

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.