

# Password Workaround Guide

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The image shows the UKG GovTA login page. It features a dark blue header with the UKG logo and the text 'UKG GovTA'. Below this is a warning message about accessing a U.S. Government information system. The login form includes fields for 'User ID' and 'Password', both marked with an asterisk to indicate they are required. A 'Log In' button is located below the password field. Two red callout boxes with arrows provide instructions: one points to the input fields stating 'Make sure your userid and password are filled in the way you know they should be, NOT blank', and the other points to the 'Log In' button stating 'Click the Log In button next'.

**UKG**

## UKG GovTA

You are accessing a U.S. Government information system, which includes:

- 1) this computer,
- 2) this computer network,
- 3) all Government-furnished computers connected to this network, and
- 4) all Government-furnished devices and storage media attached to this network or to a computer on this network.

You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicate your understanding of this warning.

Items marked with an asterisk\* are required.

**\* User ID**

**\* Password**

**Log In**

Make sure your userid and password are filled in the way you know they should be, NOT blank

Click the Log In button next

The image shows a web browser window with the URL <https://docgovta.commerce.gov/govta/MyReports?action=timeout>. The page displays the UKG logo and a login form. Two red callout boxes provide instructions:

**Callout 1 (top):** If step 1 didn't work and you received a login error message, Click this button in the browser. This is the REFRESH button. The screen will be refreshed with the GovTA login screen and log you indirectly into the main GovTA page. (An arrow points from this box to the refresh button in the browser's address bar.)

**Callout 2 (bottom):** If you are not at the main GovTA page and these two boxes are not empty, Re-enter your User ID and Password, Then click the Log In button. (Arrows point from this box to the User ID and Password input fields.)

The login form includes the following fields and buttons:

- ★ User ID (input field)
- ★ Password (input field)
- Log In (button)

Below the input fields, it states: "Items marked with an asterisk \* are required."

If you continue to receive an error message, change to a different Web Browser.