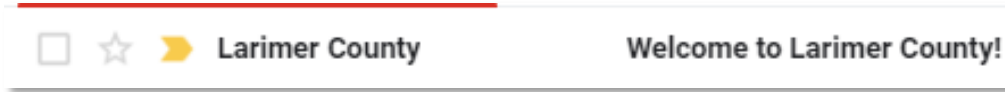


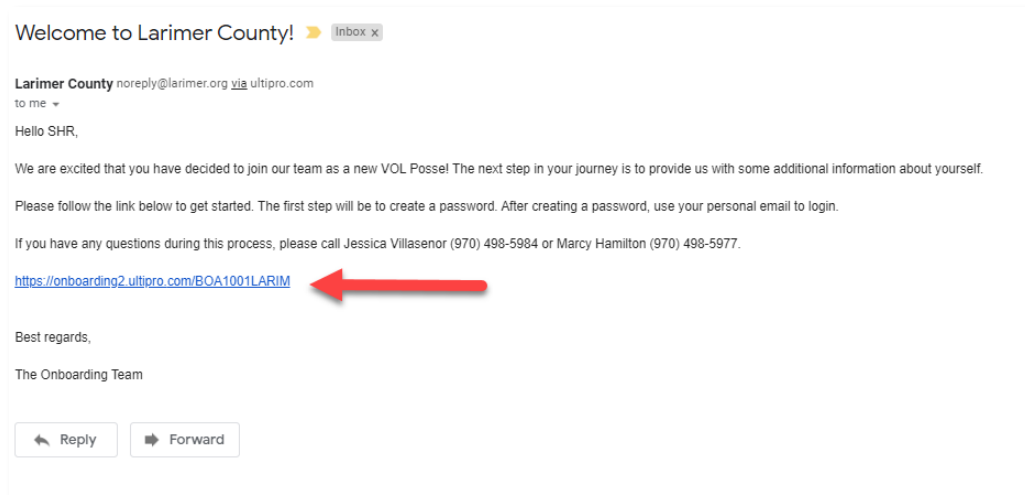
Onboarding Directions

Step 1:

- Check for an email from Larimer County, titled “Welcome to Larimer County!”

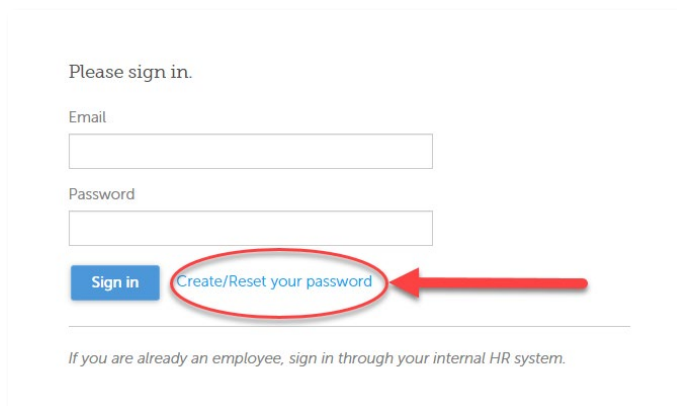


- Open the email and click the link.

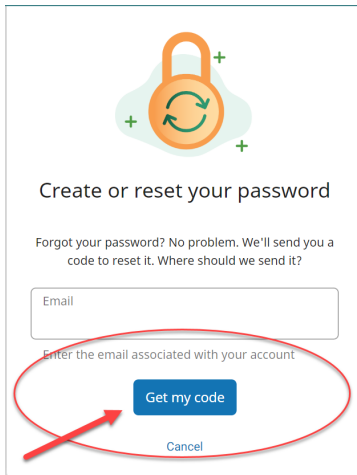


Step 2:

- Click “Create/Reset your Password”



- Enter your email. The email address needs to be the same email where you received the “Welcome email”.
- Then click Get my code



Create or reset your password

Forgot your password? No problem. We'll send you a code to reset it. Where should we send it?

