

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

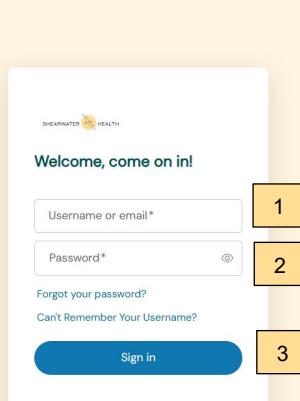
By following these instructions, employees can confidently log in to the UKG Pro website and access the tools needed to manage their HR and payroll information.

Instructions:

First Time Login

Navigate to the following link: <https://17948-dl.ultripro.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**.



The image shows the UKG Pro login screen. It features a white rectangular form with a thin black border. At the top left is the Shearwater Health logo. Below it, the text "Welcome, come on in!" is displayed. The form contains two input fields: "Username or email*" and "Password*". To the right of the "Password*" field is a small circular icon with an eye symbol. Below the input fields are two small links: "Forgot your password?" and "Can't Remember Your Username?". At the bottom of the form is a large blue rectangular button with the text "Sign in" in white. Three yellow square boxes are overlaid on the right side of the form, each containing a number: "1" is above the "Username or email*" field, "2" is above the "Password*" field, and "3" is below the "Sign in" button.

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* 4

Re-enter new password* 5

Reset password