ULTIPRO LOGIN

STEP 1
FIRST TIME LOGIN

USER NAME:
Your first and last initials, plus your employee number, which you’ll find on your badge - use all six numbers.

(Example: John Smith = JS012345)

DEFAULT PASSWORD:
Use your birthdate in numbers: first month, then day, then year – MMDDYYYY

(Example: January 1, 1950 = 01011950)

STEP 2
NOW, IMMEDIATELY CHANGE YOUR PASSWORD!

• Type in the default password above.
• Choose a new password. (you’ll need to enter it twice)
• Your password MUST contain the following:
  ◦ 8-15 letters, numbers or symbols.
  ◦ 1 UPPERCASE letter (use SHIFT – not Caps Lock – to create this letter)
  ◦ 1 lowercase letter
  ◦ 1 number (1234567890)
  ◦ 1 symbol (~!@#$%^&*_+)
  ◦ Write down your password and keep it somewhere safe.

STEP 3
ANSWER 3 CHALLENGE QUESTIONS

• Select three questions from the drop down menu list.
• Make sure they’re questions you’ll always know the answer to.
• Type simple, one-word answers.
• Write down your answers and keep them somewhere safe.
• Remember that your answers are case-sensitive.

WHETHER YOU’RE A CURRENT OR FORMER EMPLOYEE OF GOODWILL CENTRAL TEXAS, ULTIPRO IS A GREAT TOOL FOR EVERYONE!

• Access your benefits information
• Print a copy of your paycheck stubs
• Retrieve a copy of your W-2
• View available PTO hours
• Complete and print HR/Payroll forms
• Update your address, phone number, and emergency contacts
• View a copy of your completed training hours
• Prepare for your annual review by journaling your success