



How to change your password to UKG

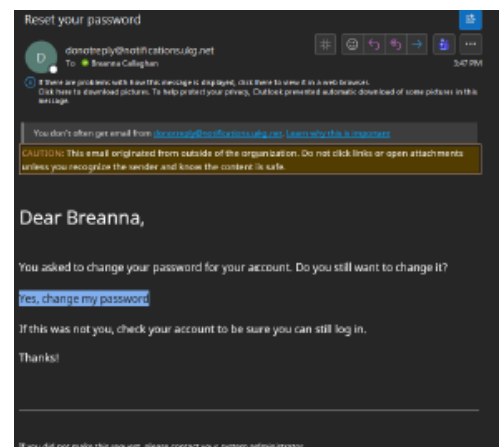
- 1) Click this link to go to the UKG login screen:
<https://iapmo-dl.ultipro.com>

The image shows the UKG login interface. At the top, it says 'UKG' and 'Welcome, come on in!'. Below this are two input fields: 'Username or email*' with the text 'first.last@iapmo.org' and 'Password*'. There are links for 'Forgot your password?' and 'Forgot your username?'. A blue 'Sign in' button is below the password field. At the bottom, there is a 'Preferred Language' dropdown menu set to 'English'.

- 2) Select “[Forgot your password?](#)”
- 3) You will then be prompted to enter your username.
Your username will always be
firstname.lastname@iapmo.org

The image shows the 'UKG Trouble signing in?' screen. It prompts the user to 'Enter your username or email address and we will send you instructions to reset your password'. There is an input field for 'Username or email address *' and a blue 'Continue' button. A link for 'Back to login' is at the bottom.

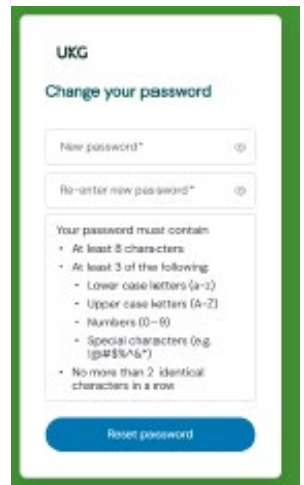
- 4) UKG will send an email to your work email address.
The email will come from
donotreply@notifications.ukg.net.
Once received, click on
“Yes, change my password”



5) You will then be directed to the change your password screen. Update your password and make sure it meets all the following requirements:

- Length: 8 characters minimum
- At Least 3 of the following:
 - Lower case letters
 - Upper case letters
 - Numbers
 - Special Characters

Note: Password requirements may change without notice.



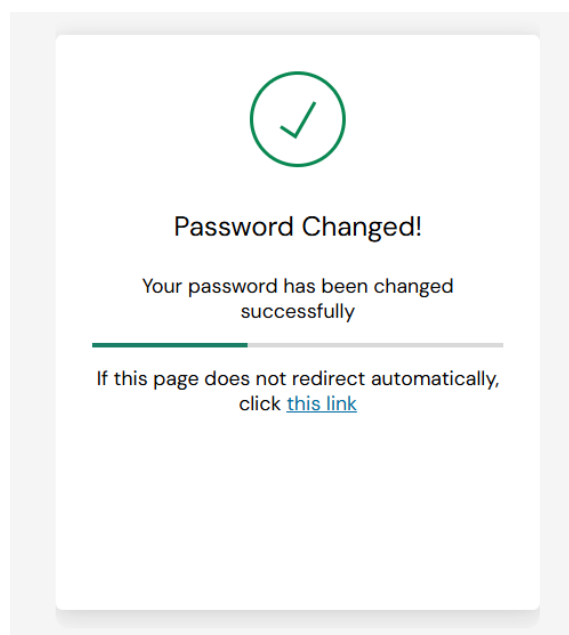
6) Once you have selected your new password, and it meets all the requirements, press the “Reset Password” button.

Reset password

Your password must contain

- ✓ At least 8 characters
- ✓ At least 3 of the following:
 - ✓ Lower case letters (a-z)
 - ✓ Upper case letters (A-Z)
 - ✓ Numbers (0-9)
 - ✓ Special characters (e.g. !@#\$%^&*)
- ✓ No more than 2 identical characters in a row

7) If your password has been successfully reset, you will see the success page.



8) You will then be automatically redirected back to the login page where you can use your new password.