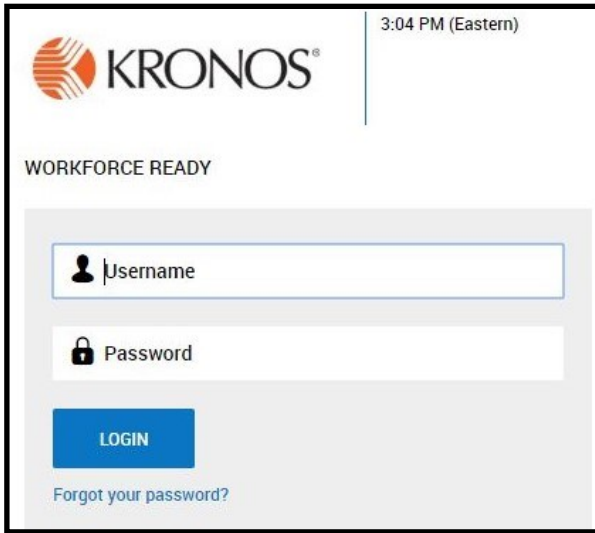


# Kronos Employee Self-Service Portal

Access it through the link on the NMMC Employee Resources Page (in house) or on the Mobile app from home.

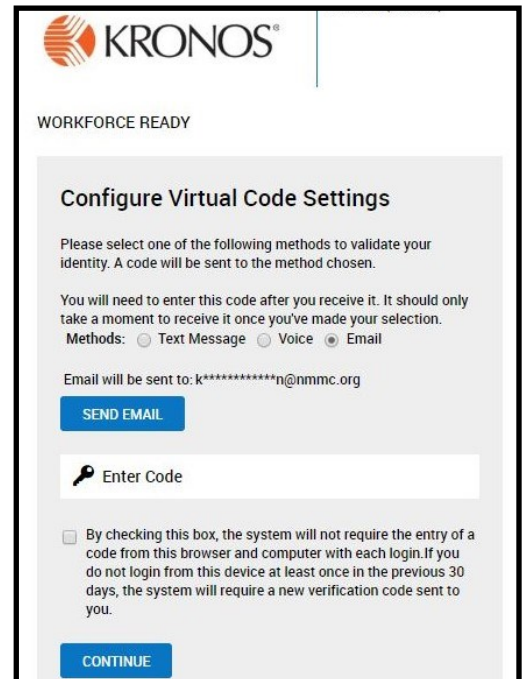


The screenshot shows the Kronos login page. At the top left is the Kronos logo. To its right, the time "3:04 PM (Eastern)" is displayed. Below the logo, it says "WORKFORCE READY". The main login area has two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields is a blue "LOGIN" button. At the bottom left of the login area, there is a link that says "Forgot your password?".

**Username:** same as Windows or Outlook (ex: *nvoisine*)

**1st Time Password:** *Abc123\*\**. Must be changed right away & requires lower & upper case letters, numbers and special characters.

You will be asked to enter a 6 digit virtual code. It can be sent to you via text, email or voice message. Each code will be used only once.

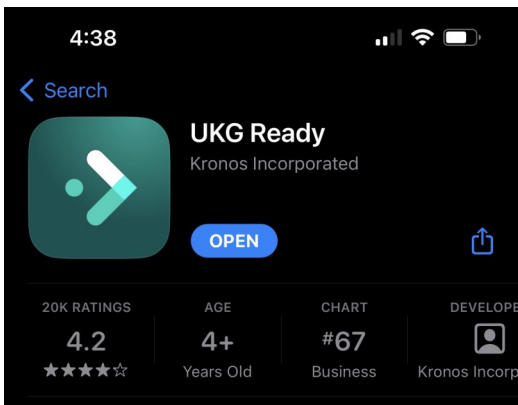


The screenshot shows the "Configure Virtual Code Settings" page. At the top is the Kronos logo and the time "3:04 PM (Eastern)". Below the logo, it says "WORKFORCE READY". The main section is titled "Configure Virtual Code Settings". It contains instructions: "Please select one of the following methods to validate your identity. A code will be sent to the method chosen." and "You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection." Below this, there are three radio button options for "Methods": "Text Message", "Voice", and "Email" (which is selected). Below the methods, it says "Email will be sent to: k\*\*\*\*\*n@nmmc.org". There is a blue "SEND EMAIL" button. Below that is an "Enter Code" field with a key icon. At the bottom, there is a checkbox with the text: "By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you." and a blue "CONTINUE" button.

When downloading the mobile app, you must choose the app called: *UKG Ready*.

The company short name is: *6033683*

Log in info for the app is the same as above. The app is as complete and easy to use as the website.



Scan the QR code to download the App in the Apple app store.

