



ULTIPRO MOBILE APP FOR ANDROID – INSTALL AND LOG IN

In the Google Play Store, look up UltiPro.



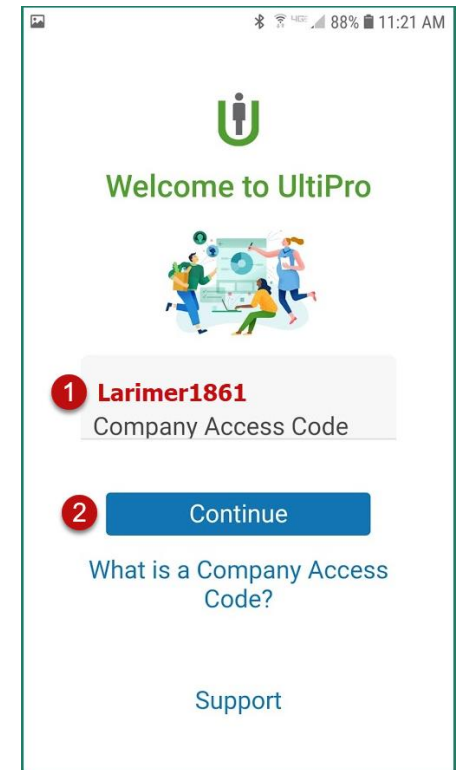
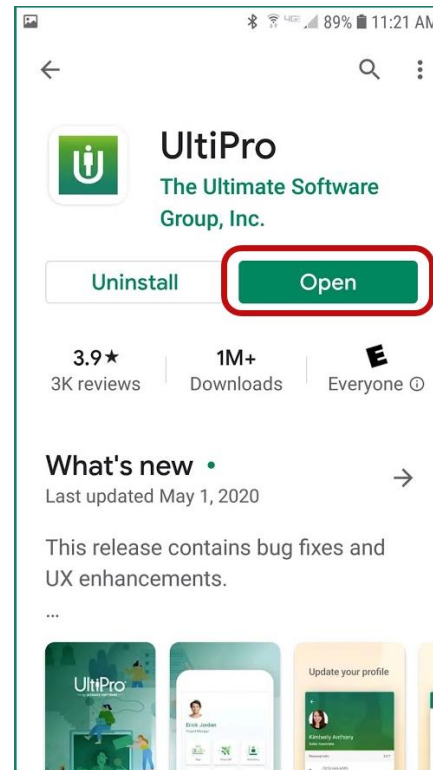
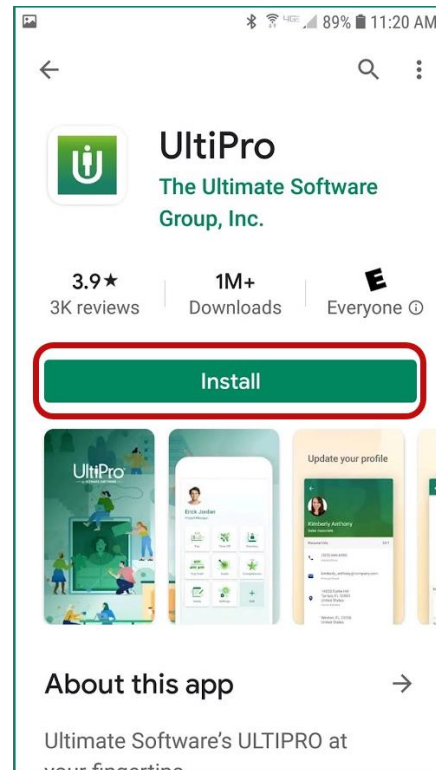
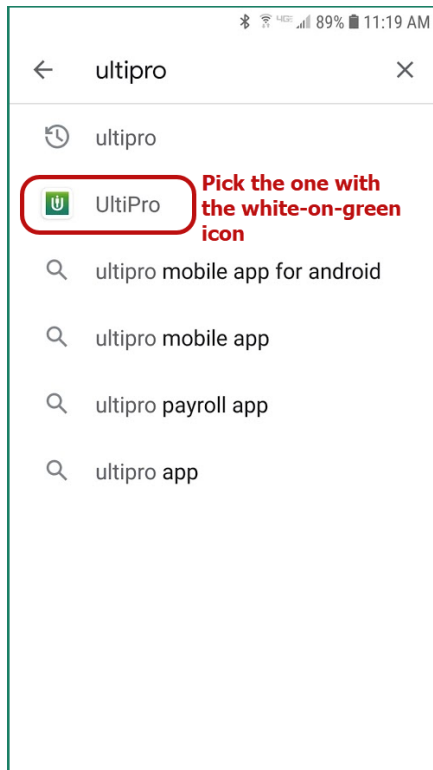
Click "Install."



Click "Open."



