UltiPro Employee Instructions – Logging In

1. Web Address: https://ew23.ultipro.com/Login.aspx

2. Login to UltiPro with your username and password, provided by Human Resources. If you are uncertain of your username and/or password, please email HBI-HR.
   a. Username: firstnamelastname@company name, Ex: TestEmployee@cen
   b. Password: your initial password will be your birthdate (MMDDYYYY), Ex: 01011901

3. Your first login will require you to create a new password and chose three security questions and answers.

4. Once you are logged in, you will come to the Homepage (see below).
   a. The Homepage navigation bar has two menu options: Myself and My Company.
   b. Note – if you are a Manager, you will have additional menu options.