

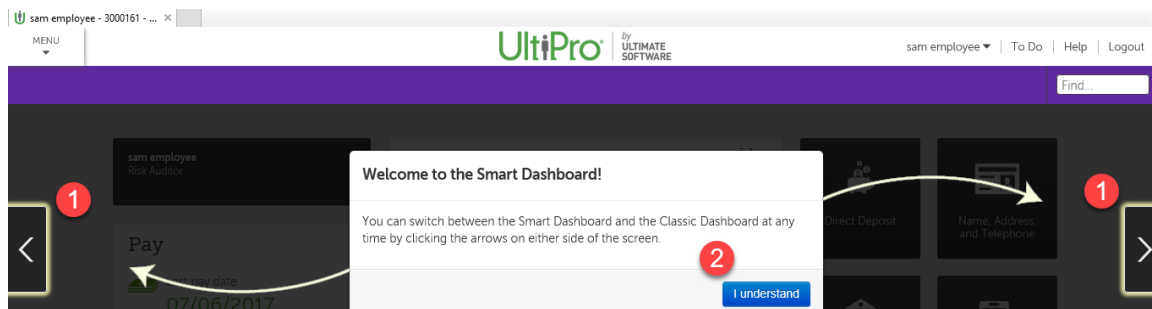
Access and Navigation

Overview: UltiPro offers a variety of different functions to employees, including the ability to view and edit personal information and view and print pay stubs and income tax slips.

First-Time UltiPro Access

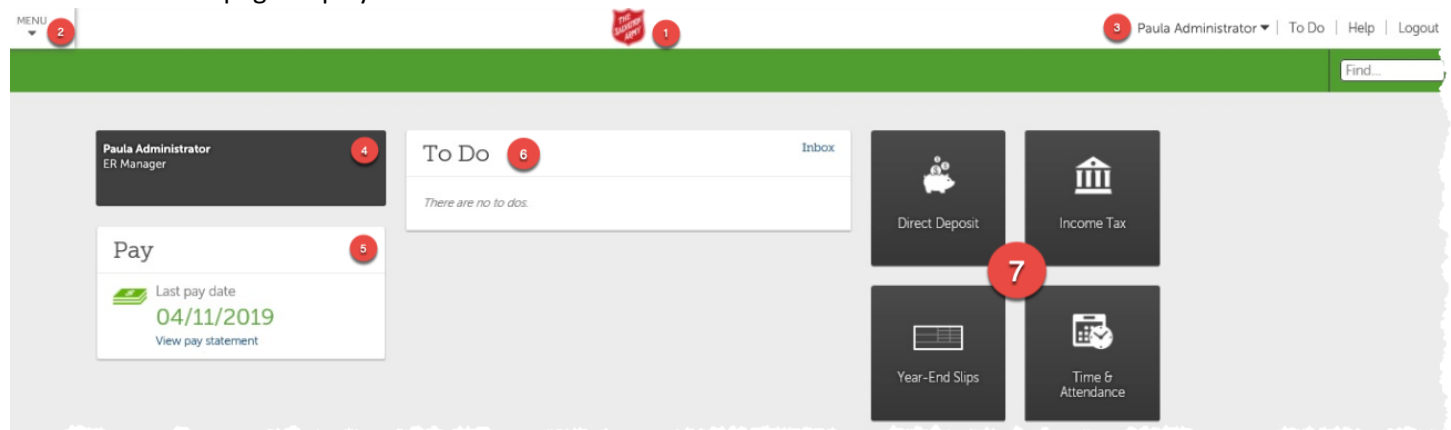
After logging into **MyArmy**, click the **UltiPro** icon from the menu.

1. A **Welcome to the Smart Dashboard** screen appears, offering two different views: Smart Dashboard (the default) or Classic Dashboard.
2. Click **I understand** to proceed to the recommended view, Smart Dashboard.



