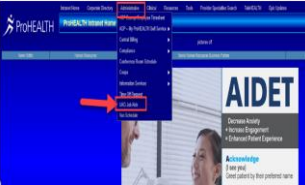
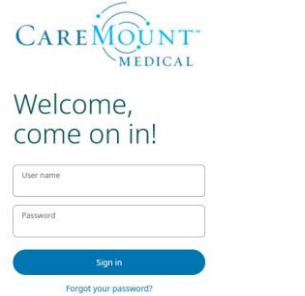
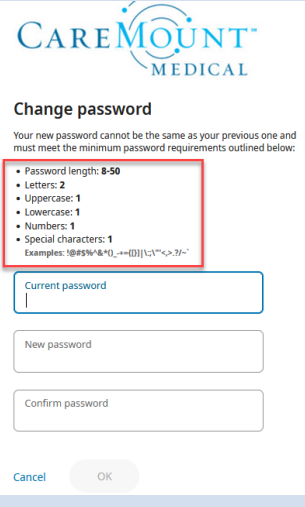


# How to Register in UKG Pro (PHNY)

## Introduction

Registration is a one-time process. Once registered please follow instructions for “Login to UKG Pro” for subsequent logins.

## Steps

Step	Action	How it looks...
1	<p>From your intranet site navigate to the Administrative menu and locate the UKG Job Aid item and click</p> <p>You may also open Chrome and enter the following URL</p> <p><a href="https://e41.ultipro.com/login.aspx">https://e41.ultipro.com/login.aspx</a></p>	
2	<p>Enter your User ID (this will be your first initial and full last name including any spaces or hyphens)</p> <p>Example JDoe@CMPC</p> <p>Enter your temporary password which is your DOB in a mmddyyyy format</p> <p>Click Sign in</p>	
3	<p>When prompted, enter current password (your DOB mmddyyyy)</p> <p>Enter a new password following the required minimum requirements as seen on the screen</p> <p>Once all 3 boxes have been filled in and all requirements are met the OK box will illuminate for you to click</p>	
4	<p>You will be directed to a new page to select and answer 3 challenge questions. These are case sensitive and you will use them when you forget your password and need to create a new one.</p>	