

## ACCESSING UKG PRO

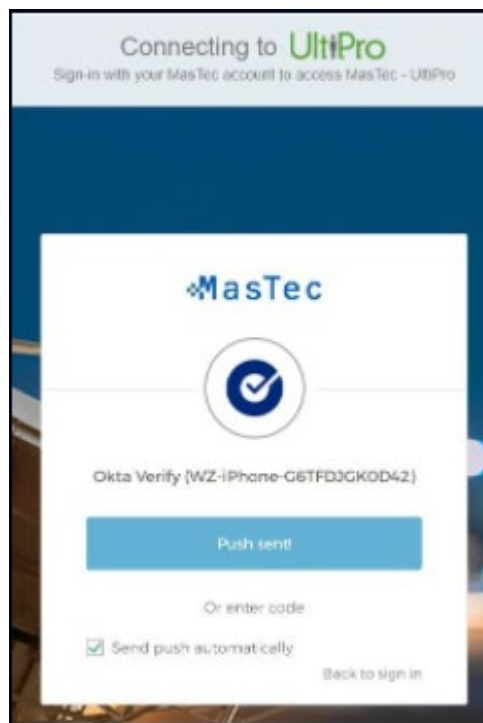
### Launch UKG Pro

Personal Email Account (Non-AD Users): <http://ukg.mastec.com>

\*\*Company Email Account (MasTec-AD Users): <http://ukgso.mastec.com>

\*\* MasTec-AD Users: Verify your identity using the Okta Verify push.

NOTE: you *will most likely* by-pass steps 2 and 3 after Okta, moving from step 1 directly to step 4.

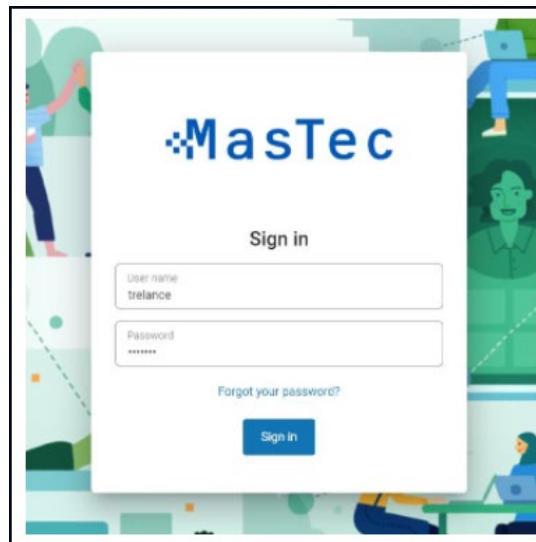


**STEP 1** | Enter your Username and Password following the below guideline/example:

**Username:** First Three of First Name + Full Last Name(s)

**Password:** Zip Code + Birth Year

**NOTE:** *Your unique username should have been provided to you by your Company Administrator. If it has not, please request it. Usernames in the system can have numbers attached and multiple surnames have custom designs as well.*



The screenshot shows the MasTec login interface. At the top is the MasTec logo. Below it is the heading "Sign in". There are two input fields: "User name" with the text "trelance" and "Password" with masked characters "\*\*\*\*\*". A link "Forgot your password?" is located below the password field. At the bottom is a blue "Sign in" button. The background features a collage of office-related illustrations.

**STEP 2** | If prompted, choose how you would like to receive a **Secure Access Code** to complete the login. Click Submit.



The screenshot shows the "Select Delivery Method" page. At the top is the MasTec logo. Below it is the heading "Select Delivery Method". A sub-heading reads: "For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code." There are two radio button options: "Email" (which is selected) and "SMS". An "Email" input field contains the text "J.....o@mastec.com". At the bottom are "Cancel" and "Submit" buttons. Green arrows point to the "Email" radio button and the "Submit" button.

**STEP 3** | If prompted, enter the **Secure Access Code** that you receive. *Recommended: Check the box to not be prompted for an access code on your device for the next 7 days.* Click Submit.

**MasTec**

### Enter Access Code

The security access code is valid for a limited time. When this time expires, you will be required to request a new security access code.

04:33

Enter Access Code here  
61173

Do not ask me for codes again on this computer for the next 7 days

Cancel Submit

**STEP 4** | If prompted, to **Change Password** enter your **Current Password** (zip code + birth year) followed by your **New Password**. Confirm your **New Password**. Click OK.

**MasTec**

### Change password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

- Password length: 8-50
- Letters: 2
- Uppercase: 1
- Lowercase: 1
- Numbers: 1
- Special characters: 1

Examples: 1q!@%\*^&\*&@!%^&\*

Current password

New password

Confirm password

Cancel OK

**STEP 5** | You may be asked to set up **3 Security Challenge Questions**. If so, select a Question and Answer to each. Click Continue.



**STEP 6** | You will be asked to set up a **Password Reset Delivery Method**. The selected method gives you a way to access your account if you forget your password.



You are now logged into the UKG Pro web application. \*

**QUESTIONS/LOGIN ISSUES?  
PLEASE CONTACT THE MASTEC UKG PRO SUPPORT TEAM:**

**email:** [ukgsupport@mastec.com](mailto:ukgsupport@mastec.com)

**subject:** LOGIN

**body:** *(include the following information)*

- *Service Line / Company*
- *First and Last Name*
- *Be as detailed as you can in your request, the more information you provide, the less Support has to ask for later.*
- *If you have ability to take screenshots and attach them, please do so.*