Email

Enter the email associated with your account

Get my code

Cancel

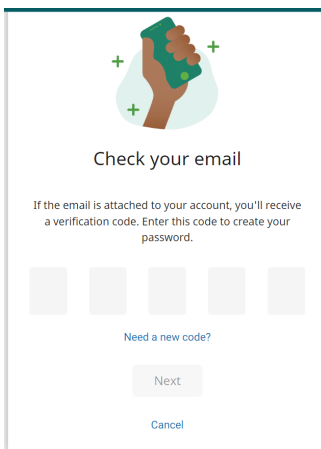
- Return to your email.
The code is only good for 5 minutes. If it expires you will need to redo the step above.

- Check for an email titled “Your UKG Token”

☐ ☆ ▶ UKG Notifications

Your UKG Token - Here's your code to create your new password:

- Enter the code.



Check your email

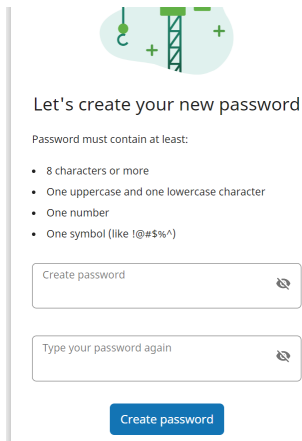
If the email is attached to your account, you'll receive a verification code. Enter this code to create your password.

Need a new code?

Next

Cancel

- Create a password then click “Reset Password”



Let's create your new password

Password must contain at least:

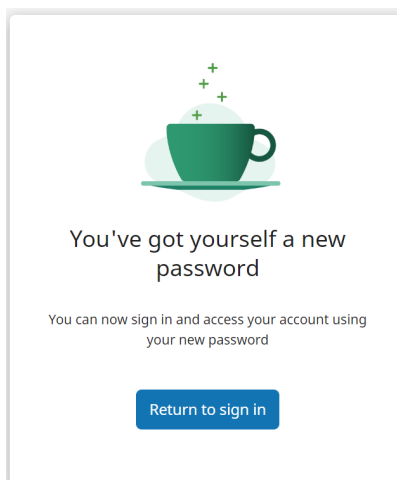
- 8 characters or more
- One uppercase and one lowercase character
- One number
- One symbol (like !@#\$%^)

Create password

Type your password again

Create password

- You should receive a “Success” message, click “continue”

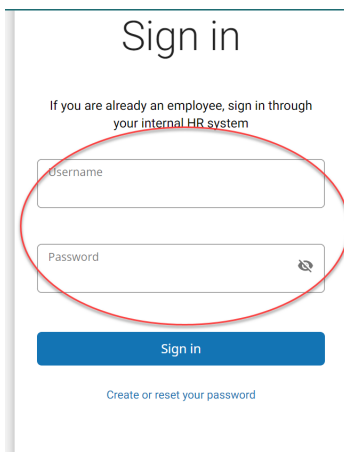


You've got yourself a new password

You can now sign in and access your account using your new password

Return to sign in

- You will be redirected to login. Enter your **email** as the user name and the password you just created then click “Sign in”



