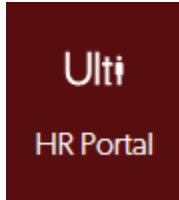


# How to Sign-in to UltiPro

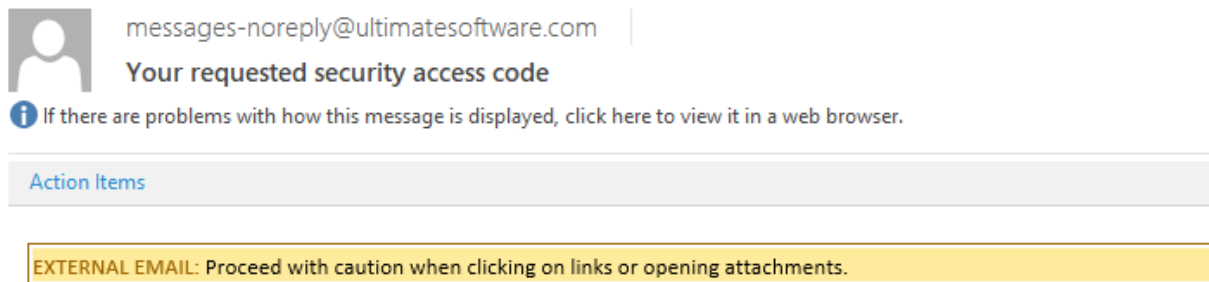
- 1) Go to <http://my.redlands.edu/> and log-in  
\*\* Note: You can also login through <http://uredlands.ultipro.com>
- 2) Click on the “HR Portal” icon. You may need to click on the “More” arrow to display the icon.



- 3) You will need to authenticate the UltiPro portal. The following screen will appear. Email tends to be the fastest method.

The image shows the UltiPro authentication interface. At the top is the UltiPro logo with "by ULTIMATE SOFTWARE" underneath. Below the logo is a white box titled "Select Delivery Method". Inside this box, there is explanatory text: "For additional security, we need to send you a time sensitive access code. Choose how you would like to receive this access code and click Submit. On the next page you will enter the access code." There are three radio button options: "Text" with a dropdown menu showing "(xxx) xxx-8274" and a note "Standard message and data rates may apply."; "Voice" with a dropdown menu showing "(xxx) xxx-8274" and a note "If your voice number requires an extension, we will not be able to reach you."; and "E-mail" with a dropdown menu showing "j.....o@redlands.edu". The "E-mail" option is circled in red. At the bottom left of the box is a "Cancel" link, and at the bottom right is a "Submit" button.

- 4) Once selected, you will be sent a randomized security access code



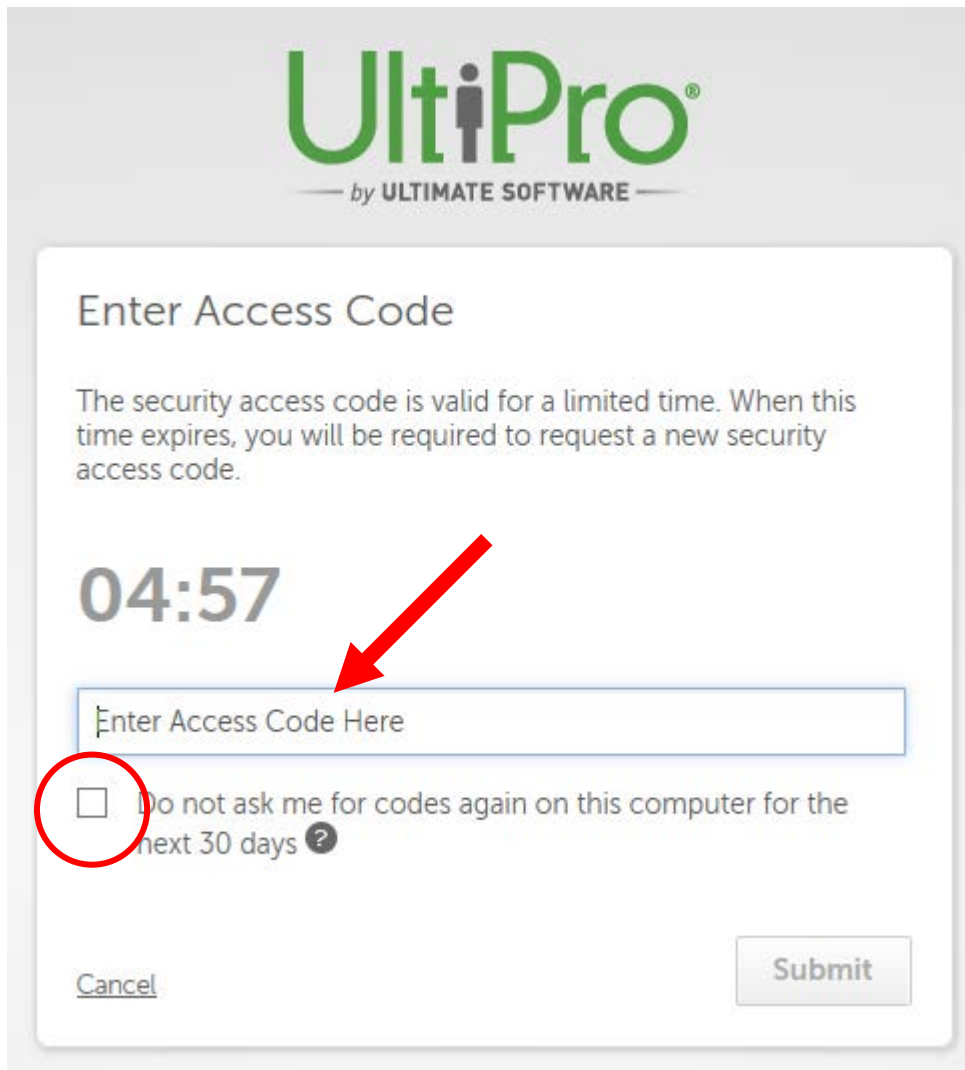
Here is the security access code you will need to continue with the log in process.

