



## SIGNING ON

To sign on to UltiPro, you will need to complete an activation process. This process varies slightly depending on what computer or device you are using.

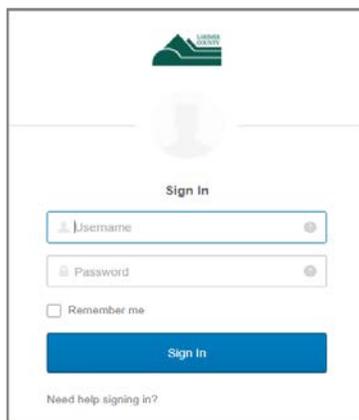
The following instructions show how to sign on from:

- Your work computer or laptop using Okta Single Sign-on
- Your home computer, laptop, tablet or mobile device using the UltiPro website
- Your mobile phone using the UltiPro app

### **To sign on to UltiPro using your work computer or laptop:**

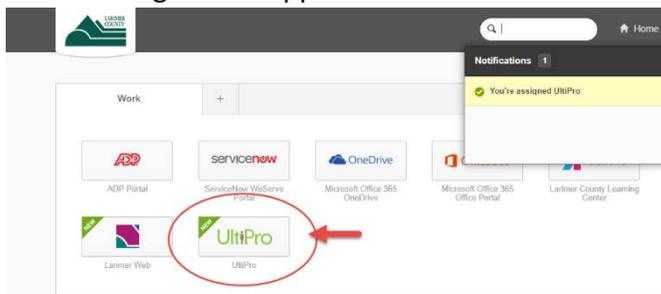
UltiPro provides Single Sign-on, which means that once you are activated through Okta, you can access UltiPro (and your other apps) without having to sign on to them separately. Follow the instructions below to activate Okta and get Single Sign-on access to UltiPro.

- Go to the following site: <https://larimer.okta.com/>
- You may see the Sign In screen:



- Enter your Active Directory User ID and Password (this is the User ID and Password you currently use to log on to your computer).
- Click the Sign In button.

- The following screen appears.



- Click on the UltiPro icon.

- The New User Activation screen appears.

**New User Activation**

Welcome to the Single Sign On Ultipro account activation page.

Enter Date of Birth:  Example: mm/dd/yyyy

Employee Number:  Example: 1234

**Include slashes in the date and use this format: mm/dd/yyyy**

**Remember to add leading zero(s) to make your number 6 digits long**

- Enter your Date of Birth in the following format: **mm/dd/yyyy**
- Enter your Employee Number **using 6 digits**. If your employee number is less than 6 digits, enter leading zeros. (For example, if your number is 3213, enter 003213.)
- If you don't know your employee number, look at one of your pay statements. You will see your Empl ID under the Employee Information Section.
- Click OK.

- You will get an "Account Verified" message.

### New User Activation

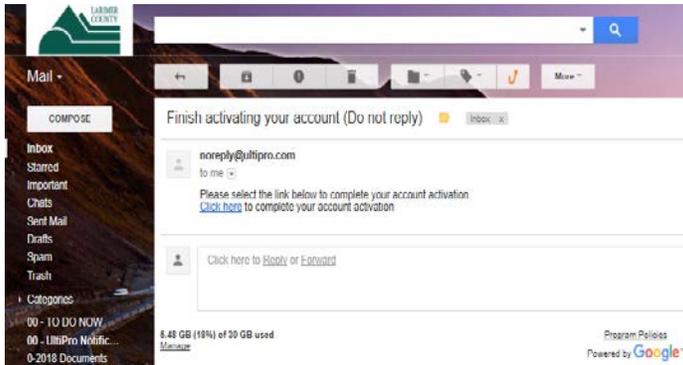
**Account verified**  
- Your activation is almost complete. Please check your email for next steps.

- Click OK.

- The following screen appears.



- Close this screen – but **you are not done yet!**
- Go to your email Inbox (for your email ending in @co.larimer.co.us) to find the confirmation email.



➤ Click on the link in the email to complete your account activation.