Sign in

If you are already an employee, sign in through your internal HR system

Username

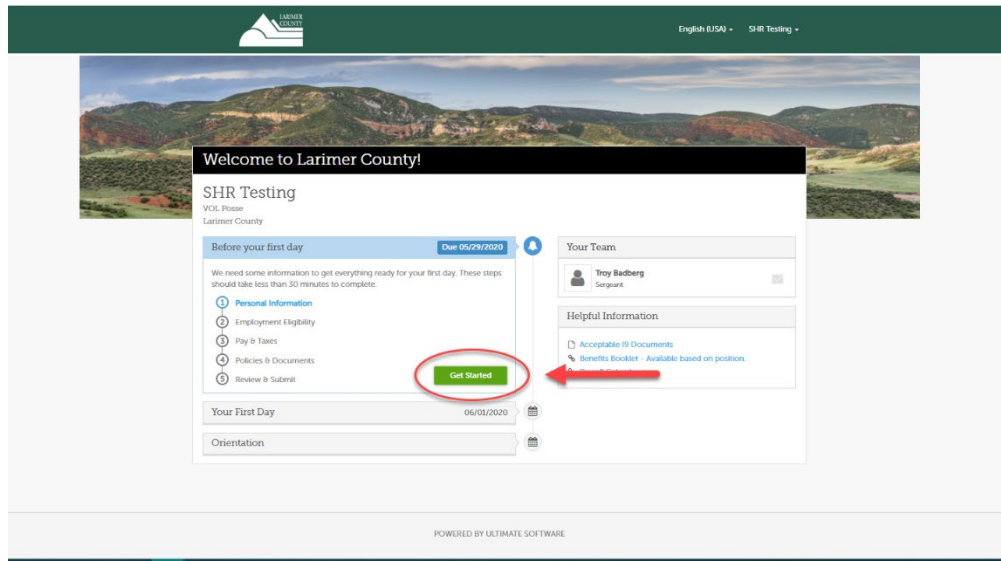
Password

Sign in

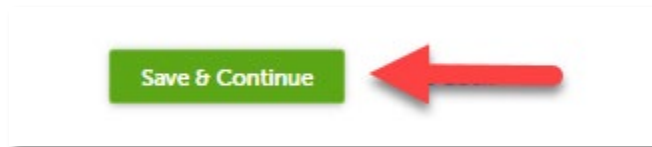
Create or reset your password

Step3:

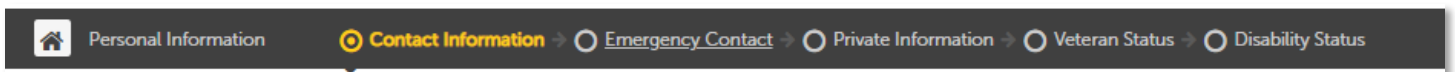
- On the welcome screen click “Get Started”



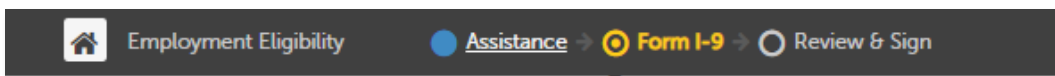
- Go through each section. Fill in the required information then click “Save and Continue”



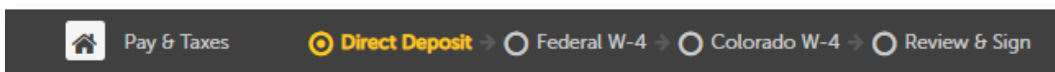
Personal Information



Employment Eligibility



Direct Deposit and W-4



Required Documents (May vary depending on position)

Sign & Acknowledge documents

View each document and return here to sign or acknowledge. Documents will open in a new window.

<input type="checkbox"/> Comprehensive Notice of Privacy Policy & Procedure Download 353k	You acknowledged on 10/24/2019
<input type="checkbox"/> Employee Photo Release Download 142k	You signed on 10/24/2019
<input type="checkbox"/> Payroll Form Download 111k	You signed on 10/24/2019
<input type="checkbox"/> Legal Compliance Download 333k	You signed on 10/24/2019
<input type="checkbox"/> Substance Abuse Prevention Download 64k	You signed on 10/24/2019
<input type="checkbox"/> Pregnancy Rights Download 87k	You acknowledged on 10/24/2019

Note: Your work is saved as you view, sign, and acknowledge documents.

[Continue](#) [Go Back](#)

Once you have completed onboarding, you will see “Completed”

Welcome to Larimer County!

Jessica Test
Human Resources Tech
Larimer County

Before your first day Completed 10/24/2019

Thank you for submitting your information!

Completed! [View Summary](#)

If you have any questions, please call Jessica Villasenor (970) 498-5984