

ULTIPRO LOG IN AND PASSWORD TIPS

Log in information:

UltiPro URL: <https://n14.ultipro.com>

User name: Last name plus the last 4 of your social security number

Default Password: Your birth date in 8 digit format (MMDDYYYY)
Example: January 3, 1959 would be 01031959

First time you log in or after your password has been reset you will need to change your password:

Your birth date in 8 digit format – MMDDYYYY
Example: January 3, 1959 would be 01031959

New Password: **CANNOT** be your birth date

CANNOT be one of your last two passwords (the system remembers your last two passwords)

ULTIPRO LOG IN AND PASSWORD TIPS

Establish your security questions and select Finish:

In what city were you born?	fairbanks
What is your favorite food?	pizza
What is your favorite sports team?	lakers
<input type="button" value="Finish"/>	Cancel

If you have worked for more than one Doyon Family of Companies; select the appropriate company:



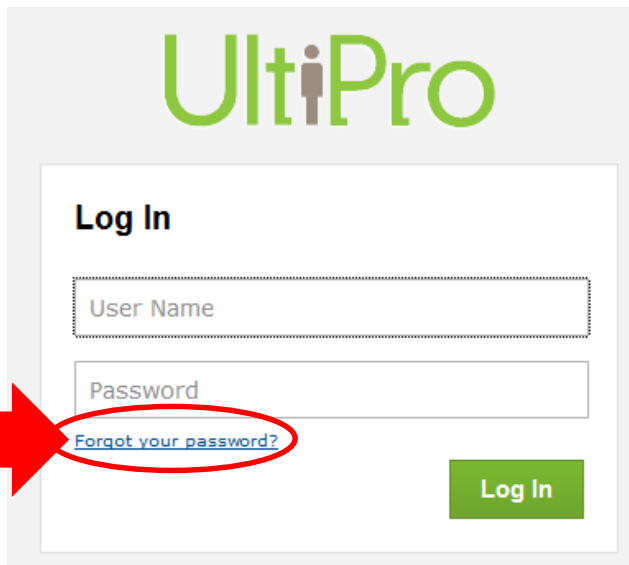
The screenshot shows the UltiPro logo at the top. Below it is a search bar with the following fields: "Find by" (set to "Code"), "starts with" (with a dropdown arrow), and a "Search" button. Below the search bar is a table with two columns: "Code" and "Component Company".

Code	Component Company
DL	Doyon Limited
DUS	Doyon Universal Services
TEST	TEST Company

- ❖ Your UltiPro account will automatically lock if you do not log in at least once Every **120 days** and you will need to contact your HR office to reset your password.
- ❖ You have **3 tries** to successfully enter your password before the system will lock your account and you will need to contact your HR office to reset your password.
- ❖ Select security questions and answers that are **EASY** to remember.
- ❖ If you do not remember your password enter your user name and click "Forgot your password?"

