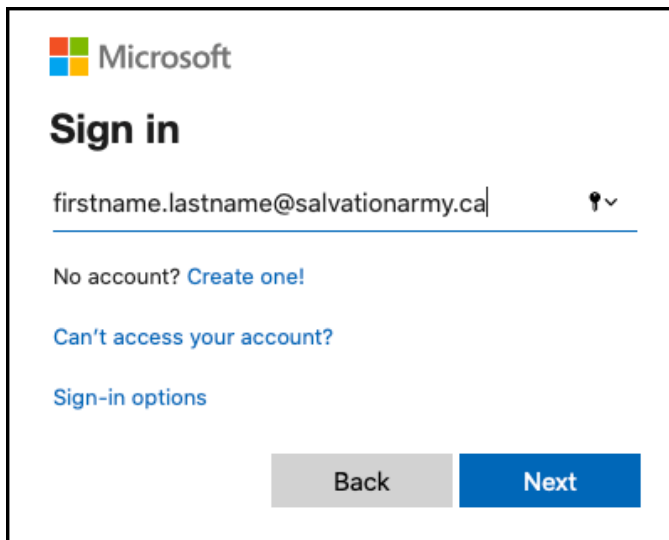


UltiPro First-Time Access

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.

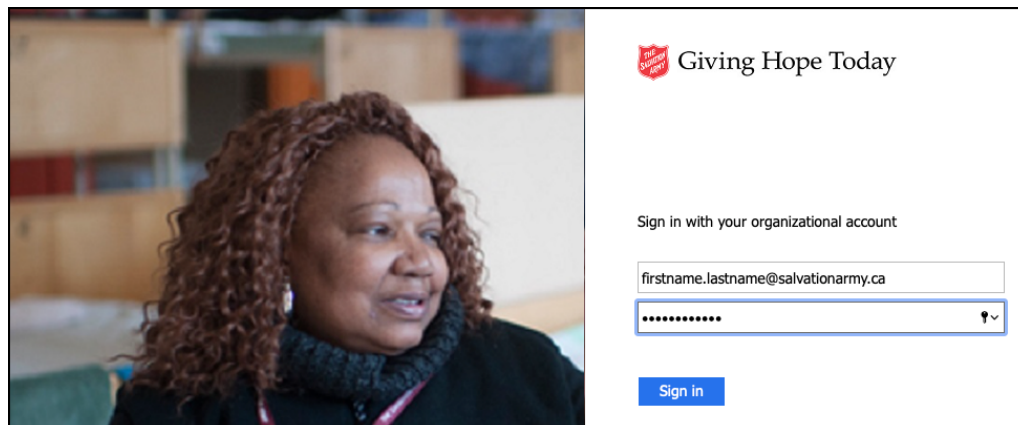
MyArmy Log On

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



The screenshot shows the Microsoft Sign in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. A text input field contains the email address "firstname.lastname@salvationarmy.ca" and has a dropdown arrow on the right. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

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



The screenshot shows the Salvation Army organizational logon screen. On the left side, there is a video thumbnail of a woman with curly hair. On the right side, the text "Giving Hope Today" is displayed at the top. Below it, the text "Sign in with your organizational account" is shown. There are two input fields: the first contains the email address "firstname.lastname@salvationarmy.ca" and the second is a password field with a dropdown arrow on the right. At the bottom, there is a blue "Sign in" button.

3. In the **All apps** screen, single-click the UltiPro icon to open the application.

