

UKG Pro Login – First Time Users (Web)

UKG Pro serves as our human resources and payroll system, containing essential employee information such as demographics, benefits, and pay history. To access these features, employees must log in securely to the UKG Pro website.

This guide provides step-by-step instructions to help employees:

- Access the UKG Pro login page
- Enter username and password securely
- Navigate the login process including multi-factor authentication if required
- Gain access to HR and payroll features such as pay statements, benefits, and personal information

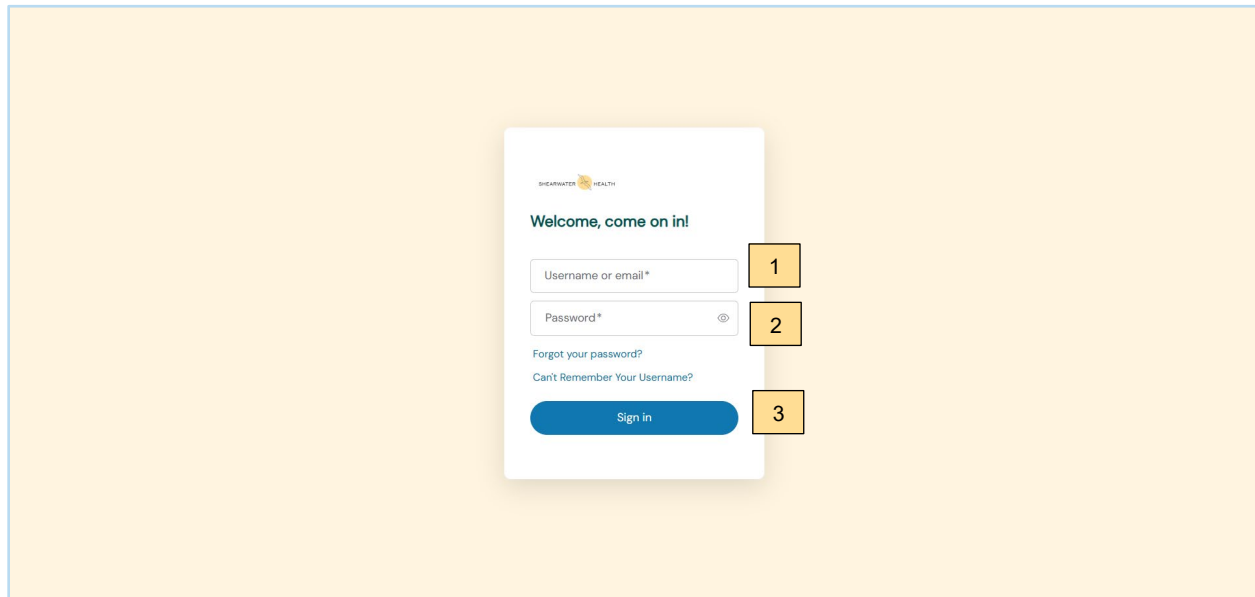
By following these instructions, employees can confidently log in to the UKG Pro website and access the tools needed to manage their HR and payroll information.

Instructions:

First Time Login

Navigate to the following link: <https://17948-dl.ultipro.com>

1. Enter your **Username**, which is your work or personal email address.
2. Enter your **Default Current Password**, which is your birthdate in **MMDDYYYY** format.
3. Click **Sign in**.

A screenshot of the UKG Pro login page. The page has a light orange background. In the center is a white login card. At the top of the card is the Shearwater Health logo and the text "Welcome, come on in!". Below this are two input fields: "Username or email*" and "Password*". To the right of the "Username or email*" field is a yellow box with the number "1". To the right of the "Password*" field is a yellow box with the number "2". Below the input fields are two links: "Forgot your password?" and "Can't Remember Your Username?". At the bottom of the card is a blue "Sign in" button. To the right of the "Sign in" button is a yellow box with the number "3".

Changing Your Password

Upon your first login, you will be asked to change your password

4. Enter your **New Password** and retype it to confirm it. The new password must meet the specified password requirements.
5. Click **Reset password**.

UKG

Change your password

New password*

Re-enter new password*

Reset password

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