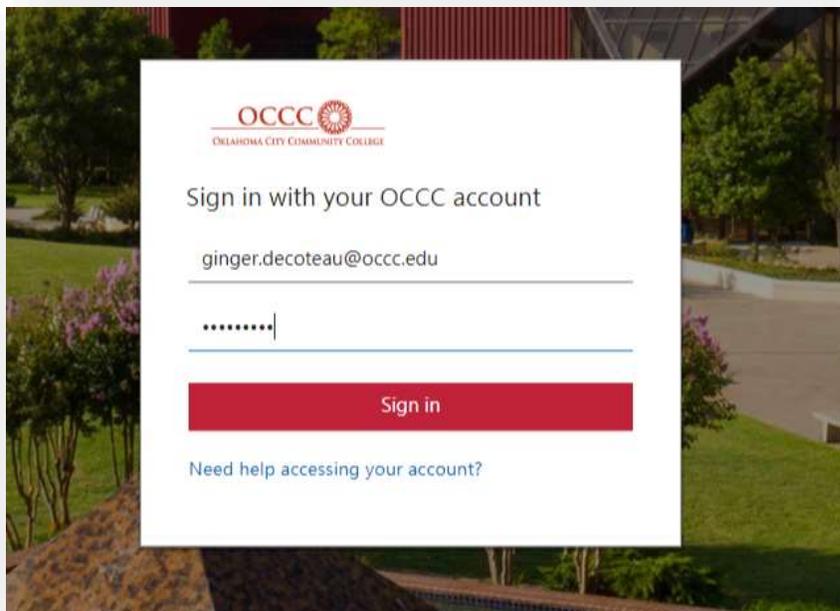# UltiPro Log-in Instructions

1. To access **UltiPro** enter **My OCCC Portal** using your current username and password.

2. There are two ways to access **UltiPro** from here. Choose **MENU, APPLICATIONS** and then **UltiPro** at the bottom of the page. You can also access UltiPro on **MY BOOKMARKS**, here at the bottom of the page.

3. At this point, the **New User Activation** dialog box will appear and prompt you to enter your date of birth, social security number and your employee email address. You'll only have to do this second login the very first time. After that, it's the occc.ultipro.com address and your single sign-on credentials to access **UltiPro**.

New User Activation
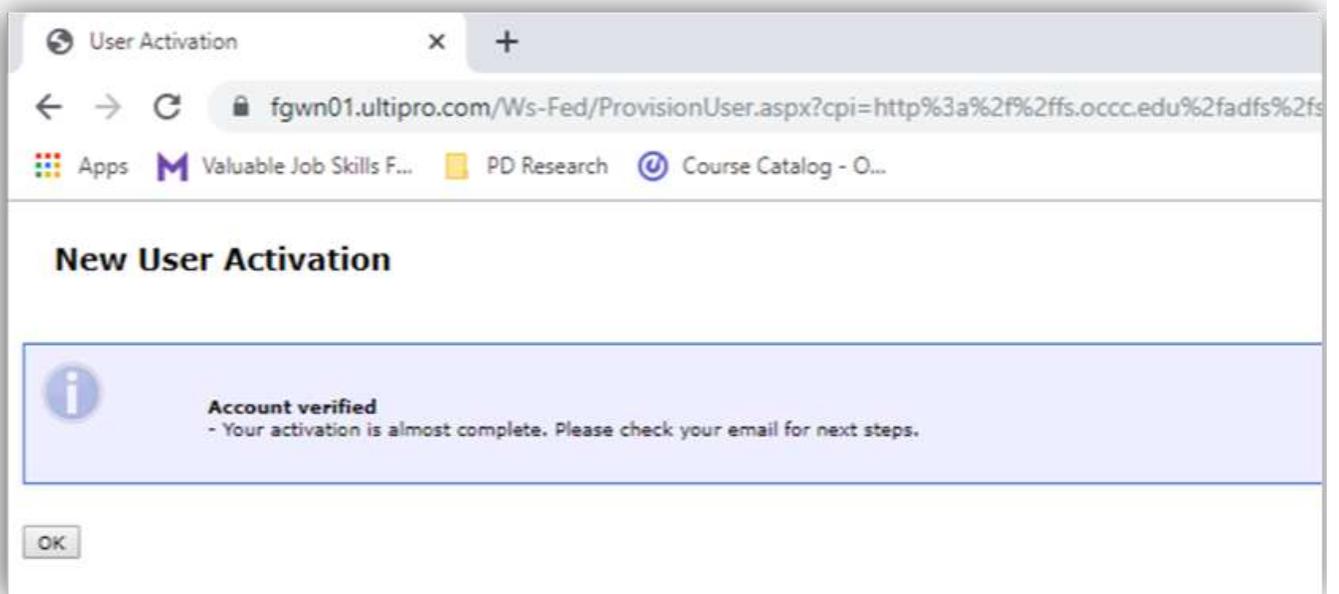
Welcome to the Single Sign On activation page.

