

Hamra Enterprises UltiPro is an Employee Self-Service site. You are able to and are expected to log in regularly so you can:

- Review and update your personal information from *Name and Address* to *W4 information*
- Acknowledge new and/or updated policies and procedures
- Make requests for Vacation or Sick Time
- Enroll or Waive Benefits when you become eligible
- Approve requests and make other changes related to Your Team, if applicable

You can log into UltiPro using a computer, tablet or smartphone.

The WEB ADDRESS for logging into UltiPro is <https://n32.ultipro.com>.

Once you click on the link above you will have the option to choose your preferred language in the top RIGHT corner of the screen. This will be available each time you log in.

Next, your **USERNAME is the first 8 letters of your last name + your date of birth.**

Example: Gonzalez07041973

Please note that if your name has a hyphen or space between two last names, the hyphen or space DOES count as a letter. If your last name is LESS than 8 letters, just type in the full last name and then your date of birth.

Your **TEMPORARY PASSWORD is your first initial of first name + first initial of last name + your zip code.**

Example: JG65714

Language: English (USA) ▼

UltiPro

Log In

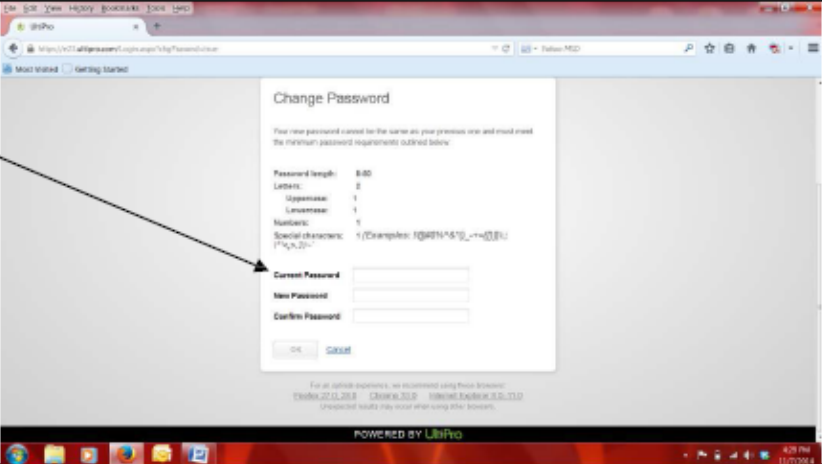
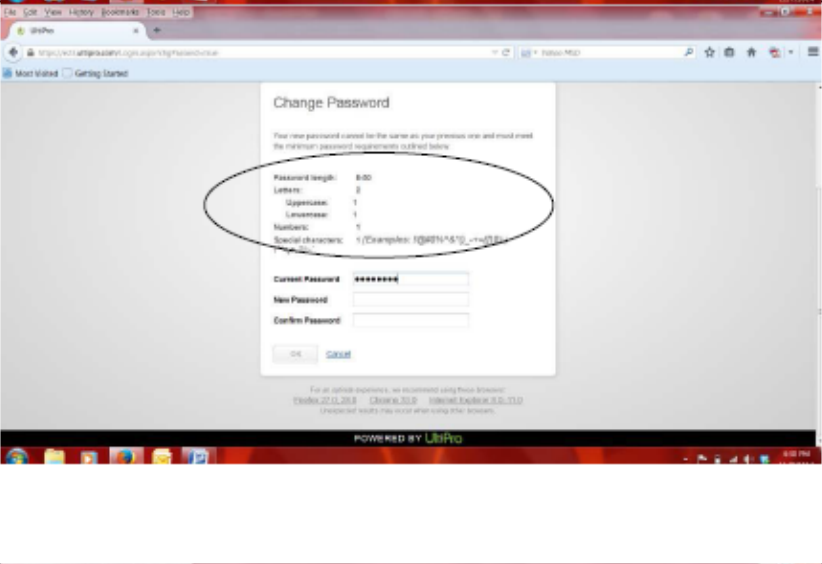
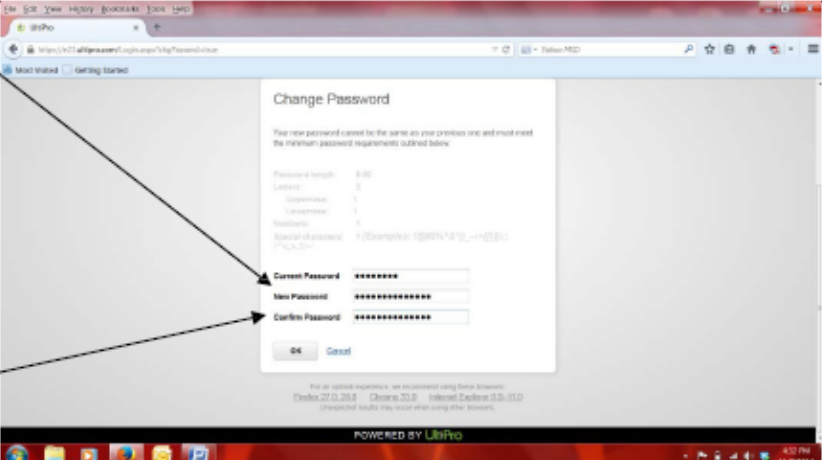
Gonzalez07041973