- If you have been in UltiPro before, you are finished!
- If you have **not** signed in directly to UltiPro before, you may see this Change Password screen.

**UltiPro**  
by ULTIMATE SOFTWARE

**i** This account has access to UltiPro Direct Login. Direct Login allows you to log in to UltiPro without the use of Single Sign-On (SSO). This password change is only for this UltiPro Direct Login account. Your existing Single Sign-On (SSO) password will not change.

### Change Password

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

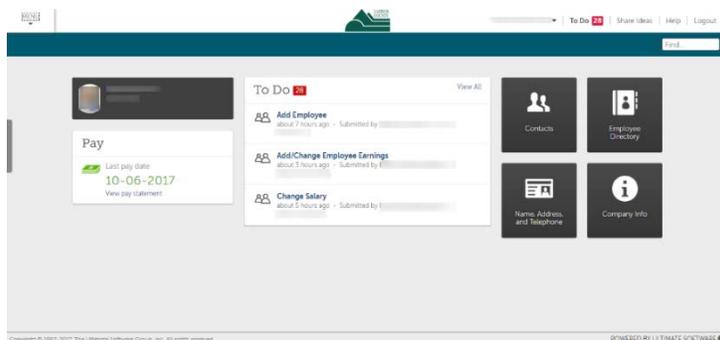
Password length: 8-50  
 Letters: 2  
     Uppercase: 1  
     Lowercase: 1  
 Numbers: 1  
 Special characters: 1 (Examples: !@#\$%^&\*()\_ - += {[]|/;:'<>,./~)

Current Password:   
 New Password:   
 Confirm Password:

OK Cancel

- Your **Current Password** will be your birthdate in this format (**WITH NO SLASHES OR DASHES**): **MMDDYYYY**
- Enter a New Password (make sure to use an upper and lowercase letter, a number, and a special character).
- Remember your password for future use!
- Click OK.

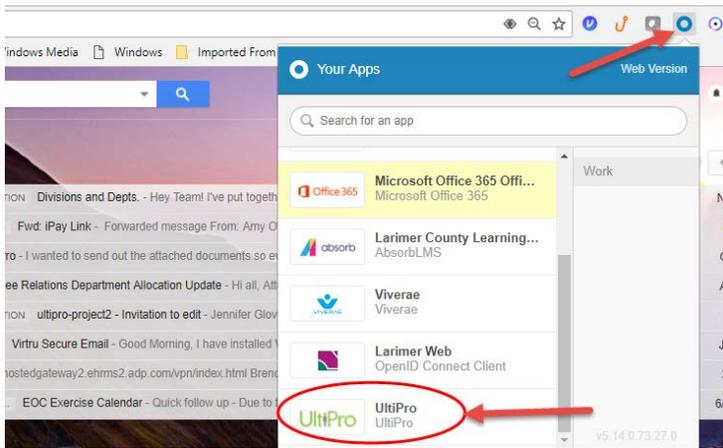
- Your UltiPro Personal Dashboard appears.



- To test your Single Sign-on, click on the Okta icon (the blue circle) on your top menu bar.

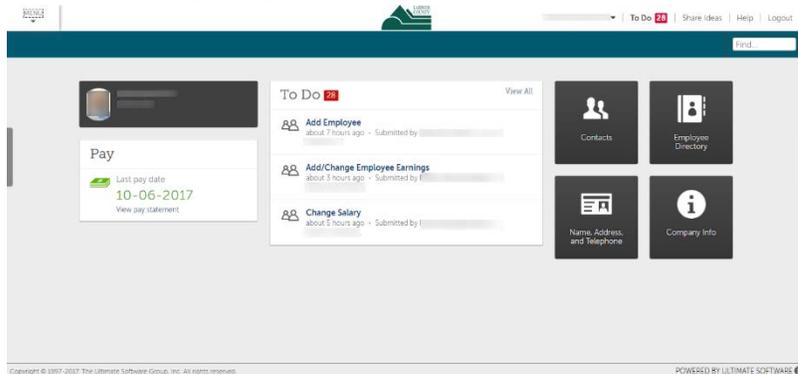


- Your Apps list appears.



