

Access and Navigation in UltiPro

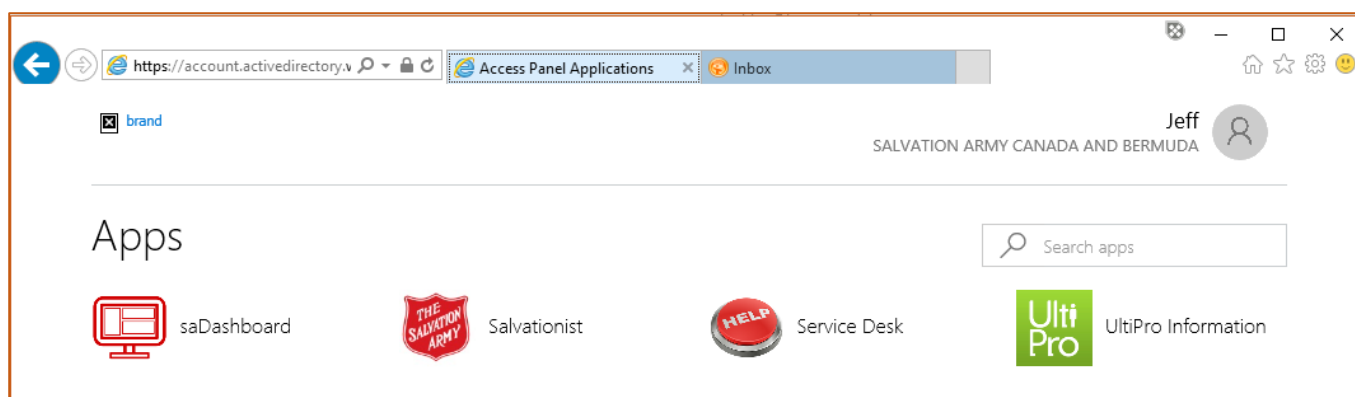
With UltiPro you get what you want when you want it – with just a few clicks:

- ✓ View your personal information.
- ✓ Make modifications to personal information.
- ✓ Request paid time off (vacations).
- ✓ Review and print pay statements and income tax slips.
- ✓ Review change requests.
- ✓ Access via the mobile app.

Logging In

Getting to UltiPro (and other Salvation Army applications) is easy. Sign in to the MyArmy page once and several of your most important applications are available in one place.

Type “myarmy.can.salvationarmy.org” in the address field of your internet browser (e.g., Internet Explorer, Chrome) and log in using your Salvation Army email address and network password provided by IT.



To access **Ultipro** click the **UltiPro** icon once.

The first time you click UltiPro you will be asked to verify your information so no one else can access your account:

New User Activation

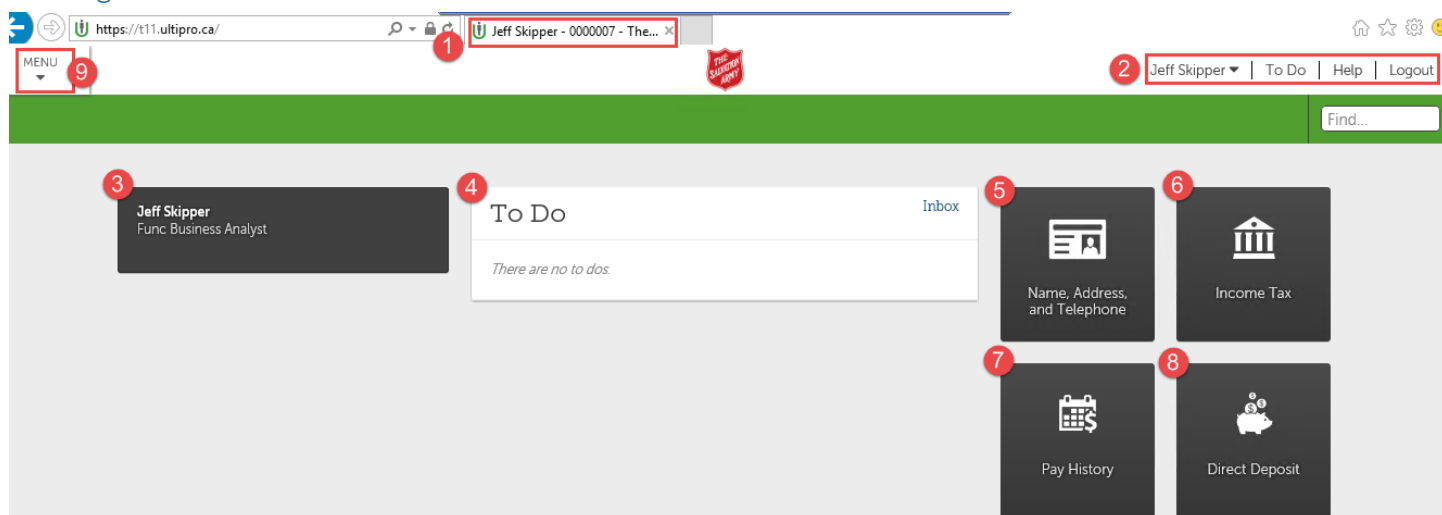
Welcome to the Single Sign On Ultipro account activation page.

Employee Number: Example: 1234
Employee Email Address: Example: jdoe@mycompany.com
Enter Your First Name: Example: Christopher
Enter Your Last Name: Example: Smith

For Employee Number, use the 7 digit employee number from your last pay statement. Include the zeroes, for example, 0006523. First and Last name should be the same as what appears on your past pay statements.

When entered correctly, click OK and the **UltiPro** quick link home page displays as shown below.

