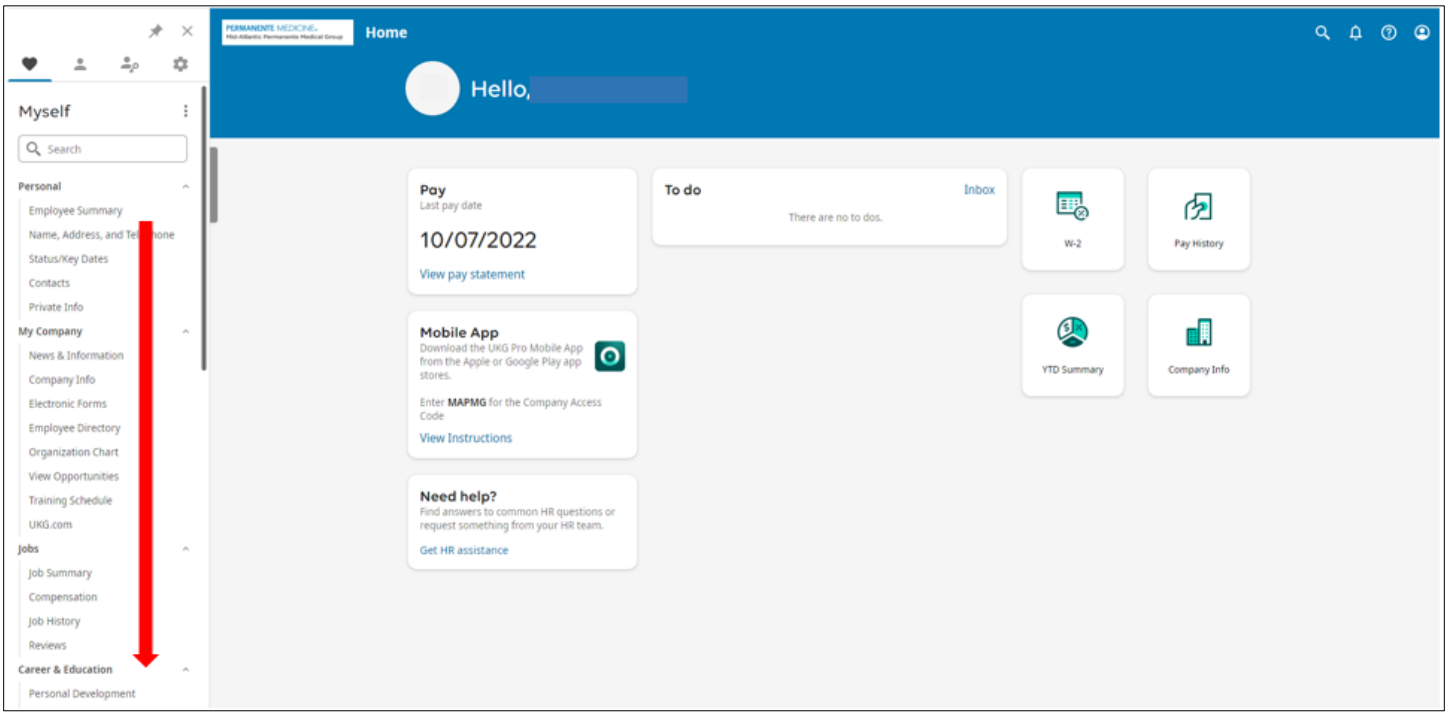
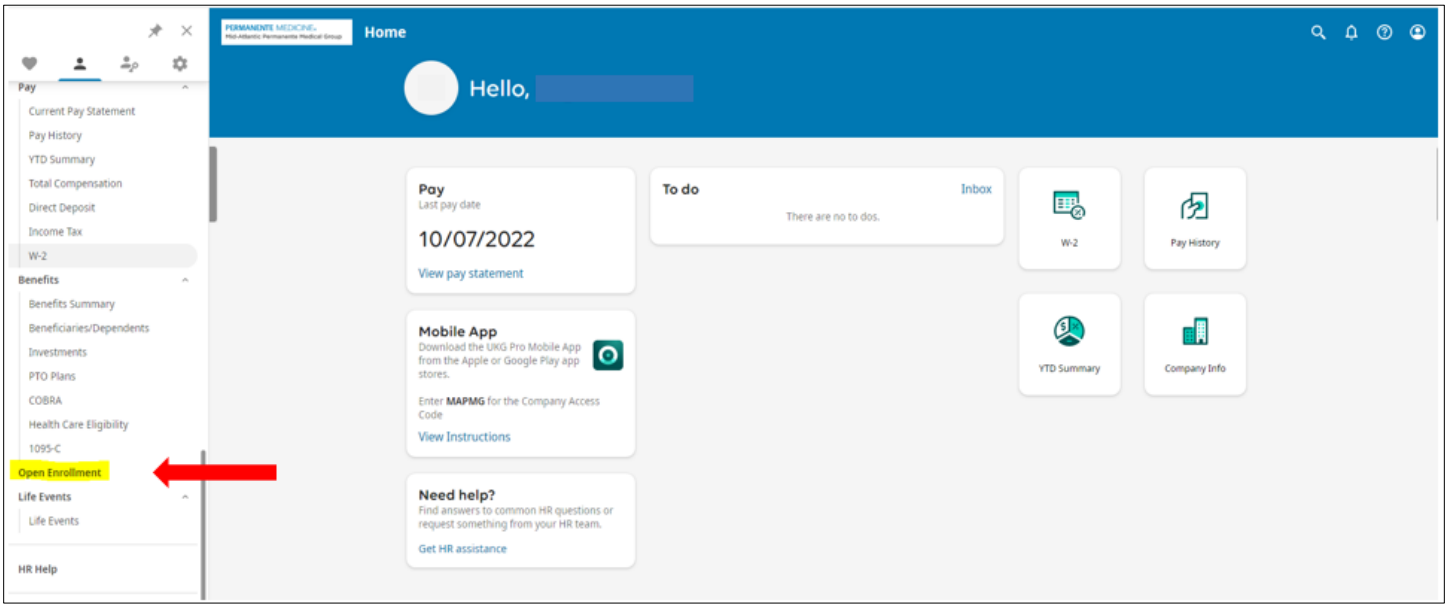
Please email MAPMG-HRMS@kp.org if you are having any issues logging into UKG Pro from inside or outside the KP network.