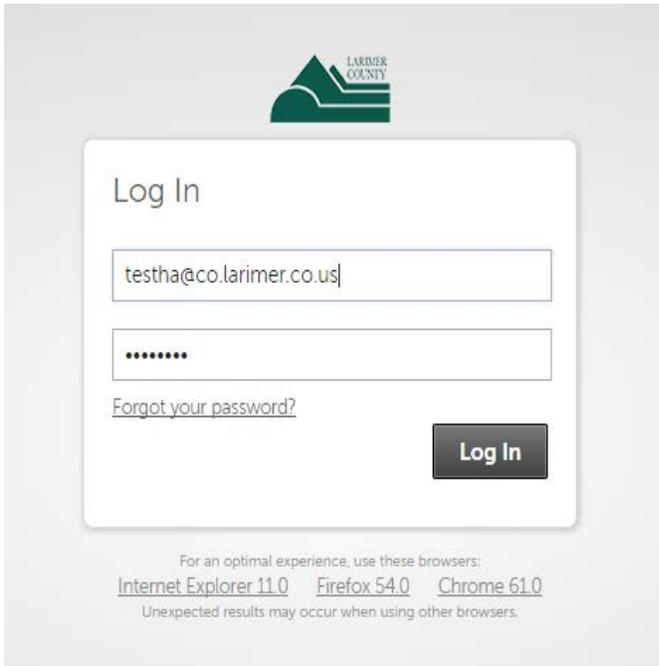
➤ Scroll down and click the UltiPro icon.

- You will be taken directly to your Personal Dashboard or Home Page in UltiPro, without having to sign in.



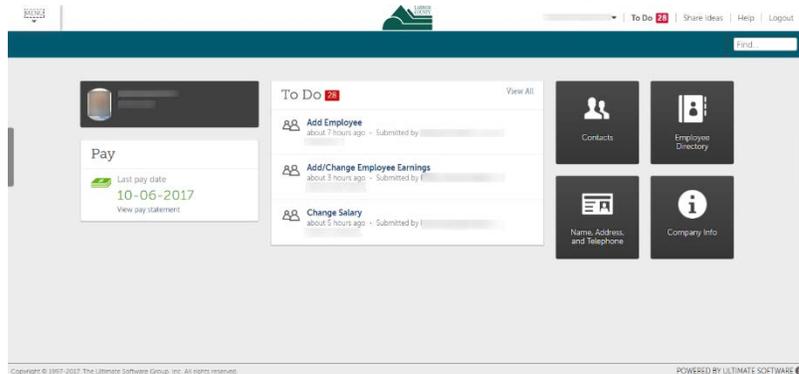
**To sign on from your home computer, laptop, tablet or mobile device using the UltiPro website:**

- Go to the following website: <https://nw12.ultipro.com>
- The UltiPro login screen will appear.



- In the User ID box, enter the long version of your Larimer County Email (ending in co.larimer.co.us.) If you don't have a Larimer County email address, enter the personal email you provided when you were hired.
- If you have logged in directly to UltiPro before, in the Password box, enter the password you created.
- If you have NOT logged in before, in the Password box, enter your birthdate in this format (*WITH NO SLASHES OR DASHES*): **MMDDYYYY**

- Click Log In.
- If prompted, follow the instructions to reset your password and click Ok.
- If prompted, choose your challenge questions and answers and click Continue.
- Your UltiPro Personal Dashboard or Home Page will appear.



- The next time you sign in on this computer or device, remember to use the same User ID and the Password you just created or used.

**To sign on from your mobile phone using the UltiPro app:**

- Download the UltiPro App on your mobile phone or device.
- Enter the Company Access Code: **Larimer1861**
- Enter your User ID and Password (this is the User ID and Password you currently use to log on to UltiPro on your computer).
- Click Sign In (if your phone has the capability, you can choose to sign in with Touch ID.)
- Your UltiPro Personal Dashboard or Home Page will appear.