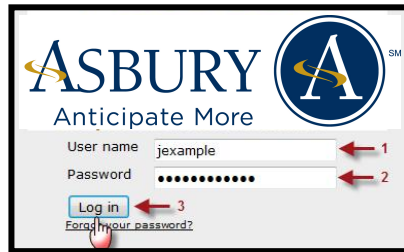## Logging In to UltiPro

From **_any_** Internet Explorer window, key the below *full* web address:

https://E13.Ultipro.com/login.aspx?ReturnUrl-%2Default.aspx%3fAlias%3dAsbur124&Alias=Asbur124

Or, click on the UltiPro link located on the home page of ShareLink.

1. Key your assigned **User Name**
2. Key your default **Password**
3. Click **Log In**

Your User Name and Password will be provided by your local Human Resources office.

*NOTE: At the bottom of the log in screen, click on your **Preferred Language**: English, French or Spanish*

Upon initial Log In, you will be prompted to reset your Password. Your password *must* contain:
- Password Length: 8-15 characters
- Alpha characters: 2
- Uppercase alpha characters: 1
- Lowercase alpha characters: 1
- Numeric characters: 1
- Special characters: 1

You will be asked to select and answer **three (3) Security Questions** that will be used to retrieve your password should you forget it.

Logging Off

To log off of UltiPro, click on the Logout link located in the upper right-hand corner of the page.