Enter Date of Birth: [   ] Example: mm/dd/yyyy (slashes required)

Enter your SSN: [   ] Example: 123456789 (no dashes)
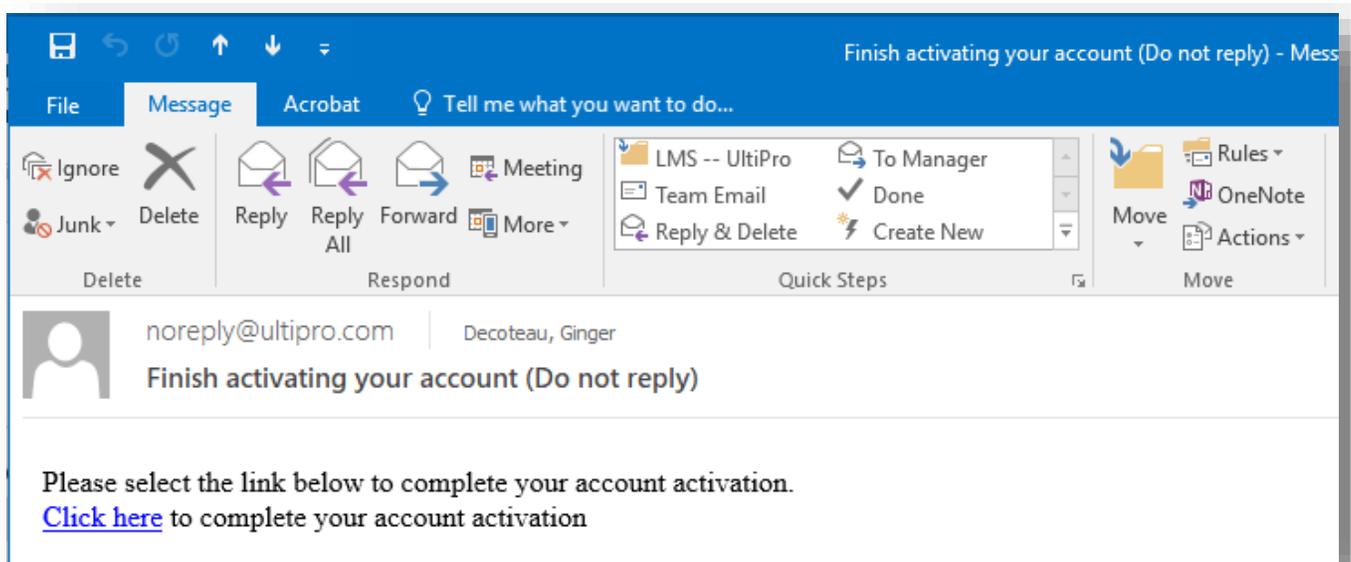
Employee Email Address: [   ] Example: jdoe@mycompany.com

OK

4. After you enter the information into the **New User Activation** screen, this message will appear

User Activation   ×   +

← → C   🔒 fgwn01.ultipro.com/Ws-Fed/ProvisionUser.aspx?cpi=http%3a%2f%2ffs.occc.edu%2fadfs%2fs

⠿ Apps M Valuable Job Skills F...   PD Research   Course Catalog - O...

New User Activation

ⓘ   **Account verified**
    - Your activation is almost complete. Please check your email for next steps.

OK

5. You will also receive an email from **UltiPro.**

Finish activating your account (Do not reply) - Mess

File   Message   Acrobat   Q Tell me what you want to do...

Ignore   Delete   Reply Reply Forward More▾   Meeting   LMS -- UltiPro   To Manager   Rules▾
Junk▾   All   Team Email   Done   Move   OneNote
                                                        Reply & Delete   Create New   Actions▾
Delete   Respond   Quick Steps   Move

noreply@ultipro.com   Decoteau, Ginger
Finish activating your account (Do not reply)

Please select the link below to complete your account activation.
Click here to complete your account activation

6. After you complete the UltiPro activation, a new dialog box will appear and ask you to change your password. *NOTE: Even though you are entering a new password, this action is just for UltiPro. You will not be changing your original sign-on to the OCCC portal. Your existing username and password will remain the same. Again, this step is for the purpose of creating an UltiPro Direct Login, only.*

   Follow the instructions to create your Username and Password in **UltiPro**.

