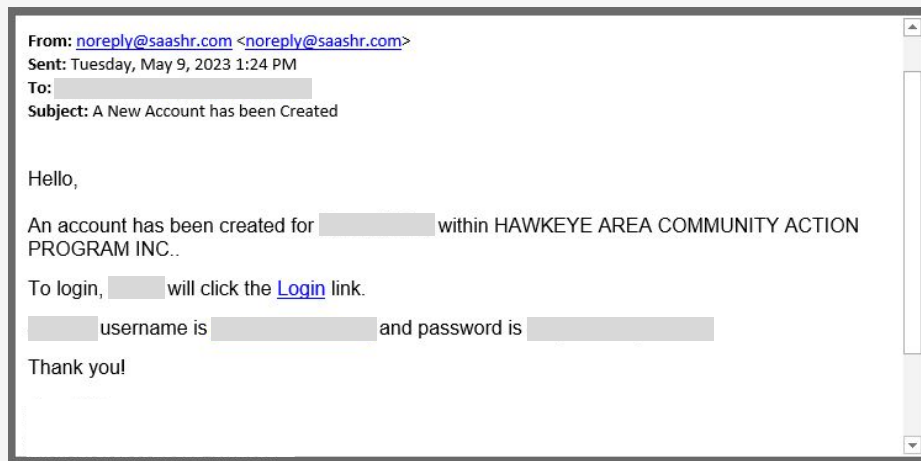




# Getting Started on your Computer

# Username and Password

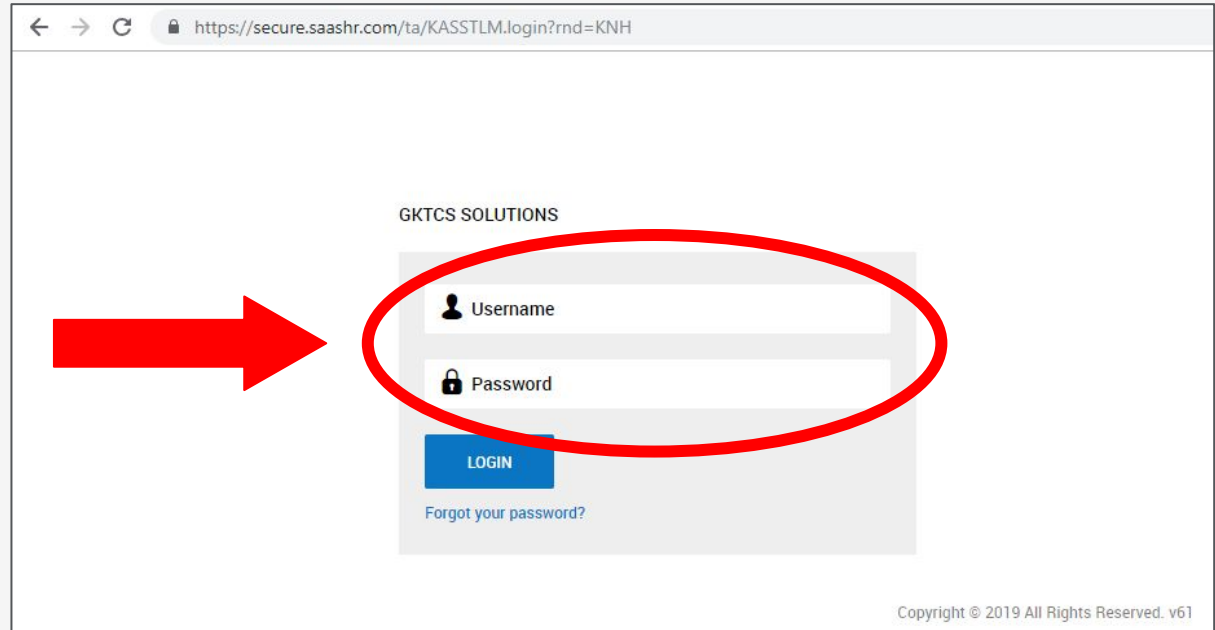
- You will receive an email from the following address [noreply@saashr.com](mailto:noreply@saashr.com) containing your username and password
- **THIS IS NOT JUNK.** Please do not mark as junk, phishing, or delete this message



# Logging in from your web browser

Enter [tinyurl.com/mrxpd7hr](https://secure.saashr.com/ta/KASSTLM.login?rnd=KNH) in your web browser address bar or click on the link.

- Enter your username and password
- Click Login



The screenshot shows a web browser window with the address bar displaying <https://secure.saashr.com/ta/KASSTLM.login?rnd=KNH>. The page content includes the header "GKTCS SOLUTIONS" and a login form. A large red arrow points from the text instructions to the login form. The login form is highlighted with a red oval and contains the following elements:

- A "Username" input field with a user icon.
- A "Password" input field with a lock icon.
- A blue "LOGIN" button.
- A link labeled "Forgot your password?" below the login button.

At the bottom right of the page, there is a copyright notice: "Copyright © 2019 All Rights Reserved. v61".

# Two-Factor Authentication

- Select a two-factor authentication method: text message, voice, or email
- Enter code once received



← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

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.

Methods:

☒ Text Message

☐ Voice

☐ Email

Text message will be sent to: \*\*\*\*\*3081

[Send Text Message](#)

Enter Code\*


☐ By checking this box, do not prompt me for a code within the next 7 days on this device.

[Continue](#)

# Reset Your Password

- After logging in, change password
- **Make sure to write down your new password**
- Tap change

## Change Password

 Your new password must meet the following criteria:

- 15-64 characters long
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 numeric character
- At least 1 special character
- Not the last 24 previously used passwords
- Password cannot contain username
- No more than 4 repeating characters
- Cannot contain a leading space
- Cannot contain a trailing space

Example: 1 Love Ice-Cream

Old Password\*

New Password\*

Confirm New Password\*

Change

# Questions

- For issues logging in, contact [ukg@hacap.org](mailto:ukg@hacap.org) for support.

# Dashboard

UKG 03:29 PM (CDT) Ready

TE Test Mark Employee Non-Exempt  
Employee ID: 91300 | Hired Date: 01/11/2023 (6 Months, 22 Days)

Self-Service

★ Start

**Announcements**

Welcome to UKG Ready!!

Thank you for getting started with your new timekeeping system. Feel free to look around and explore the features available to you.

Show More



Company Documents

Important HACAP and HR documents will be available for download here.



Change Password



Security Questions



HR Self Service

My pay



No Data to Display

**My timesheet**

Click here to fill out your timesheet daily and track your hours along with PTO.

Wednesday, Aug 2  
03:29 PM  
[ CDT ]



Get immediate access to information wherever you are with the UKG Ready app.

Region  
North America

Company Short  
Name  
6194759

Scan QR Code

Agency communications on program updates and events will be shared weekly in the announcements section.