Enter the Company Access Code (Larimer1861).



Choose one of the two methods on the next page to log in, based on how you usually access UltiPro (either directly by going to <https://nw12.ultipro.com/login.aspx> or by using the Okta link on your work computer).

Note: If you've never registered for direct access or authenticated Okta access, you will want to do that on a regular workstation before using the mobile app.

Door #1 - Direct Access

You normally log into UltiPro with an email address and a password

The screenshot shows the login page for login.ultipro.com. At the top, it says "Sign In" and "Use SSO (Corporate Credentials) - or use your UltiPro account -". Below this are fields for "Username" and "Password", and a "Sign In" button. A red arrow points from the "Sign In" button to the "Username" field. Three numbered red circles with arrows point to the "Sign In" button, the "Username" field, and the "Password" field.

If you don't use the Big Blue O (Okta)

Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

1 Enter your full email address

Password

2 and your UltiPro password

3 Sign In

Forgot your password?

Door #2 - Single Sign-On

You normally use the link in your browser's toolbar and select UltiPro.

The screenshot shows the login page for login.ultipro.com. At the top, it says "Sign In" and "Use SSO (Corporate Credentials) - or use your UltiPro account -". Below this are fields for "Username" and "Password", and a "Sign In" button. A red arrow points from the "Sign In" button to the "Use SSO (Corporate Credentials)" button. A red circle highlights the "Use SSO (Corporate Credentials)" button.

If you use the Big Blue O (Okta) on the County network, click here

Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

*

Password

*

Sign In

Forgot your password?

The screenshot shows the login page for larimer.okta.com. At the top, it says "Connecting to UltiPro". Below this is the Larimer County logo and a "Sign In" button. Below the "Sign In" button are fields for "Username" and "Password", and a "Sign In" button. A red circle highlights the "Sign In" button. A red circle highlights the "Sign In" button. A red circle highlights the "Remember me" checkbox.

Connecting to UltiPro

LARIMER COUNTY

Sign In

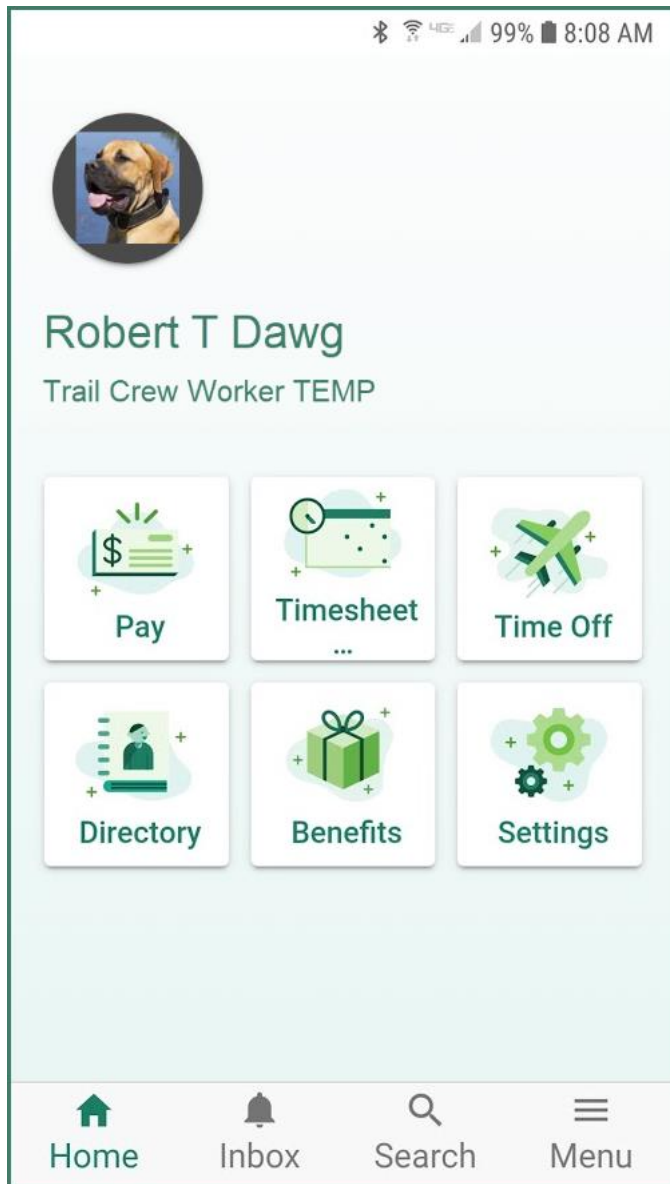
1 Enter your computer login

2 and your normal password

3 Sign In

Remember me

It's your choice whether or not to click the "Remember me" box.



Your screen may have more tiles – for example, supervisors will have Team tiles.

Tap your avatar to change the photo and to access your personal information.