

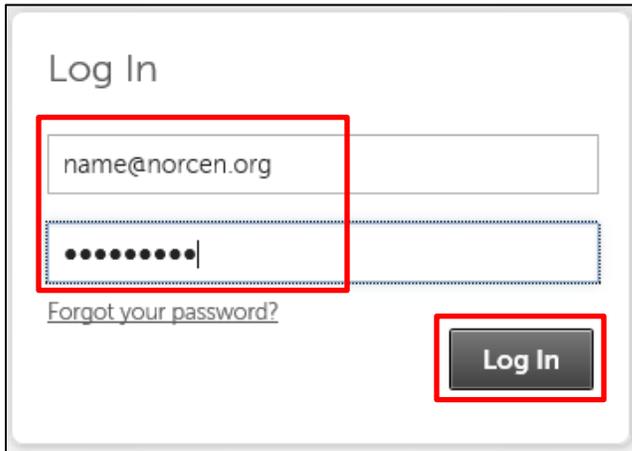
## UltiPro Job Aid – Configure Dashboard Widgets

After logging into UltiPro, configure Dashboard Widgets for quick navigation to UltiPro modules (e.g. UltiPro Learning and Time Clock Entry).

### Log In to UltiPro

**Note:** IF this is your first time logging into UltiPro, please follow steps in [UltiPro Login Job Aid](#) first.  
[O:\Information Systems Libraries\UltiProNCHC\\_UltiProLogIn.pdf](#)

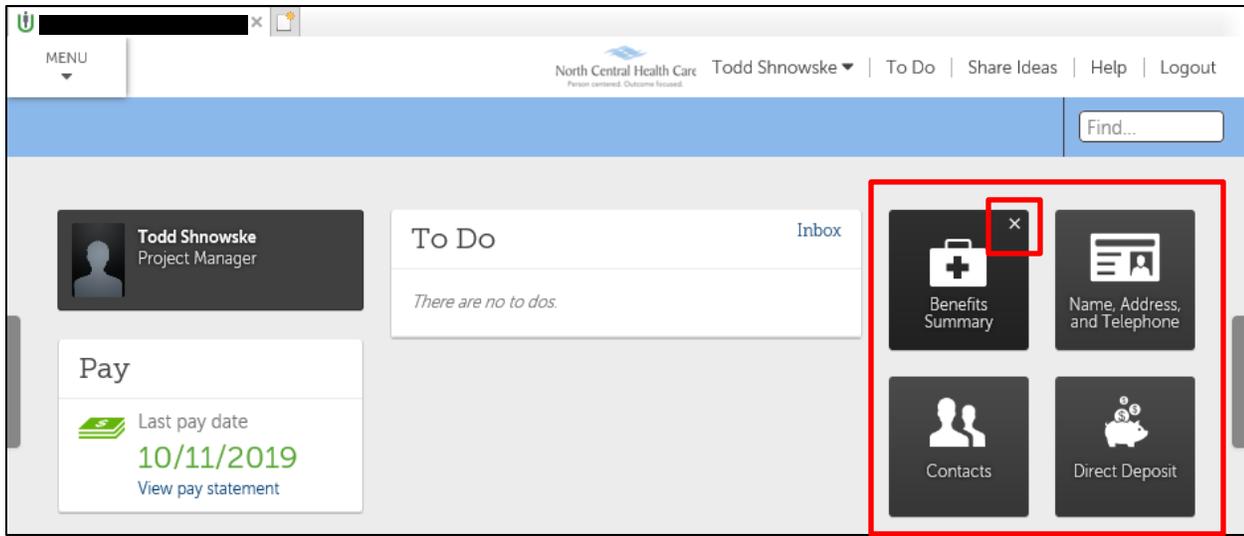
1. **Double-click** UltiPro desktop icon  .
2. When **UltiPro Log In** displays:
  - a. In **User Name**, type your North Central Health Care (**NCHC**) e-mail address (e.g. [name@norcen.org](#)).
  - b. In **Password**, type your password.
3. Click **Log In**. UltiPro Dashboard displays.



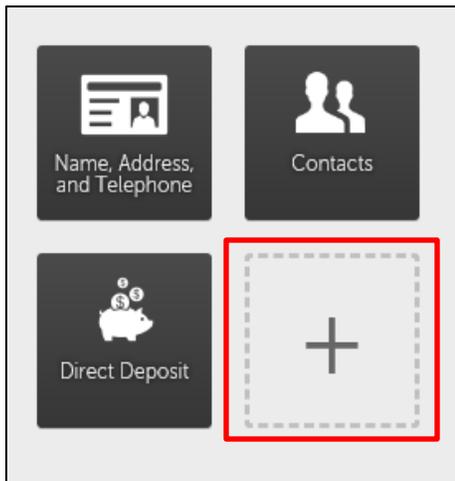
## Configure Dashboard Widget (Example: UltiPro Learning)

1. UltiPro Dashboard displays four or six default Widgets. Click **X** in upper right corner of the Widget to be removed (e.g. Benefits Summary) and replaced with the **UltiPro Learning** Widget.

