UKG How to log into UKG

Step 1) Click this link to go to the UKG website: https://nw15.ultipro.com/
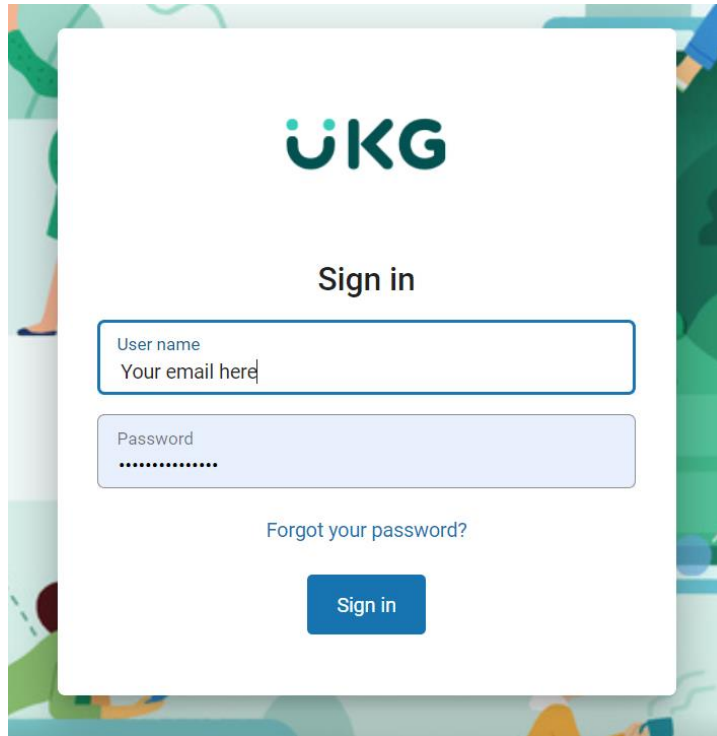
Step 2) You will need to log in to your account.

Username: work email address
New Hire OR Account Reset Password*: date of birth (MMDDYYYY)
Existing Employees: password set at open enrollment 8/1/20

*on your first log in you will be prompted to change your password. Then you will be able to set up three challenge questions. Note if HR has RESET your password it will be as if you never created your account and you will login as a New Hire with your DOB.

Step 3) You will then be instructed to change your password. Your password will need to meet the criteria listed on the screen.

- Length 8-50 characters
- 1 Uppercase character
- 1 Lowercase character
- 1 Number
- 1 Special Character

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length:	8-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#$%^&*()_-+= {[]}\.;\'"<,>.?/~`

Current Password	
New Password	
Confirm Password	

OK   Cancel

Step 4) You will then need to pick your 3 Challenge Questions and Answers.
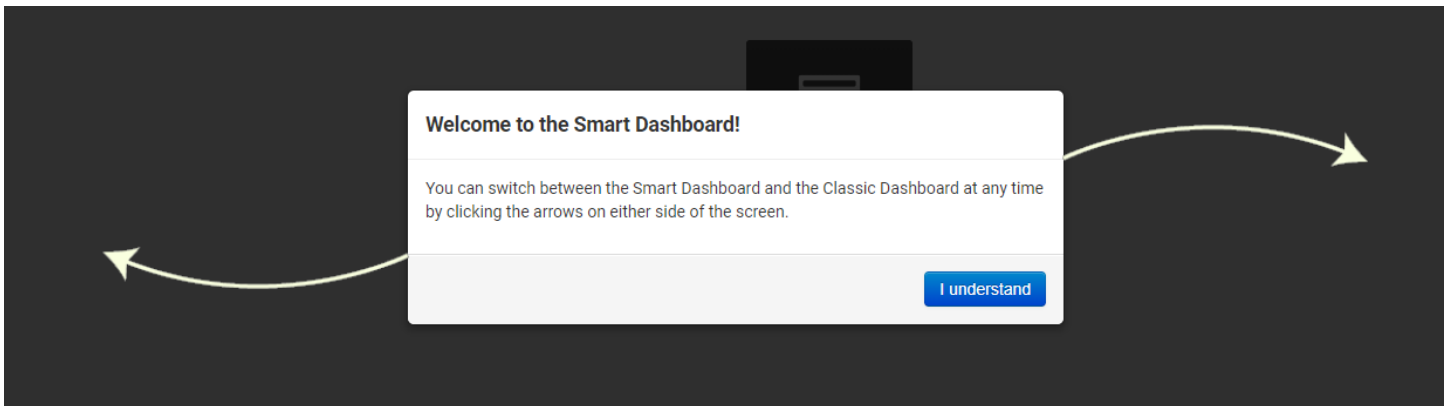
Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Cancel   Continue

Step 5) Click "I Understand".

Welcome to the Smart Dashboard!

You can switch between the Smart Dashboard and the Classic Dashboard at any time by clicking the arrows on either side of the screen.