Password

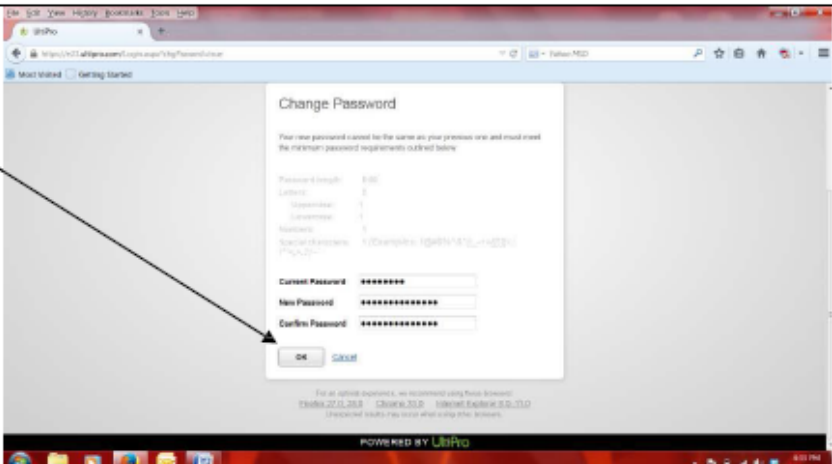
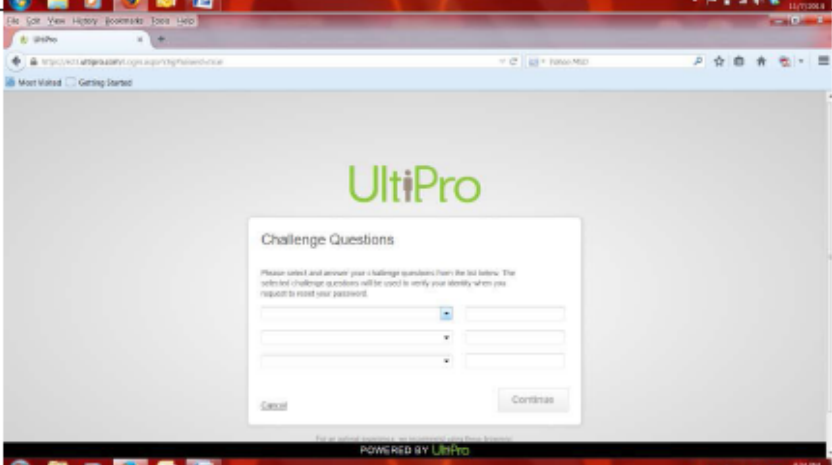
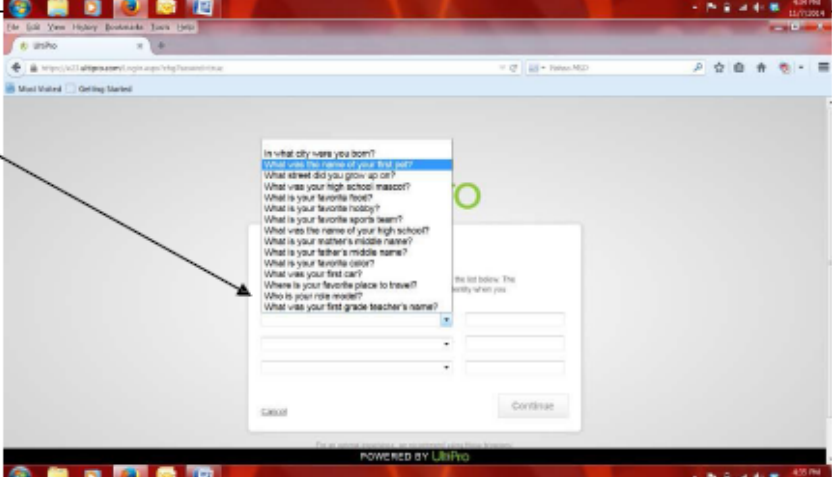
[Forgot your password?](#)