UKG Pro Self Service can be accessed both from the Kaiser Network and outside the Kaiser Network with the following URL: https://mapmgsso.ultipro.com

To access UKG Pro Self Service from the Kaiser Network is granted based on authentication of your NUID – **you must be logged into a Kaiser computer with your NUID and password.**

Upon successfully logging in, from the **Myself Menu**, scroll down the list on the left-hand side until you see **Open Enrollment** and select it.





To access UKG Pro Self Service from **outside** the Kaiser Network, you will need to download and enroll with PingID – Multi-Factor Authentication (MFA).

How to enroll with PingID

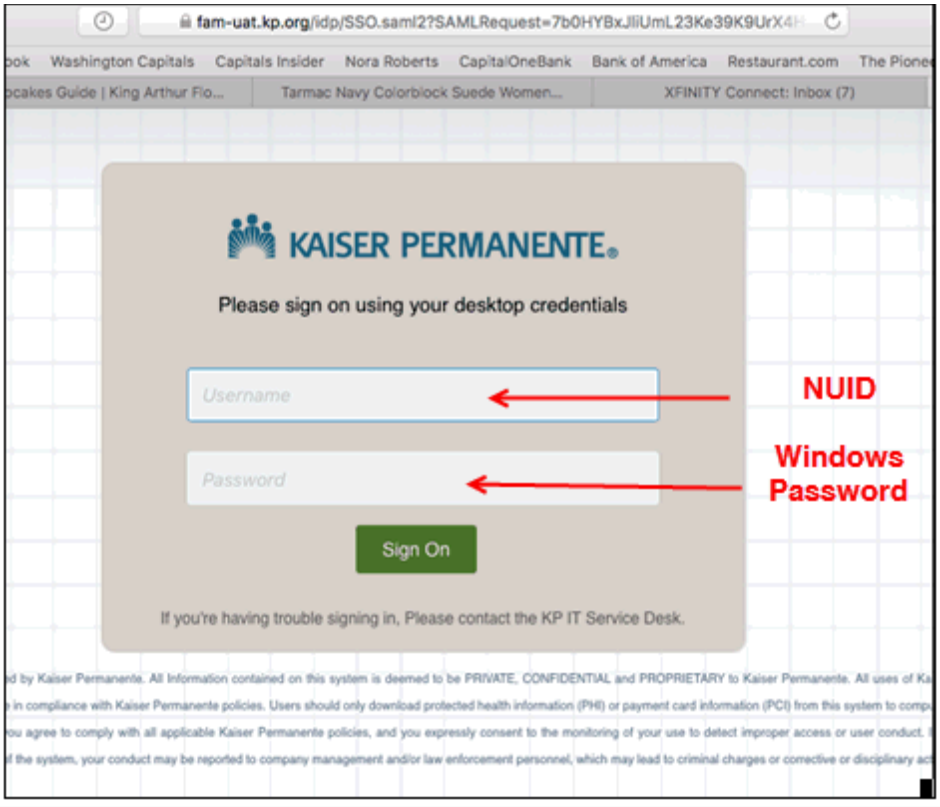
For first-time MFA users, you will need to access the KP MFA Self-service Portal and follow a few simple steps to register an account with PingID. You'll need to be on KP's network (or on VPN) on a workstation and have a mobile device to complete the registration process. Please follow the Quick Guide to register for PingID.

PingID Quick Start Guide.pdf

Once you have registered with PingID and paired your device, please click on the link below – you will be required to enter your username and password:

https://mapmgsso.ultipro.com

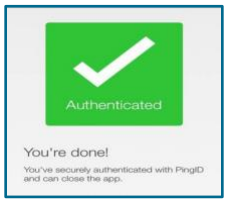
Username = NUID
Password = Windows/Network Password



You will be asked to authenticate via authentication type (i.e. swipe, fingerprint, OTP).

An authentication request by the PingID mobile application will send you a notification prompting for authentication, unlock it and either: scan your fingerprint, swipe, or enter the OTP (One Time Passcode) to complete the authentication process.

On successful authentication, the authentication confirmation screen appears on your device.



UKG Pro Self Service will open, and you will see the main screen. From the **Myself Menu**, scroll down the list on the left-hand side until you see **Open Enrollment** and select it.

