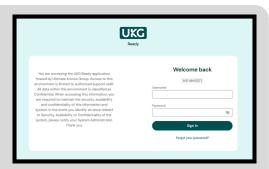
Follow the directions below to log in and clock in / out at a district computer.

#### Step 1: Log In

Log in at

https://www.anchorbay.misd.net/staff/ukg/

HINT: Bookmark this site on your daily computer for easy access.



Username & Password - these were sent in an email from noreply@saashr.com. For resets, contact Payroll x1806.

#### Step 2: Select a new password for your account.

Use the system generated password as your "old password." Keep your password secure.



## **Step 3: Security Questions**

Designate a Security Question and Security Answer for your account.



# Step 4: Success!

View your UKG account home page / dashboard.



## **Need Help Logging In?**

To unlock your account or reset your password, please contact the Payroll Department at 586-725-2861 x 1806 or rkeller@abs.misd.net.