

UKG (UltiPro): Updating Personal Information

Last Modified on 02/12/2025 8:45 am MST

Your personal information such as emergency contacts, email, address, and phone number may be updated via UKG (UltiPro). It is important to keep this information up-to-date.

Whenever Flight Attendants need to update the contact phone number or add additional back up numbers for Crew Scheduling to contact, Flight Attendants need to call Crew Scheduling to advise of any updated number.

After successfully logging into UKG, click on the Hamburger icon (three lines) in top left corner to open the **Menu**. Under the **Myself** (the individual icon) category, select **Personal** for additional options.

1. To add alternate email, select **Name, Address, or Telephone**.
2. On the top right corner, select the Pencil icon to edit the page.
3. Once modifications are complete, select **Save**.
4. For some changes, you will be promoted to click **Submit** as the information needs to be approved by Human Resources.

This information can also be updated on the UKG mobile application.

1. Under Menu, select Profile
 2. Click on Edit to makes changes.
 3. Once changes are complete, select Submit.
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