



UKG Pro

Educational Services



UKG Pro Employee – How to log in after password reset assistance.

UKG PRO Mobile Info:

Company Access Code: **GRUPOEULEN1962**

Download App from the [APPLE](#) or [ANDRIOD](#) Stores

1. Enter the **temporary password** provided in the email in the **Password** section in red. Click **Sign In**

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https://login.ultipro.com/v/

UKG

Sign In

Username

EULEN123456

Password

* EXAMPLE: JD02091900

2. Choose **one** of the verification methods from the three options.

UKG

Choose a verification method

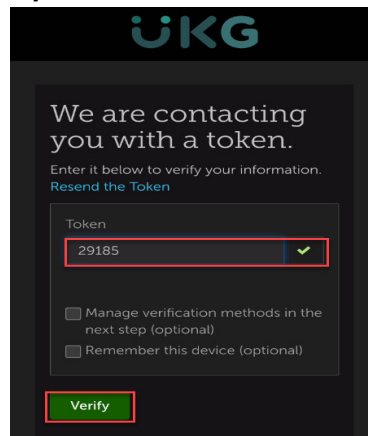
Choose one of the following methods to verify your account.

Text (***) 4013

Call (***) 4013

@eulen.com

3. Enter the **token** sent via text, call or email. If no token is received within 3 minutes or less try an alternative verification method above, then click on **Verify**.

A screenshot of a mobile app interface for UKG. At the top is the UKG logo. Below it, the text reads "We are contacting you with a token." followed by "Enter it below to verify your information." and a link "Resend the Token". There is a text input field labeled "Token" containing the number "29185" with a green checkmark to its right. Below the input field are two optional checkboxes: "Manage verification methods in the next step (optional)" and "Remember this device (optional)". At the bottom is a green "Verify" button.

UKG

We are contacting you with a token.

Enter it below to verify your information.

[Resend the Token](#)

Token

29185 ✓

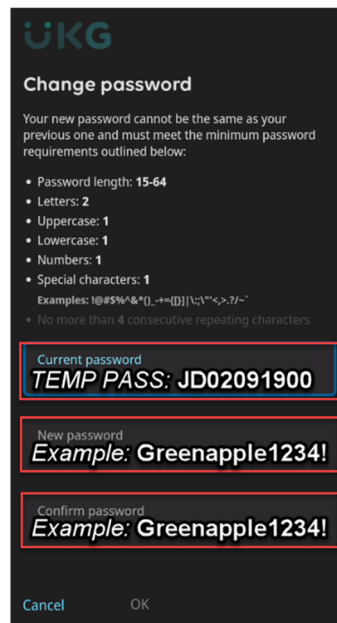
☐ Manage verification methods in the next step (optional)

☐ Remember this device (optional)

Verify

5. **Current Password** is the **temporary password** provided in the **email** starting with your **initials**.
 6. Your new password **MUST** contain all criteria below.
 7. The list of requirements will **grey out** if entered correctly, if they don't grey out you have to correctly enter the requirements below in order to prevent locking your account, **before** clicking **ok**. (See Example below)
- At least **15** and no more than **64** characters
 - At least **2** letters (**1** uppercase and **1** lowercase)
 - At least **1** number
 - At least **1** special character (ie: **!**, **@**, **#**)

Example of a valid password: **Greenapple1234!**

A screenshot of a mobile app interface for UKG titled "Change password". It states: "Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:". A list of requirements is shown: Password length: 15-64, Letters: 2, Uppercase: 1, Lowercase: 1, Numbers: 1, Special characters: 1. Examples of valid characters are listed: !@#%&*()_+~[]{}|;'\":<>./~-. Below the requirements are three input fields: "Current password" with the example "TEMP PASS: JD02091900", "New password" with the example "Example: Greenapple1234!", and "Confirm password" with the example "Example: Greenapple1234!". At the bottom are "Cancel" and "OK" buttons.

UKG

Change password

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

- Password length: 15-64
- Letters: 2
- Uppercase: 1
- Lowercase: 1
- Numbers: 1
- Special characters: 1

Examples: !@#%&*()_+~[]{}|;'\":<>./~-

• No more than 4 consecutive repeating characters

Current password

TEMP PASS: JD02091900

New password

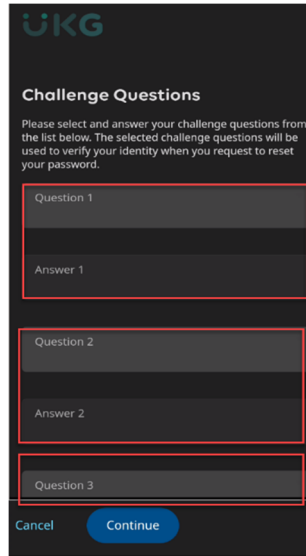
Example: Greenapple1234!

Confirm password

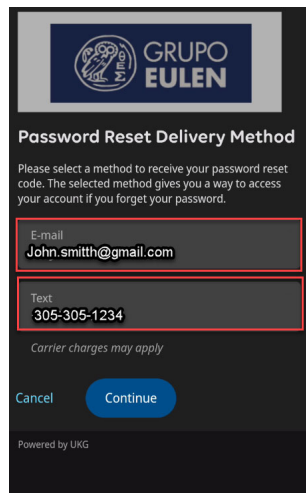
Example: Greenapple1234!

Cancel OK

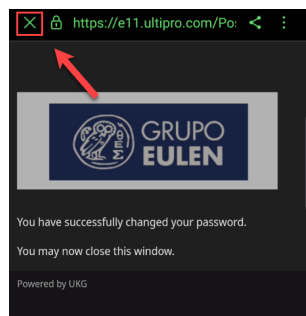
8. Once you have successfully created your new password the system will prompt you to answer **three** challenge questions which can be used to retrieve your password in the future if you forget it. Swipe down if needed.
9. Click **Continue**.



10. Review or update any outdated email address or phone number, Click **Continue**.



11. Click on the **X** on the top left to successfully return to the **main menu** and enter your Username and new password created.



If you experience trouble logging in or forget your password security question and need to reset assistance, please email ITsupport@eulen.com