Your Access Code is:

This access code will expire soon so please enter it in the appropriate field online as soon as possible.

- 5) Enter the code in the following screen and be sure to click the checkbox so you only have to do the verification every 30 days. Click Submit.

**\*\* Note:** You will need to verify sooner than 30 days if you use a different web browser and/or computer



UltiPro<sup>®</sup>  
— by ULTIMATE SOFTWARE —

### Enter Access Code

The security access code is valid for a limited time. When this time expires, you will be required to request a new security access code.

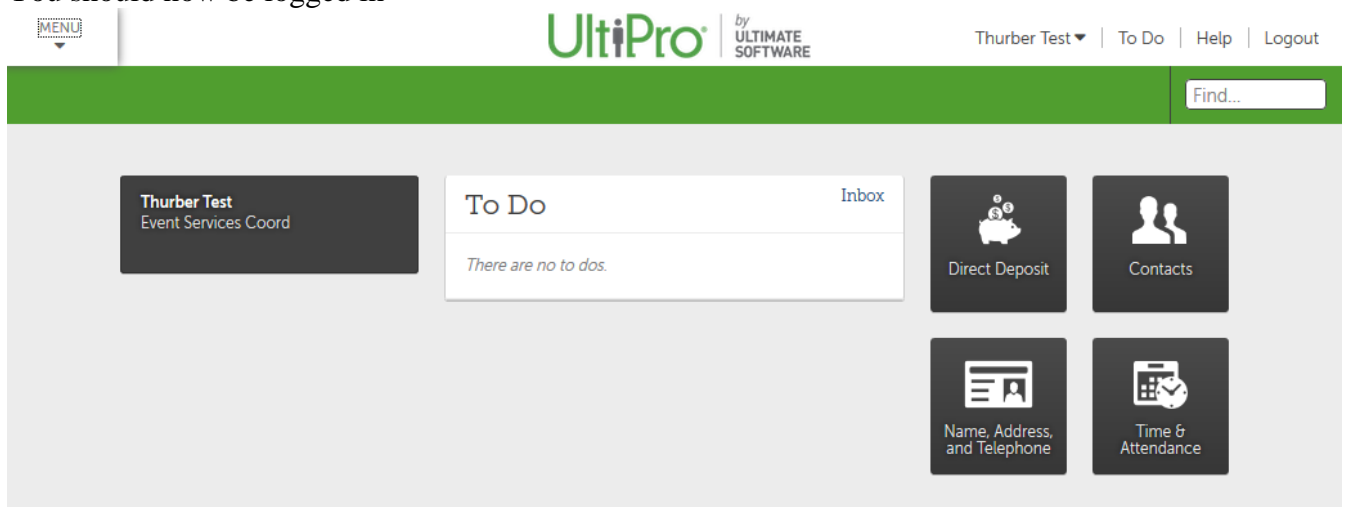
**04:57**

Enter Access Code Here

Do not ask me for codes again on this computer for the next 30 days ?

Cancel Submit

- 6) You should now be logged in



MENU

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**To Do** Inbox

*There are no to dos.*

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Contacts

Name, Address, and Telephone

Time & Attendance