

FIRST TIME LOGGING IN

Logging Into UKG Pro for the First Time

1. In a web browser, enter the following URL:
<https://n35.ultipro.com>
2. Enter your **User Name**. All LaSalle usernames begin with LAMC followed by your employee ID number. For example, if your employee ID number is 00001, your username would be: LAMC00001
3. Enter the default **Password**. For the first time logging in, the default password is your birthdate in MMDDYYYY format. For example, if your birthday is June 8, 1985, your password would be: 06081985
4. Click **Sign In**. You will be prompted to change your password.

LASALLE
CORRECTIONS

Sign in

User name
LAMC00001

Password

Forgot your password?

Sign in

Changing Your Password

5. In the **Current Password** field, enter the default password.
6. Create a new password and type it again to confirm it.
7. Click **OK**. The **Challenge Question** window is displayed.

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CORRECTIONS

Change password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

- Password length: 8-50
- Letters: 2
- Uppercase: 1
- Lowercase: 1
- Numbers: 1
- Special characters: 1

Example: 1q@V*4!_++@N/C^>3!~

Current password

New password

Confirm password

OK

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Setting Up Challenge Questions

Challenge questions are created to assist with verifying your identity when you need to change your password. For each Challenge Question:

8. Click the dropdown arrow for **Question 1**. Select the preferred question.
9. For **Answer 1**, type in the answer to Question 1.
10. Repeat until all 3 challenge questions have been selected and answered.
11. Click **Continue**. The UKG Pro Dashboard is displayed.

