



# UKG KnowledgePass Education Subscription

## Key benefits

- **Anytime, anywhere access** to in-depth training content wherever you work
- **Single sign-on** available from within the UKG system
- **Manage content** and train users from one central location
- **Help employees** maximize productivity on UKG tools
- **Accelerate** end-user adoption
- **Reinforce** and/or update skills
- **Easily track** and manage training to meet competency or compliance goals
- **Provide** a consistent learning experience for employees



## Helping you work smarter

When you work with UKG™ (Ultimate Kronos Group) Services, you get the experience you expect, along with a wide range of educational options to help you work smarter. Get new employees up to speed quickly with in-depth training. Develop the skills of your existing team members. Kick off implementation or upgrade projects on the right foot with proper training and education. The more educational resources you and your employees have access to, the more productive you'll all be on the job. And the greater impact you can make on your organization's bottom line.

UKG KnowledgePass™ is an online educational portal that provides 24/7 anytime-anywhere access to in-depth training content to help your employees maximize productivity and achieve their goals — from implementation to optimization. Gain instant access to helpful tutorials; job aids; in-depth, hands-on how-tos; recorded courses; learning webinars; and educational documents to help your team succeed. Support your managers, end-users, administrators, and IT staff members with access to the educational content and support tools necessary to set up, complete, track, and measure training activities. Plus, UKG KnowledgePass offers the convenience of online learning with the cost savings of a subscription service.

## Provide the educational tools that prepare your team for success

Prepare your project team for implementation with UKG KnowledgePass. Access a wide variety of education options that help you define the learning paths that meet the individual training needs of your employees and promote self-sufficiency. When you provide your team with thorough training far in advance of your project, they'll have the skills and knowledge to lead with confidence and complete your project quickly and accurately.

With UKG KnowledgePass, managing end-user training is quick and easy with intuitive features that allow you to add, edit, remove, or organize users by relevant, customizable categories. You'll be providing the hands-on experience and product knowledge that will increase user comfort level and promote rapid adoption. Plus, you'll have access to training tools that streamline employee onboarding, along with reporting capabilities that monitor the learning activity of new hires.

## Customize learning paths to meet your specific needs

Review the self-paced content that guides you on how to build UKG KnowledgePass learning paths customized to meet your educational and training needs. We'll help you identify the appropriate tasks and assign the relevant learning path to your users.

# Leading-edge features

- **Complete recorded courses** are modularized for easy consumption with supporting sandbox
- **Self-paced tutorials** provide concepts, processes, and skills education targeted to specific, roles-based tasks
- **Advanced interface** simplifies navigation and facilitates individualized learning paths
- **Enhanced reporting tools** allow managers to track course activity
- **Easy-to-use wizards** help managers assign training to users
- **SCORM-format downloadable content** for your LMS

## Upload UKG KnowledgePass content to your learning management system (LMS)

You can now upload UKG KnowledgePass content to your own LMS, pointing thousands of UKG users to a single location to sign on for training. This premium feature allows you to manage content, assign courses, and track user progress and performance in a familiar environment. UKG KnowledgePass content, configured in SCORM format, works with dozens of popular learning systems.

### Core UKG KnowledgePass resources

#### User and manager training wizards

Point-and-click training wizards help end-users select the right training, based on their roles and products. Wizards help managers responsible for training and onboarding to identify and assign proper learning paths based on the individual end-user roles and on the organization's objectives and priorities.

#### Recorded courses

Complete instructor-led courses, recorded in modules to cover in-depth topics. Each course has an accompanying Participant Guide, Exercise Book with hands-on exercises and the ability to request a sandbox to complete the hands-on exercises to gain further confidence in your new skills and test-drive new features.

#### Tutorials

Self-paced training modules, ranging in duration from 15 minutes to four hours, serve as classroom prerequisites for initial training or new features training or as refresher skills training.

#### Three-minute how-to simulations

Guided, hands-on practice simulations of common tasks provide effective refresher training or skills reinforcement.

#### Job aids

Handy, printable reference sheets with step-by-step instructions for performing common tasks supplement and support employee training to help ensure optimized system utilization.

#### Ask an instructor

A certified UKG instructor is available daily to answer questions or provide feedback on course registrations, educational content, and other education-related topics.

#### UKG KnowledgePass Learning Live webinars

Monthly live webinars, delivered by subject-matter experts, provide the opportunity to dive deeper into topics and highlight recommended best practices and uses of key features, topics in training and development, change management, and more.

#### Reporting

Monitor user activity in UKG KnowledgePass. Export data to popular reporting formats for customization.



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