

Activating Your UKG Pro Login in Okta

You must take the following steps to activate your UKG Pro login.

PART ONE: Before we begin, be sure to **have your UKG Pro Employee ID number readily available**. To retrieve this number, please take the following steps.

- 1) Open the web version of Okta from the Okta plugin or go to cision.okta.com.
- 2) Click on your name in the upper right corner of the screen and select "Settings" from the drop-down menu.
- 3) Under the Personal Information section on the left, scroll down until you see the Employee Number field.
- 4) The Employee Number field reflects your UKG Pro employee number. If the number is missing, please reach out to gsd@cision.com.

CISION Home Cision

Account

Personal Information Edit

First name	Cision
Last name	Employee
Okta username	Cision.Employee@corp.cision.com
Primary email	Cision.Employee@cision.com
Secondary email	
Primary phone	
Mobile phone	
UserAliases	[]
Display name	Cision Employee
SID	S-1-5-21-1679073159-2895842655-3846486037-19146
Employee number	999999
Office Phone	

Change Password

Password requirements: at least 16 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username.

Current password

New password

Confirm new password

Change Password

Forgotten Password Question Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Question

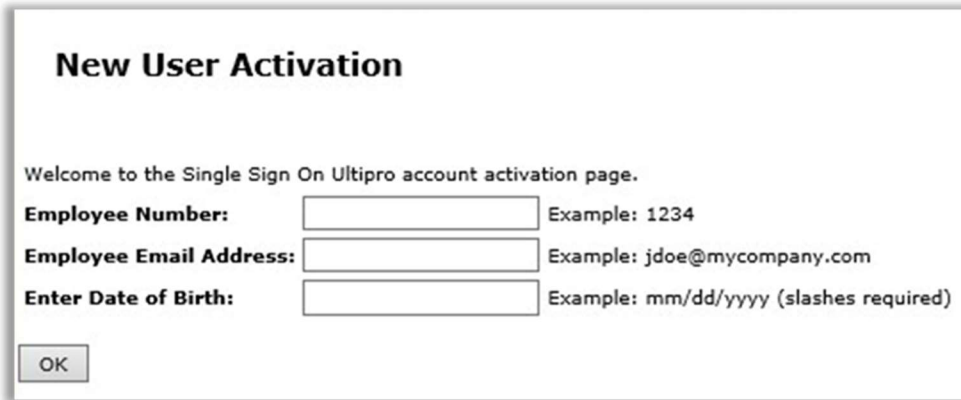
What is the food you least liked as a child?

PART TWO: Activate your account

- 1) Go to cision.okta.com or navigate to the Okta icon in your internet browser.
- 2) Within Okta you will find a UKG tile in Okta titled, "UKG Pro/Ultipro" (pictured below). Click this icon to begin the activation.



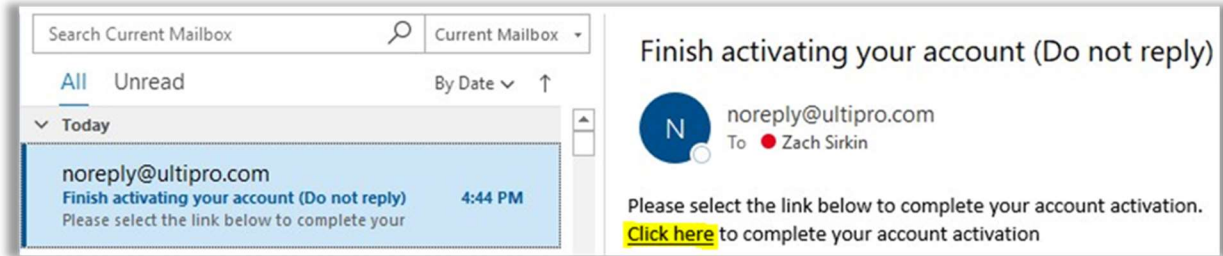
- 3) A new pop-up window will ask you to answer 3 security questions:
 - a. UKG Pro Employee Number
 - b. Company Email Address (e.g. First.Last@Cision.com)
 - c. Birthdate in the format MM/DD/YYYY (note: you must include slashes)

A screenshot of a 'New User Activation' pop-up window. The title is 'New User Activation'. Below the title, it says 'Welcome to the Single Sign On Ultipro account activation page.' There are three input fields: 'Employee Number' with an example of '1234', 'Employee Email Address' with an example of 'jdoe@mycompany.com', and 'Enter Date of Birth' with an example of 'mm/dd/yyyy (slashes required)'. An 'OK' button is at the bottom left.

- 4) Click "OK" and you should receive a notification asking you to **check your email** for the next step to finalize the activation.

A screenshot of a 'New User Activation' pop-up window showing a confirmation message. The title is 'New User Activation'. Below the title, there is a blue bar with a white information icon on the left. The text in the bar reads: 'Account verified - Your activation is almost complete. Please check your email for next steps.' The text 'Please check your email for next steps.' is enclosed in a red rectangular box. An 'OK' button is at the bottom left.

- 5) Check your company email inbox (be sure to check your SPAM/Junk folder). You should receive an email from noreply@ultipro.com or noreply@ukg.com. Click the activation link to complete the process and be redirected to UKG Pro.



FOR FURTHER QUESTIONS, please contact the Global Service Desk by submitting a ticket through the Service Now application or contact the team at gsd@cision.com or 800.776.8082.