KeeleyU Academy

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The KeeleyU Academy is hosted through UKG and has hundreds of courses for Keeley'ns to view at their pace and earn education credit. This robust system ensures that Keeley'ns, regardless of time and geography, can take advantage of the many offerings of KeeleyU.

HOW TO ACCESS THE ACADEMY

On the web: Log into UKG, on the left side under Myself, select UKG Pro-Learning

On your phone: in the App Store/Play Store locate and download the *UKG Pro* app

IMPORTANT - You Must download and Access *UKG Pro* before *UKG Pro Learning* the 1st time!

On your phone: In the App Store/Play Store locate and download the *UKG Pro-Learning* app

1. Enter Company Access code: Keeley
2. If you have a KeeleyU provided email, use the SSO sign in option
3. If you do not have a Keeley provided email, enter your email for your user name and your DOB (MMDDYYYY) as your password

HOW TO FIND COURSES

- Hover on Training at the top of the page, then select Courses to see all courses available.
- There are 2 ways to find courses:
  - ➢ Utilize the Search field to search any keyword which will populate any course with the word in the title, description, or as a course tag.
  - ➢ Select a Category on the right-hand side to view courses listed in only that one category
- Select More Info on any course card to view a high level of the course, or select the course name to open the full course.

SEARCHING BY CATEGORY

Learning paths are groups of courses under a common subject or theme. When you enroll in the learning path, you are automatically enrolled in all the courses in the path.

- Hover on Training at the top of the page, then select Learning Paths
- Just like the courses, there are 2 ways to find learning paths.
  - o Utilize the Search field to search any keyword which will populate any learning path with the word in the title, description, in any of the connected courses, or as a learning path tag.
  - o Select a Category on the right-hand side to view learning paths listed in only that one category
  - o Select More Info on any learning path card to view a high level of the path, or select the learning path name to open the full path

You can find videos on all the above on the Keeley'n Hub at keeleyn.com/UKG or reach out to us directly with any questions at KeeleyU@keeleycompanies.com.