

## UKG Direct-Access Registration

Use this link to access our UKG website: <https://nw12.ultipro.com/login.aspx>



# Welcome, come on in!

User name **Primary email address**  
testna@co.larimer.co.us

Password  
..... **Your date of birth as mmddyyyy**

**Sign in**

[Forgot your password?](#)

- Your User Name will be either your full County email address, as shown here, or your personal email address if you have not been assigned a County address.
- Your default password will be your date of birth as an eight-digit number. For example, if you were born January 5, 1995, your default password would be 01051995 – no dashes, no slashes.
- Click the blue “Sign In” button.

Next, the system will prompt you to create a password.

### Change password

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

- Password length: **15-64**
- Letters: **2**
- Uppercase: **1**
- Lowercase: **1**
- Numbers: **1**
- Special characters: **1**  
Examples: !@#%&\*( )\_+#{[]| \:;\'"<>./~`
- No more than **4** consecutive repeating characters

Current password  
..... **Your date of birth, same as before**

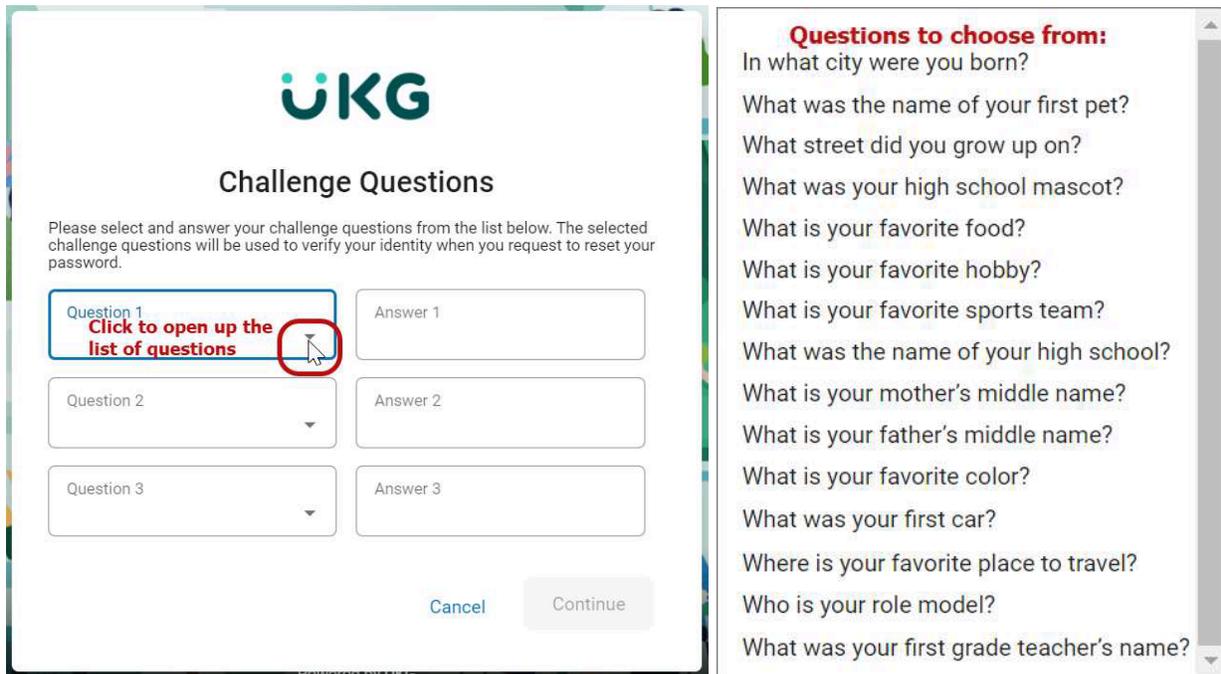
New password  
**For example: New\_Password\_2023!**

Confirm password

[Cancel](#) **OK**

- When you register, and any time your password is reset to the default, “Current Password” will always be your date of birth as mmddyyyy.
- Create a password, being sure to use at least one upper-case letter, one lower-case letter, one number, and one special character. The dollar sign and the exclamation point are both very popular.
- Confirm your password by typing it in a second time.
- Click the “OK” button.

Next you will select three challenge questions from the menu.