Log In

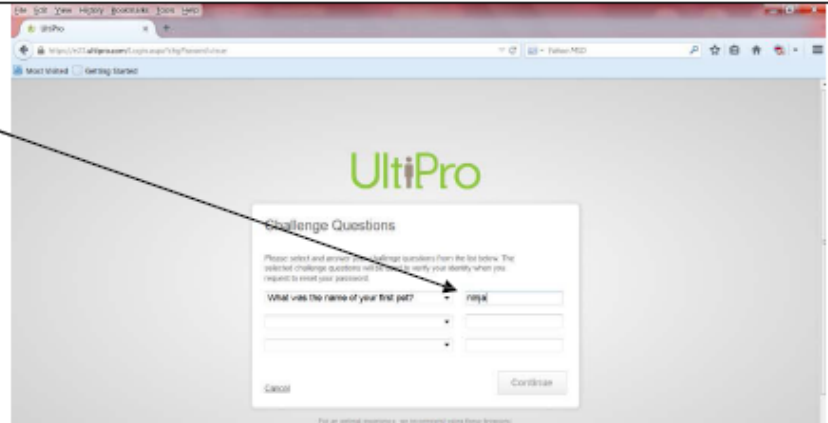
Once you click on Log in, you will be asked to create a regular password, see below:

<p>You will be asked to change your password.</p> <p>Enter your Current Password</p>	 <p>The screenshot shows a web browser window with the URL 'http://10.10.10.10:8080/asp/asp/ChangePassword.aspx'. The page title is 'Change Password'. Below the title, there are instructions: 'Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below.' The requirements are listed as: Password length: 8-30; Letters: 2; Uppercase: 1; Lowercase: 1; Numbers: 1; Special characters: 1 (Examples: !@#1*5!@_+~0!@). Below these requirements are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. The 'Current Password' field is highlighted with a black arrow pointing from the text 'Enter your Current Password' in the adjacent column. At the bottom of the form are 'OK' and 'Cancel' buttons. Below the form, there is a note: 'For an optimal experience, we recommend using these browsers: Chrome 27.0.139.8, Chrome 32.0, Internet Explorer 9.5.11.0. Check out what this tool can do using the browser.' The browser's taskbar at the bottom shows 'POWERED BY LabPro' and the time '4:39 PM 11/20/2014'.</p>
<p>Create a new Password following the guidelines in the box. Also be sure you don't include sequences of numbers or letters i.e. "def" or "345".</p> <p>Write down your New Password somewhere you can find it again. If you do forget your password, you can always retrieve it using the "Forgot Password" link on the log in screen.</p>	 <p>This screenshot is identical to the one above, but the box containing the password requirements is circled in black. The requirements are: Password length: 8-30; Letters: 2; Uppercase: 1; Lowercase: 1; Numbers: 1; Special characters: 1 (Examples: !@#1*5!@_+~0!@).</p>
<p>Enter your New Password.</p> <p>Enter your New Password again.</p>	 <p>This screenshot is identical to the one above, but the 'New Password' and 'Confirm Password' fields are highlighted with black arrows pointing from the text 'Enter your New Password.' and 'Enter your New Password again.' in the adjacent column. The 'Current Password' field is now filled with asterisks.</p>

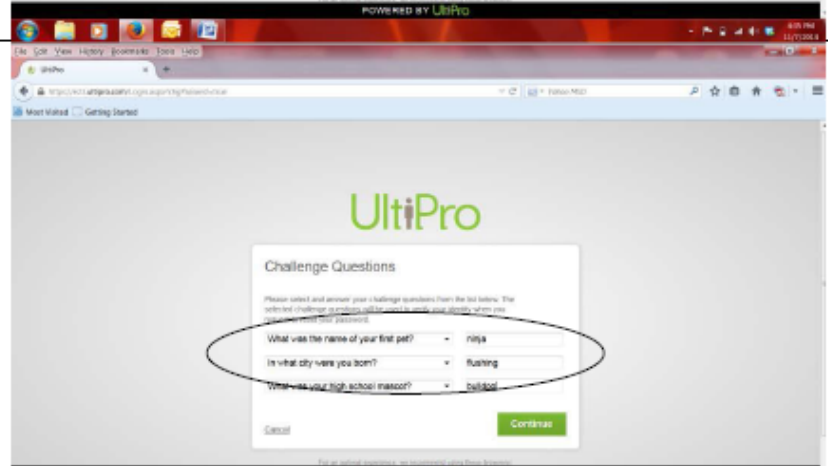
After selecting a new password, hit OK then you will be asked to select 3 Challenge Questions:

<p>Click "OK".</p>	
<p>You will select 3 Challenge Questions to help you reset your password if you forget it.</p>	
<p>From the first drop-down, select a question.</p>	

Enter the answer to the question.



Repeat the process so you have three Challenge Questions and the answers.



Click "Continue".