Getting Around in UltiPro

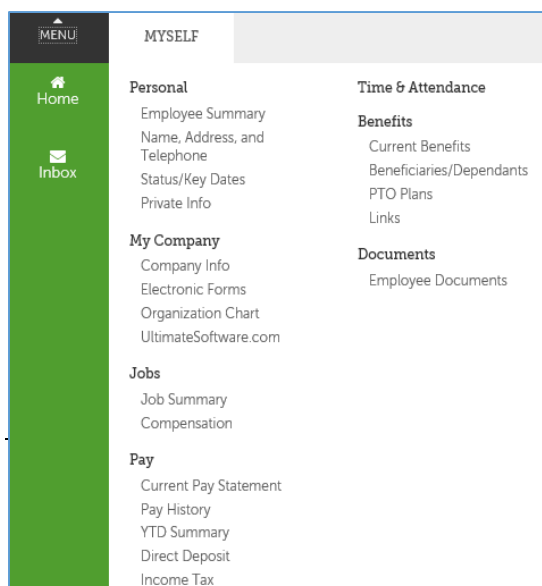


Refer to the red numbers in the graphic above to connect to the respective explanations below...

1. Your name appears in the browser tab to show that you are logged into your personal UltiPro space.



2.
 - Click your **name** to display your preferences – language, date format and password change.
 - Click **To Do** to go to your inbox. The inbox lists the status of requests you initiated in UltiPro (e.g., address change).
 - **Help** displays information to help you use the system.
 - Click **Logout** when you are ready to exit the UltiPro system so no one else can access your personal information.
3. Click here (**your name and job role**) to access personal information – name, address, email, phone number, contact info.
4. Change requests and their progress display in your **To Do** box. This is a summary view of your Inbox.
5. Click **Name, Address and Telephone** box to display personal information.
6. Click **Income Tax** box to display income tax page.
7. Click **Pay History** box to see your pay details.



8. Click **Direct Deposit** box to see your Direct Deposit Summary. From here you can see if your pay has been deposited and print your Pay Summary.

9. Click **Menu** to display all of the selections available to you.

This menu allows direct access to individual sections (e.g., Click **Personal** to access all personal information).

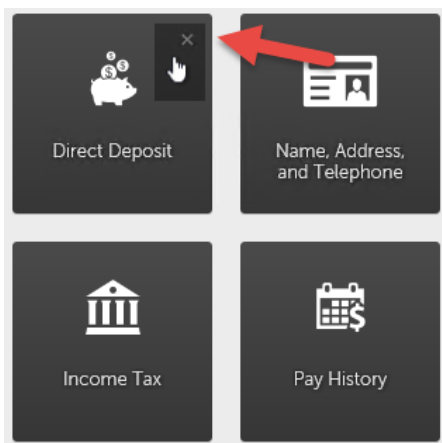
Or you can choose to go directly to individual pages within each section (e.g., Click **Employee Summary** to go directly to that page).

Click **Home** to return to Home page.

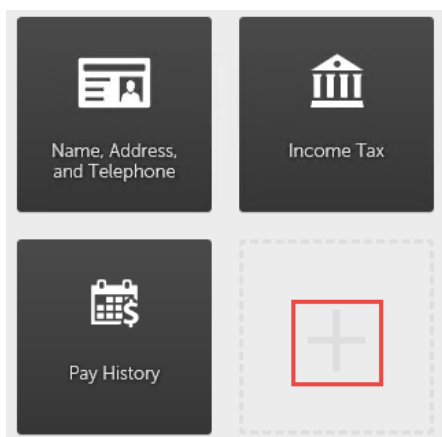
Click **Inbox** to view your To Do list.

Changing UltiPro Home Page Quick Links

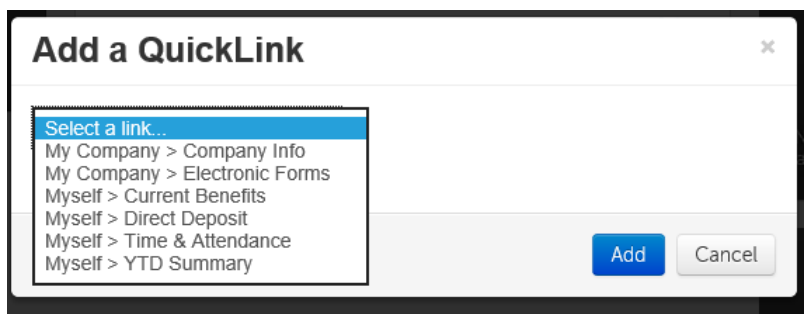
You can change the quicklinks to your personal selection.



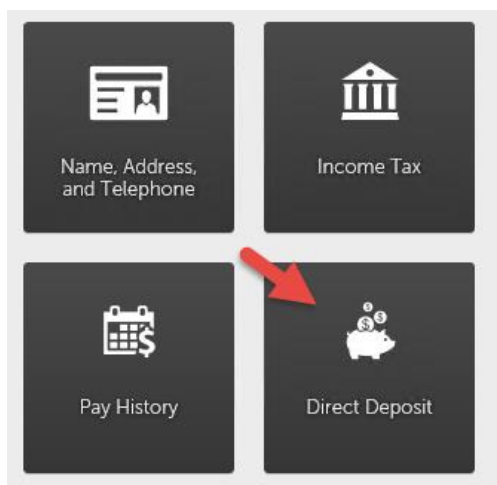
Move your cursor over one of the four icon boxes on the right hand side. An "X" appears in the upper corner. Click to remove the icon.



The empty icon space shows a plus sign. Click **+** to view a list of possible quick links.



Highlight a link from the list. Click **Add** to accept.



The new quick link is inserted.