Objective: With this job aid, you will be able to log in to the UltiPro Portal and to easily maneuver around the system.

Overview: UltiPro enables you to manage employee information. Based on your role and security access, you will be able to view and/or manage personal, job, pay, and career information.

The URL for all UltiPro functions is https://n32.ultipro.com.
Your User Name for UltiPro will always be ARS########, where ###### is your 6 digit ARS badge number.
Your default/first-time password is your date of birth in the following format: MMDDYYYY. For example June 6, 1975 would be 06061975.

#1—The Log In
Enter your User Name and Password, then click Log In.

#2—Enter Access Code:
Every 30 days, you’ll be prompted to verify your access rights via an access code that will be emailed to you when you log in. Be sure to check the box below the space where you enter the code so that you don’t get prompted every time you log into UltiPro.
#3—Change Your Password

If prompted, you will need to reset your password. Enter your current password and your new password, then confirm your new password before clicking OK.

*You will always need to do this the first time you log in.

#4—Select Your Challenge Questions:

If this is your first time logging in, you will be prompted to set your challenge questions and answers up. Select your challenge questions and answers, then click Continue.

After logging in to UltiPro, you will land on your personal dashboard. The following screen shot is from UltiPro and may or may not reflect what you will see. All access is based upon your role. The homepage includes gadgets, which are boxes that organize information about a particular subject. This example includes gadgets named Pay, Performance, Benefits and PTO, and Human Resources News.