

UKG Direct-Access Registration

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



□ 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	□When you register, and any time your password is reset to the default, "Current Password" will always be your date of birth as mmddyyyy.
Lowercase: 1 Number: 1	
 Numbers. 1 Special characters: 1 <pre>Examples: !@#\$%^&*()+={}]]\\:\'''<>.?/~`</pre> No more than 4 consecutive repeating characters Current password <pre>Current password <pre>Your date of birth, same as before</pre> </pre> 	□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.
New password For example: New_Password_2023! Confirm password	□Confirm your password by typing it in a second time.
Cancel OK	□Click the "OK" button.



Next you will select three challenge questions from the menu.

	Questions to choose from: In what city were you born?			
UKG	What was the name of your first pet?			
	What street did you grow up on?			
Challenge Questions	What was your high school mascot?			
Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when your courset to reset your	What is your favorite food?			
password.	What is your favorite hobby?			
Question 1 Answer 1	What is your favorite sports team?			
list of questions	What was the name of your high school?			
Question 2 Answer 2	What is your mother's middle name?			
· · · · · · · · · · · · · · · · · · ·	What is your father's middle name?			
Question 3 Answer 3	What is your favorite color?			
·	What was your first car?			
	Where is your favorite place to travel?			
Cancel Continue	Who is your role model?			
Poweren ovrukka	What was your first grade teacher's name? 🖕			

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

U	KG
Challenge	e Questions
ease select and answer your challenge nallenge questions will be used to verify assword.	questions from the list below. The selected your identity when you request to reset your
Question 1	Answer 1
In what city were you born? 👻	Fort Collins
Question 2	Answer 2
What was the name of your f	Spot
Question 3	Answer 3
What street did you grow up 👻	Mountain
$\mathbf{\mathbf{\nabla}}$	
	Cancel Continue

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.

New User Activation				
0	Account verified - Your activation is almost complete. Please check your email for next steps.			
OK Clicki Ultim	ing this button will just take you to a generic late Software information screen.			

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.

	Finish activating your account (Do not reply)			y)	ē	Ø
•	noreply@ultipro.	com	3:10 PM (6 minutes ago)	☆	*	:
	Please select the link below to complete your account activation. Click here to complete your account activation Clicking this link will open your UKG dashboard in a new browser tab. Reply Forward					

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