Your answers may look something like this (not case-sensitive):

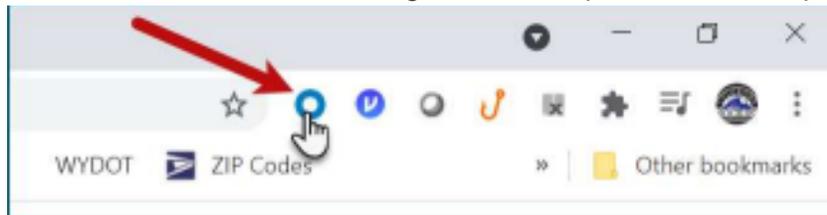


Click the "Continue" button to proceed to the Home screen.

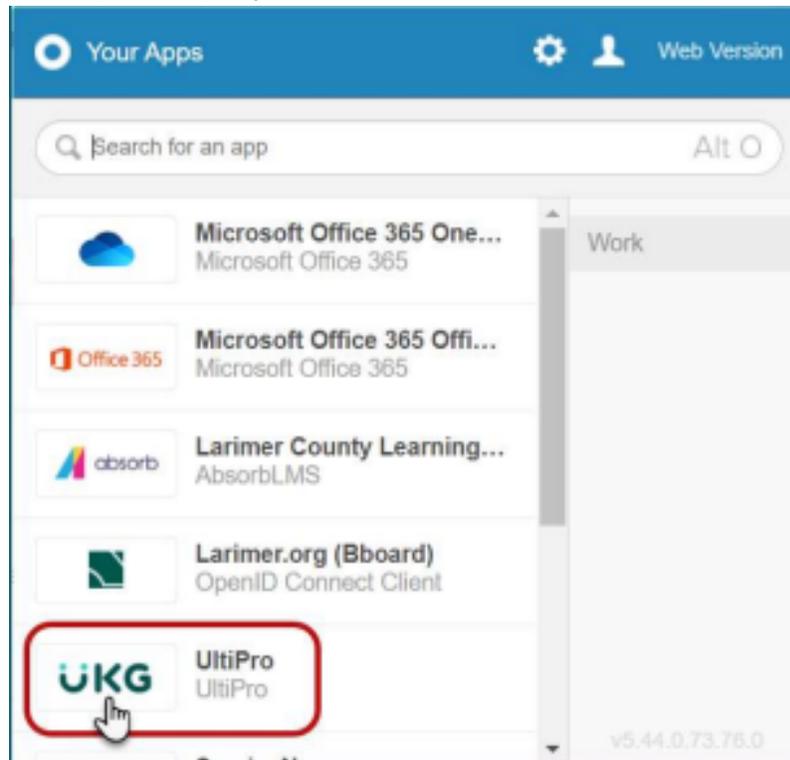
## Authenticating Okta for UKG Single Sign-On

If you're on a County computer, **be sure you're the one logged into the network.**

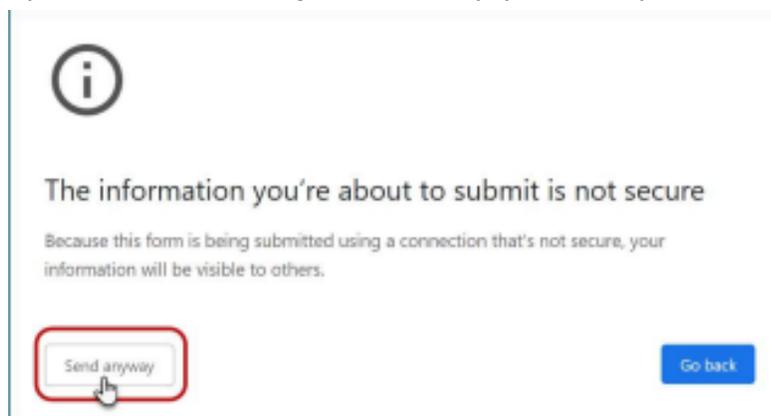
From a Chrome window, click on the Okta "Big Blue O" to open the browser plugin.



Click on the UKG icon (the company used to be known as UltiPro).



You may or may not see this message. Don't worry, you're okay to "Send anyway."



Enter your date of birth and employee number, then click the “OK” button.

This screen comes up. Don't bother with the “OK” button this time, just close the browser tab.

Open your County Gmail and check for something from noreply@ultipro.com; if it doesn't appear within a few seconds, you may need to check your Spam folder.

Once you click the link, your Single Sign-On (SSO) activation is complete.