I understand

Step 6) You will then be prompted to your Home screen, in the top left corner click the ▾ **Menu** drop down button. This is where you will see all the Menu options.

Name, Address, and Telephone
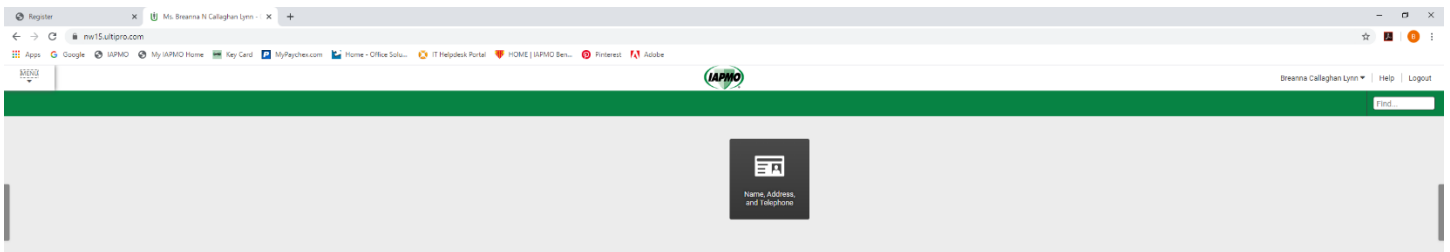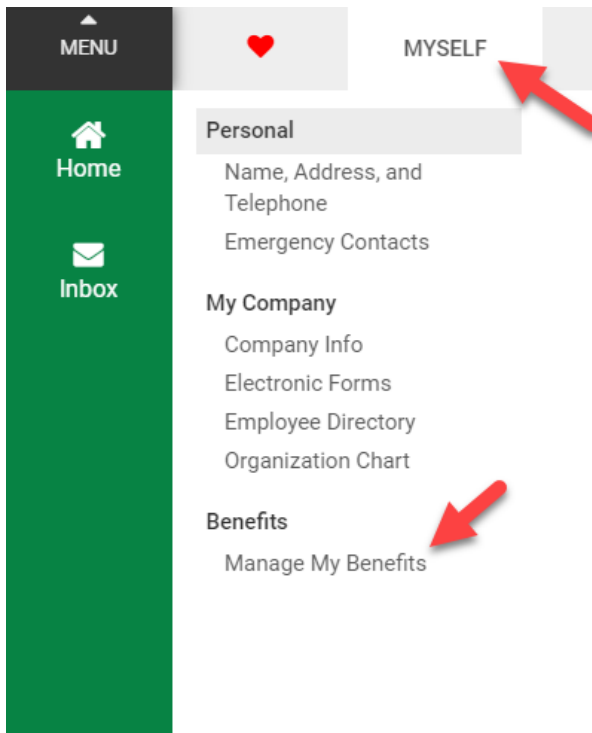
Step 7) This is where you will find all the site features you have access to.

❤ Favorites

By clicking on the ❤ you'll find all the items that you've marked as your Favorites. This menu is customizable.

MYSELF

Under Myself is where you will find all of the features you have access to. You can find how to check your pay, personal information, hire date, paychecks, YTD total, W2s, Total Compensation statements, Open Enrollment, Emergency Contact information, Company
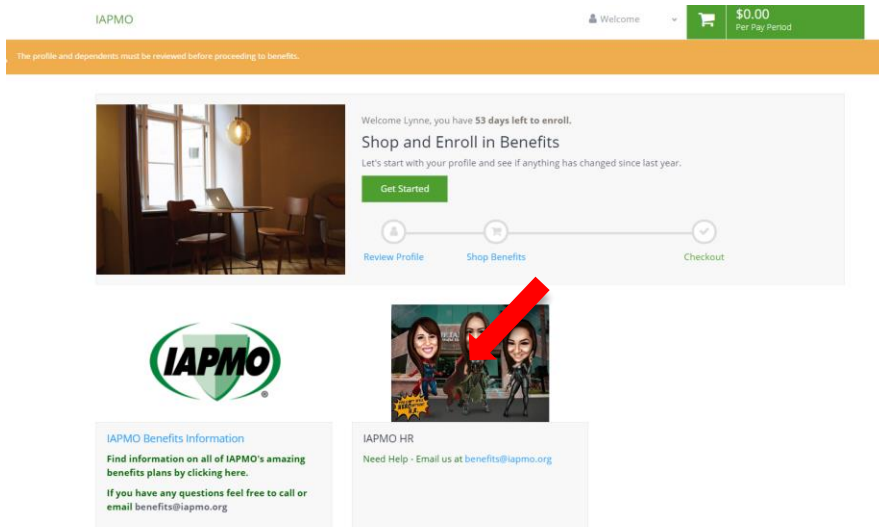
Step 8) If you are going through Open Enrollment Click "Get Started" to begin the open enrollment process.