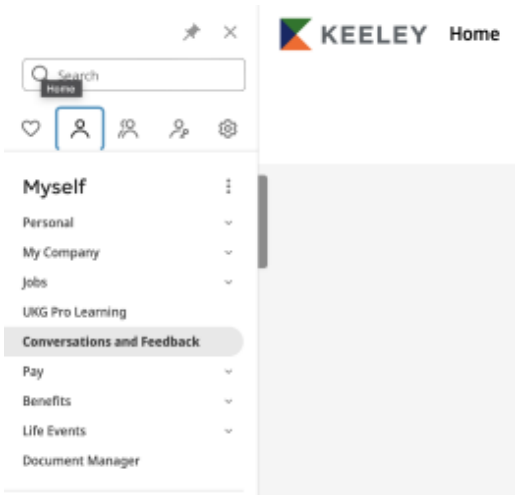
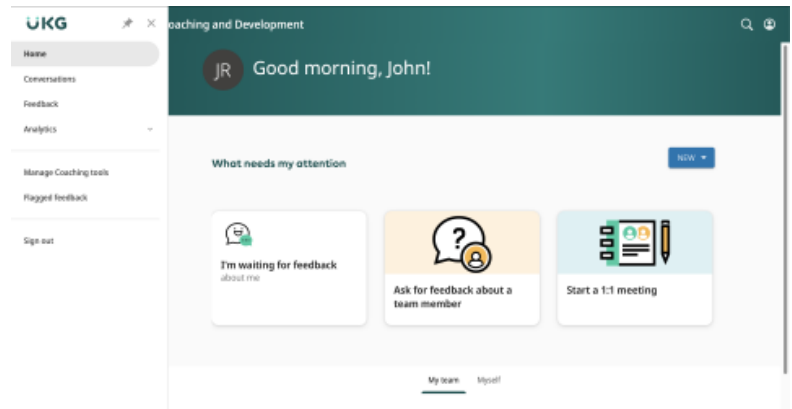




UKG MONTHLY 1X1 HOW TO ACCESS

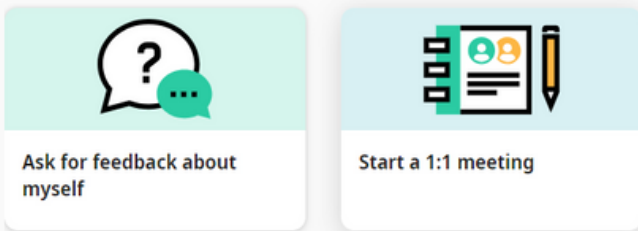


1. FIRST, LOG INTO UKG AND CLICK "CONVERSATIONS AND FEEDBACK"

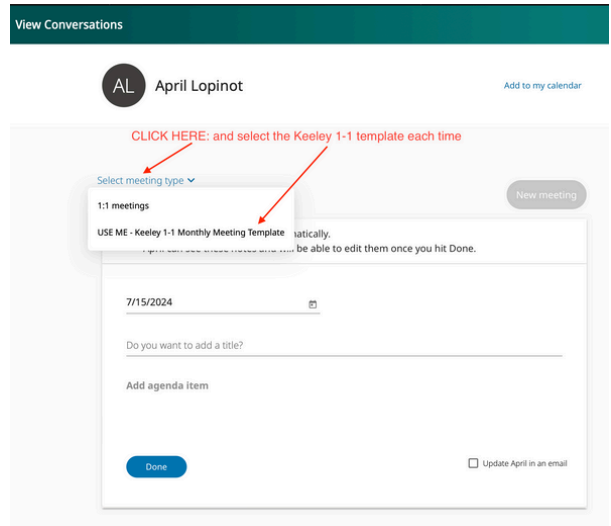


2. YOU WILL SEE THIS PAGE ONCE LOGGED IN

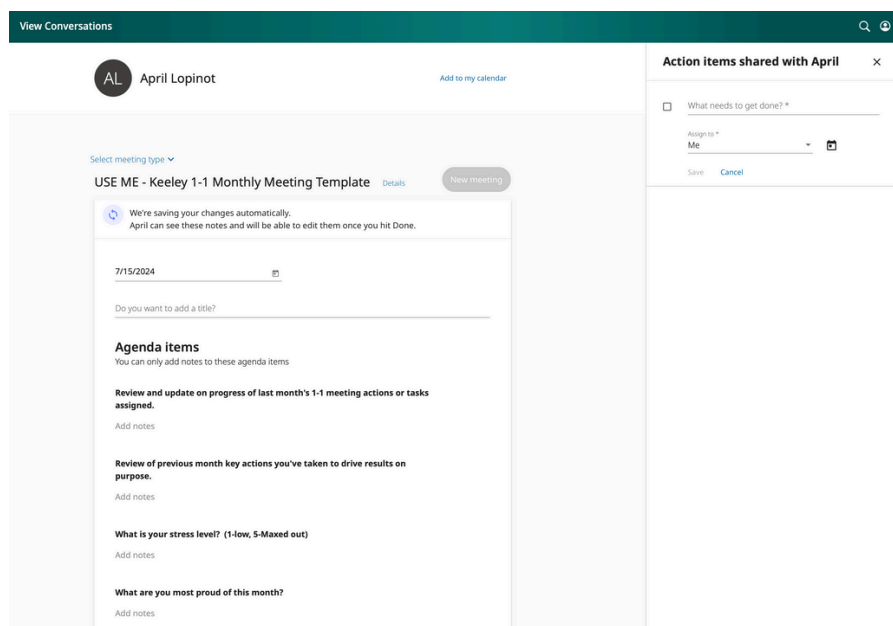
What needs my attention



3. CLICK "START 1:1 MEETING"



4. SELECT MEETING TYPE THAT STATES "USE ME - KEELEY 1:1 MONTHLY MEETING TEMPLATE"



5. COMPLETE FOLLOWING QUESTIONS AND PRESS DONE