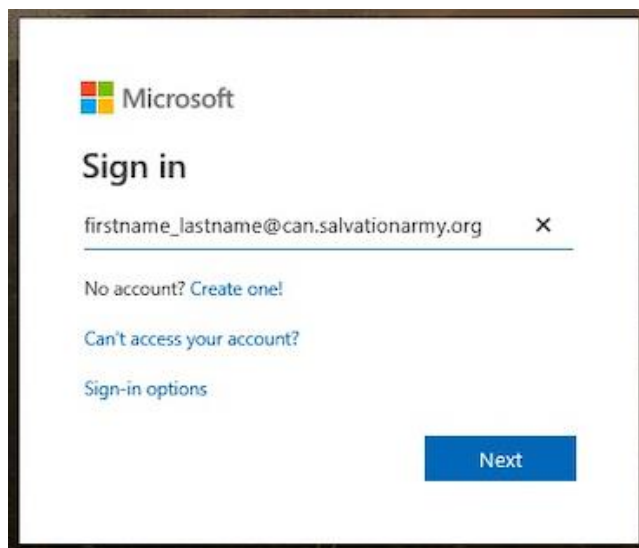


UltiPro First-Time Access

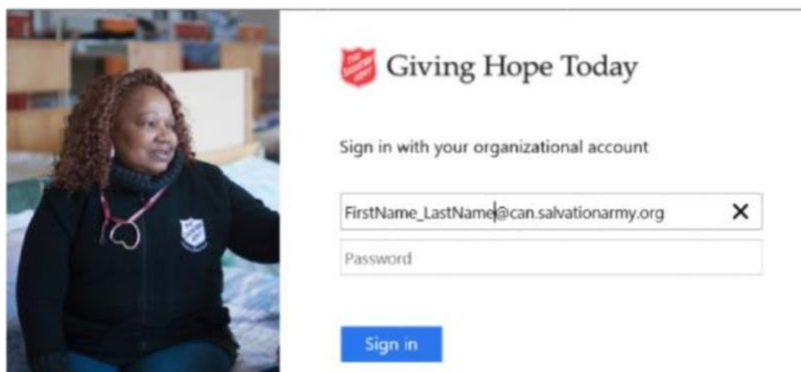
Overview: Initially, UltiPro access requires authentication in two screens. The first is a Microsoft screen and the second is The Salvation Army organizational logon screen. After first-time access is complete, the computer *may* retain the Microsoft logon in its history and subsequent logons may only require the second logon screen.

MyArmy Log On

1. Navigate to <http://myarmy.can.salvationarmy.org/> and enter a Salvation Army email address and password in the fields provided.



2. In the second screen, type the same Salvation Army email address and password in the fields provided. If the email address (*@can.salvationarmy.org*) is being used for the first time, a prompt to reset the password may appear.



3. In the MyArmy Apps screen, single-click the UltiPro icon to open the application.

