Scheduler/Manager Login Instructions

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Here at Procare + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.
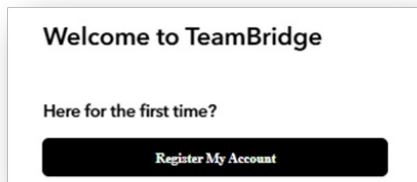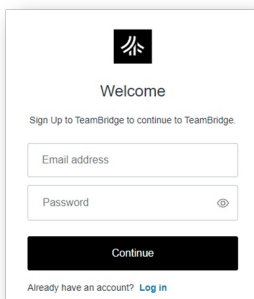
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Process:

1. Navigate to the TeamBridge Login Page using the link here:

    https://app.teambridge.com/login

    1. *******Tip: It is recommended to complete your first log-in using a laptop or desktop.*

2. Select **'Register My Account'** *(first time only – all future logins after registering your account will use the 'Log In' option)*
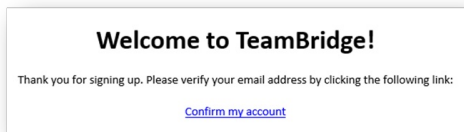

3. **Email:** By default, this is your primary email address in UKG– HOWEVER, your email address was likely updated to your **work email** (in TeamBridge) during implementation if you are a scheduler/manager!
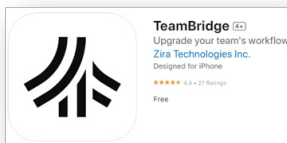

4. **Password**: **You choose!** The first password you enter will be your password ongoing*(This can be reset using the 'forgot password' link on the login page after you have registered your*

account.)

5. Click **'Continue,'** and you will receive a verification email where you will then select**'Confirm My Account'. BE SURE TO CHECK SPAM FOLDERS**

Welcome to TeamBridge!

Thank you for signing up. Please verify your email address by clicking the following link:

Confirm my account

6. After selecting 'Confirm My Account', all <u>future </u>logins should be completed by selecting the "**Log In**" option on the login page (not 'Register My Account'.

7. <u>Once in the Web version of TeamBridge, you can download the mobile app and log in using the credentials you set *(remember to turn on notifications!)*</u>

  1.

8. *<u>You can find the app by searching "TeamBridge" in the App or Google Play Store, or by clicking the link here</u>: **<u>https://tbridge.link/download</u>***

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For any additional questions, please contact us at labor@procarehr.com *and we would be more than happy to assist!*