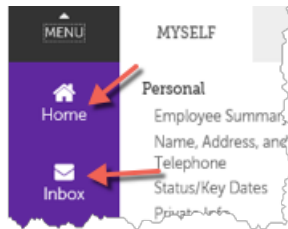
Navigation Tips

The UltiPro home page displays. Use the red numbers below to learn about how each button functions:



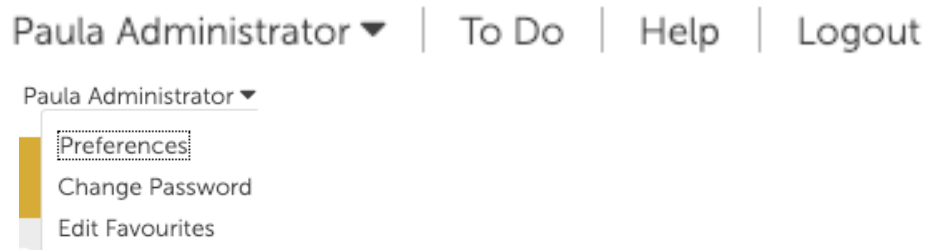
1. Click the **Salvation Army shield** at any time to refresh or return to the home page.

2. Click **Menu** to display all options under the MYSELF tab.
 - a. Click **Home** to return to the home page.
 - b. Click **Inbox** to view the To Do box (where requests are tracked).



3. Explore the following buttons in the navigation bar:

- a) Click your **down arrow** to the right of your name to view a drop-down menu offering further options:



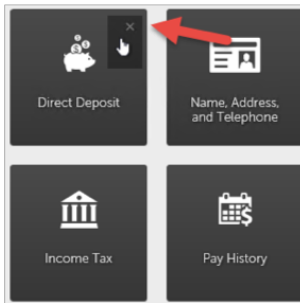
- Click **Preferences** to modify language or date format only.
Note: do not use Change Password option offered in Preferences. UltiPro passwords are linked with the MyArmy password and are not reset inside UltiPro).
 - Do not use the Change Password option.
 - Click **Edit Favourites** to create or edit a favourites list.
- b) Click **To Do** to view the status of changes made to address, telephone or bank deposit details. Time off requests are not displayed here, but rather, in the inbox of Time & Attendance (**Menu > Time & Attendance**).
 - c) Click **Help** to display UltiPro support content.
 - d) Click **Logout** to exit the system. **Note: for security purposes, it is extremely important to not only log out from UltiPro, but also from MyArmy at the end of a session. This is especially important for those using a shared computer.**
4. Click the black **name** box to view personal details such as name, address and phone number.
 5. Click the date link in the **pay** box to view the latest pay statement.
 6. Click **To Do** to view the status of changes made to address, telephone or bank deposit details. Time off requests are not displayed here, but rather, in the inbox of Time & Attendance (**Menu > Time & Attendance**).
 7. This collection of boxes are customizable short cuts, pointing to various areas of the main menu. See Quick Links section on next page to learn how to remove, add or edit these.

Quick Links

Quick Link boxes are short cuts, displayed on the home page.

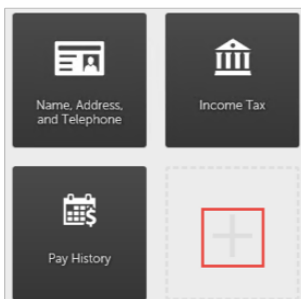
Removing an Existing Quick Link

1. To remove a Quick Link, click the pale grey X to the upper right of the box.

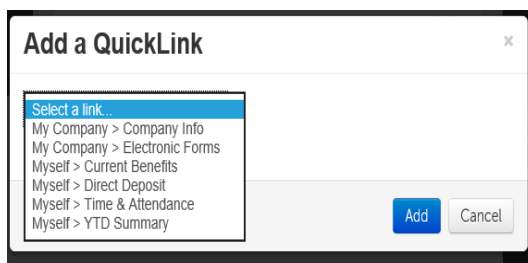


Adding a New Quick Link

1. To add a Quick Link, click the plus sign (+) which appears in an empty box.



2. From the **Add a QuickLink** list, select a link and then click **Add**.



3. The new Quick Link appears as a new box.