Reminder: Your current password is your date of birth in 8 numbers. Two numbers for the month, two numbers for the date, and four numbers for the year.

7. Click the link in the email to complete your account activation and you will be directed to your personal **UltiPro** HOME PAGE.

UltiPro Add a Quicklink

Below are views of both the CLASSIC and SMART dashboards.

CLASSIC dashboard view

SMART dashboard view
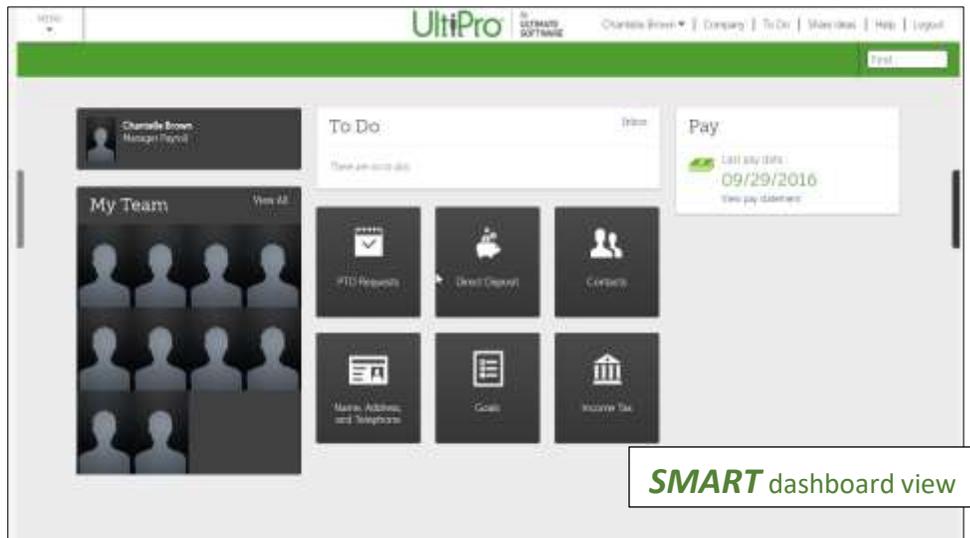
1. The Smart dashboard view allows users to add and delete Quicklinks to their personal homepage. These are the actions individual users access the most. Follow these instructions on how to customize your personal homepage:
    - Hover over the Quick Links tiles until an "X" appears
    - Delete a tile and then click on the "+" that appears in the vacant space
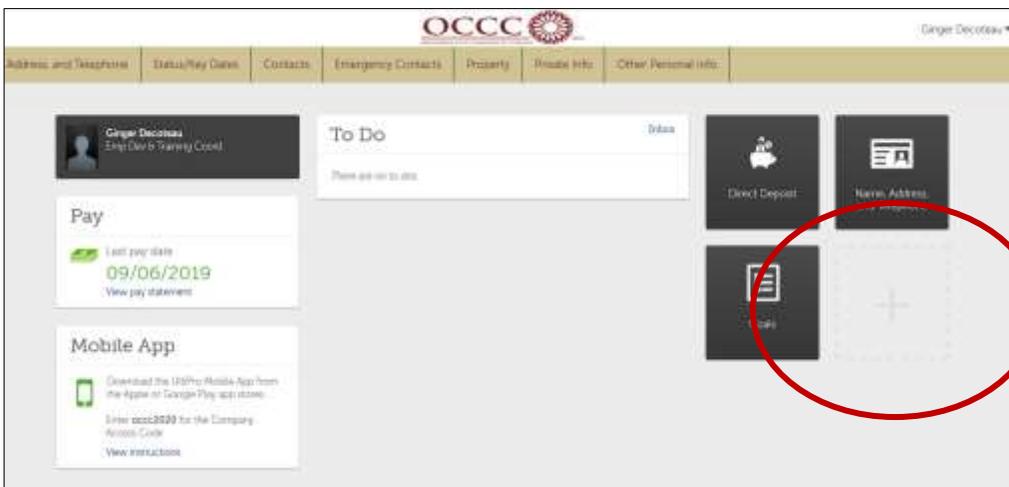
- Click on "Select a link" to choose from the list of pages available
- Select page and click "Add"