ULTIPRO AND WORKFORCE LOGIN INSTRUCTIONS
TEMPORARY EMPLOYEES, NON-HMC STUDENT EMPLOYEES AND
FORMER HMC EMPLOYEES

Please Note: The following instructions are based on using the Internet Explorer web browser on a
PC. If you use a Mac or a different browser, some of the messages you receive may vary slightly;
however, the steps are similar.

Need Help? – If you encounter difficulty with activating your account or have questions using Ultipro
or Workforce, please contact Cynthia Beckwith (ext. 18512/(909) 621-8512;
cynthia_beckwith@hmc.edu) or Kimberly Taylor (ext. 74096/(909) 607-4096;
kimberly_taylor@hmc.edu).

Logging Out and Security – When you are finished with your session on the Employment Portal,
logout and exit your browser or lock your screen, especially when you need to leave your desk/office.

ULTIPRO LOGIN
1. Go to URL – n11.ultipro.com [Note: there is no “www” in front of the URL.]

2. Enter your Username and Password
   - **Username** is your legal first name and your birthday in MMDD format –
     Example: John Smith born 1/1/1960 would have a Username of John0101)
   - **Password** is your birthday in MMDDYYYY format
     Example: John’s password would be 01011960
3. You will be prompted to change your password
   **Password requirements:**
   - Length must be between 8-15 characters
   - Must have at least 1 upper case and 1 lower case letter
   - Must have at least 1 number
   - Must have at least 1 special character (!@#$%^&*)

4. You will be prompted to create challenge questions and answers. If you forget your password, you can click the “Forgot Password” on the login screen to be prompted to answer your challenge questions.

**ACCESSING SELF-SERVICE** (Ultipro payroll system)

The Employment Portal will allow you to view your personal employment data and make changes to select information (e.g. W-4, direct deposit and home address) through the **Myself Tab**. Hold your mouse over the tab and a menu of items you can view will appear. Click on the menu item you wish to see. You will be able to navigate through various screens once you have accessed your data.

- **Things I Can Do** - On the right side of the screen, you will see “Things I Can Do” which lists what you can change or add on the selected screen.
- **Quick Tour** – On the right side of the screen, you will see “Quick Tours” which offers information about certain topics on each screen.

**ACCESSING WORKFORCE EMPCENTER** (Time and Attendance System)

To access the Workforce EmpCenter system, place your mouse over the “Time and Attendance” icon and click on “Time and Attendance.”

**POP-UPS**: The default setting on the majority of browsers will block the EmpCenter pop-up window and EmpCenter will not open unless you allow pop-ups for the site.

**What to do**: When you click on “Time and Attendance,” If you receive a “pop-up blocked” message near the top of the browser, right-click on it and select the option that allows pop-ups for this site.

- You can also add the Ultipro/EmpCenter URL to the list for allowed pop-ups via “Tools” on the menu bar. If you need help with this, please contact the CIS Help Desk at helodesk@hmc.edu or ext. 77777

**LOGGING OUT – PROTECT YOUR CONFIDENTIAL INFORMATION**

- To **logout**, click on the “Logout” link located on the top right corner of the screen.
- **IMPORTANT – EXIT YOUR BROWSER**: Exi**t your browser when you are finished as a security measure** – by exiting your browser, you will ensure that your data cannot be accessed by another individual who may have access to your computer or shares a computer.

**LOGGING IN AGAIN**

- In your browser, enter: n11.ultipro.com [**Note**: there is no “www” in front of the URL.]
- Enter your Username and Password.