Reset your Password

1. Enter your user name and click on *Forgot your password?*



UltiPro

Log In

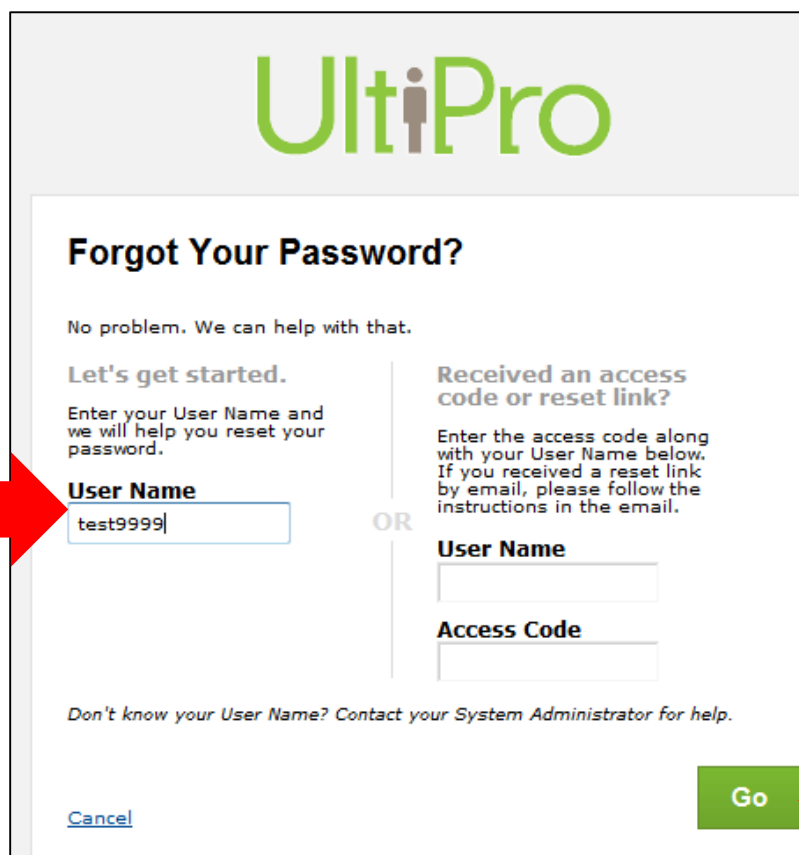
User Name

Password

[Forgot your password?](#)

Log In

2. Enter your user name and select "Go"



UltiPro

Forgot Your Password?

No problem. We can help with that.

Let's get started.
Enter your User Name and we will help you reset your password.

User Name
test9999

OR

Received an access code or reset link?
Enter the access code along with your User Name below. If you received a reset link by email, please follow the instructions in the email.

User Name

Access Code

Don't know your User Name? Contact your System Administrator for help.

[Cancel](#)

Go

ULTIPRO LOG IN AND PASSWORD TIPS

3. Answer your 3 security questions and click Next

Reset Your Password

Just One Thing...

To ensure you're the right test9999, please answer the security question(s) you originally gave us when you set up your account.

What is your favorite sports team?

In what city were you born?

What is your favorite food?

Next

[Cancel](#)

4. Read the instructions then enter a new password and confirm password. Click Reset Password.

Create Your New Password

The only thing left to do is to create your new password. When you're done, you will be redirected back to the Log In page to verify your new credentials.

Password length: 8-15
Letters: 2
 Uppercase: 1
 Lowercase: 1
Numbers: 1
Special characters: 1 (Examples: !@#\$%^&*() -+={}|\\:;\'<>./~)

New Password

Confirm Password

Reset Password

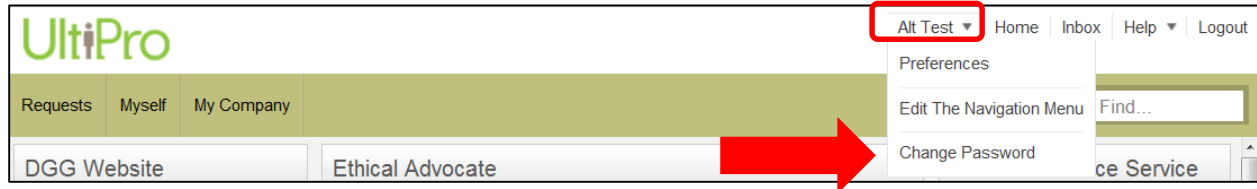
[Cancel](#)

ULTIPRO LOG IN AND PASSWORD TIPS

5. Enter your User Name and New Password then click Log In

You may also reset your password by:

1. While logged into UltiPro, hover over your name and select Change Password

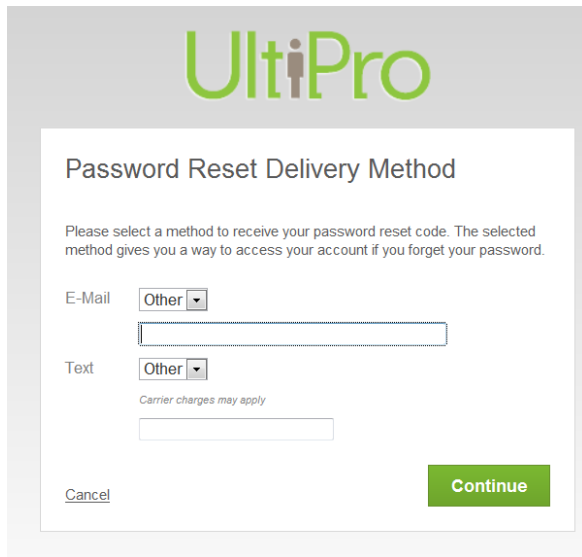


2. Enter your Current Password > New Password > Confirm Password > Select OK

A screenshot of the 'Change Password' form in the UltiPro system. The form is titled 'Change Password' and includes a warning: 'Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below.' The requirements listed are: Password length: 8-15; Letters: 2 (Uppercase: 1, Lowercase: 1); Numbers: 1; Special characters: 1 (Examples: !@#\$%^&*()_+={[]|;:'<>./~). The form contains three input fields: 'Current Password', 'New Password', and 'Confirm Password', each with a masked password field. At the bottom, there are 'OK' and 'Cancel' buttons.

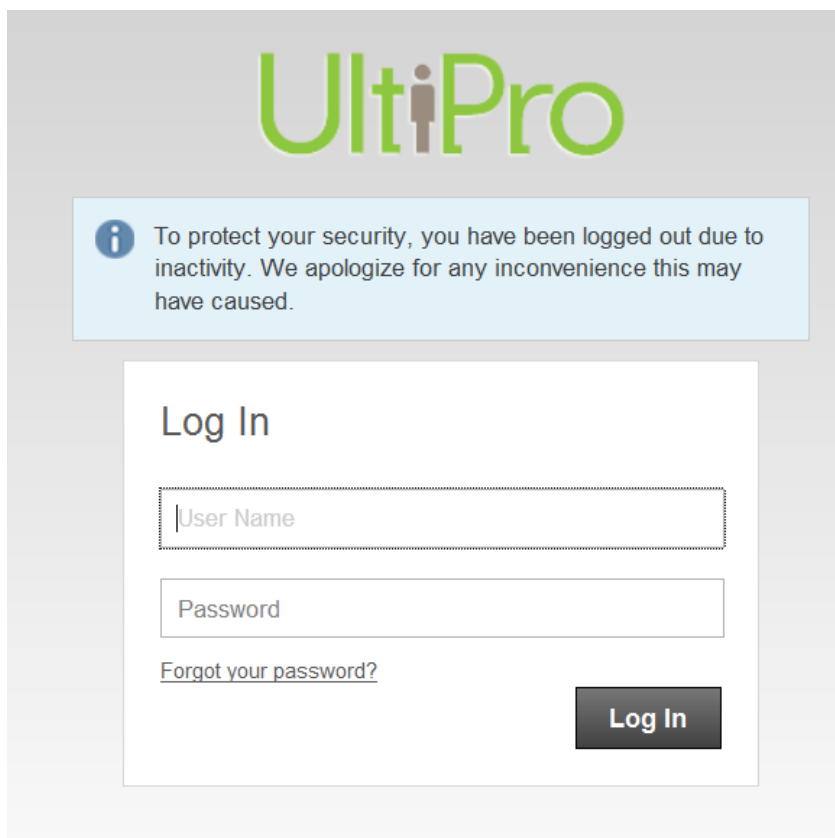
3. Select your Password Reset Delivery Method and select > Continue

ULTIPRO LOG IN AND PASSWORD TIPS



The screenshot shows the 'Password Reset Delivery Method' screen. At the top is the UltiPro logo. Below it is the title 'Password Reset Delivery Method'. A message reads: 'Please select a method to receive your password reset code. The selected method gives you a way to access your account if you forget your password.' There are two sections: 'E-Mail' with a dropdown menu set to 'Other' and an empty text input field; and 'Text' with a dropdown menu set to 'Other', a note 'Carrier charges may apply', and an empty text input field. At the bottom left is a 'Cancel' link, and at the bottom right is a green 'Continue' button.

4. Enter your User Name > enter your new password > Select Log In



The screenshot shows the 'Log In' screen. At the top is the UltiPro logo. Below it is a light blue information box with an 'i' icon and the text: 'To protect your security, you have been logged out due to inactivity. We apologize for any inconvenience this may have caused.' Below the message is the 'Log In' title. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link for 'Forgot your password?'. At the bottom right is a dark grey 'Log In' button.