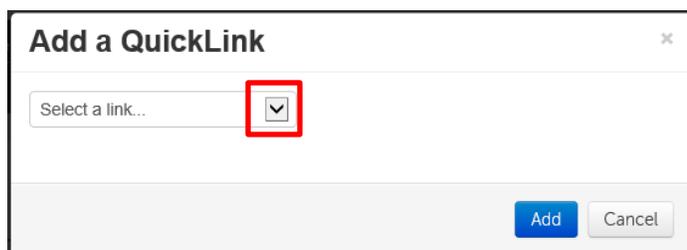
**Note:** UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users.**



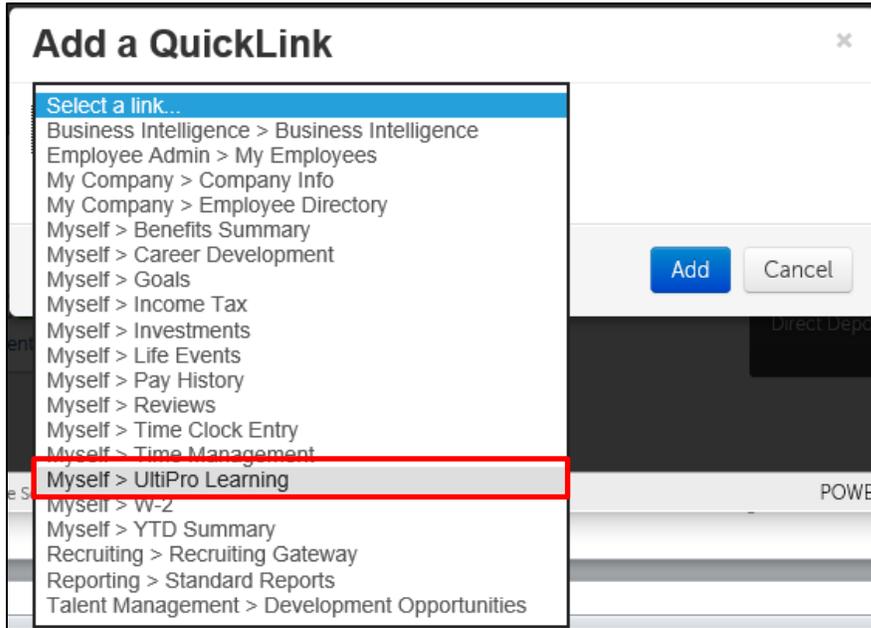
2. Removed **Widget** displays as a *dotted square with a plus sign in the center*. Click **Plus Sign**.



3. Click **Select a link** drop-down arrow.



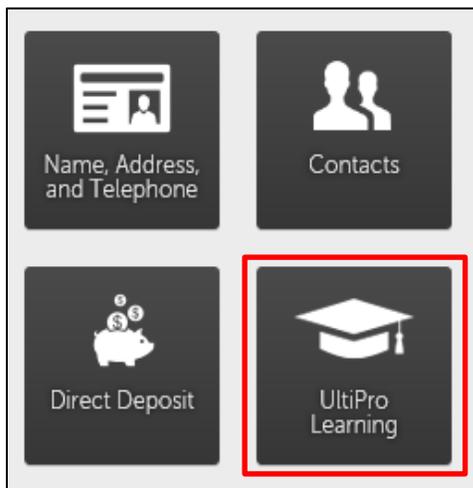
4. Select **Myself > UltiPro Learning**.



5. Click **Add**.



**UltiPro Learning** displays as one of the four or six Dashboard Widgets.

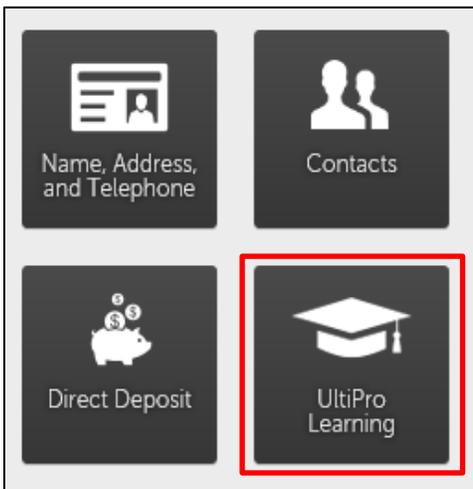


6. (Optional) **Repeat steps 1 through 5** to configure additional Dashboard Widgets. Additional suggested Dashboard Widgets to configure include:

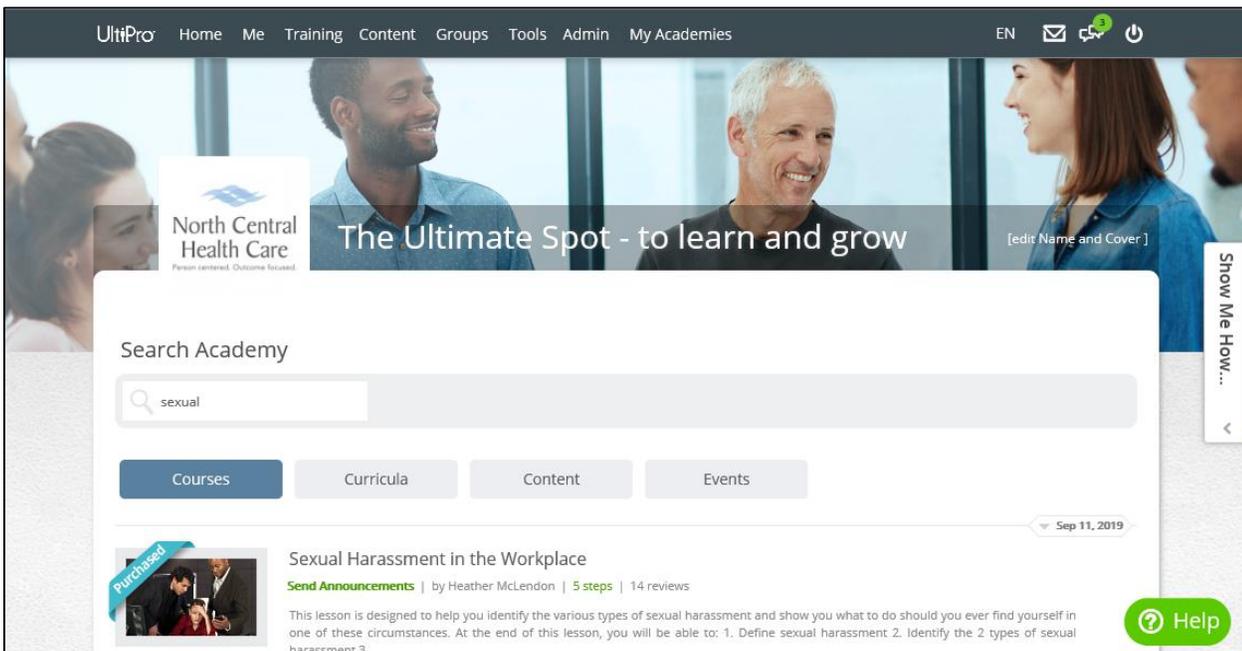
- Myself > Time Clock Entry
- Myself > Time Management
- Myself > Pay History

### **Use Widget to Access UltiPro Module (Example: UltiPro Learning)**

1. Click **UltiPro Learning** Dashboard Widget.



2. **UltiPro Learning** page displays. View, search, and complete assignments.

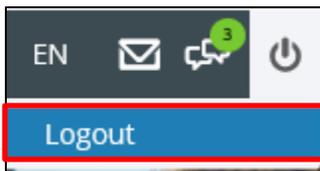


## Log Out of UltiPro Learning

1. Click **Logout**  .



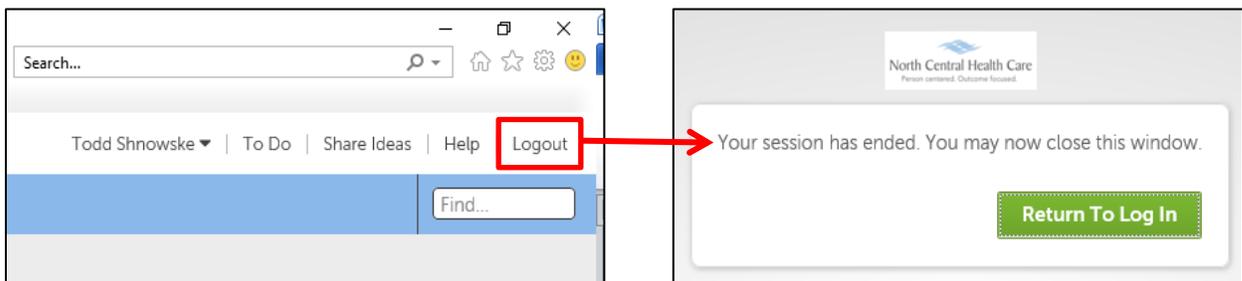
2. Click **Logout**.



3. Click **X** in upper right corner of window to close web browser.

## Log Out of UltiPro

1. Click **Logout**.



2. Click **X** in upper right corner of window to close web browser.

## **Get Help**

- **View Help Documentation**
  - » Available from **Help** link when signed into UltiPro
- **View Quick Tours and Tips**
  - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- **Send e-mail to NCHC - Human Resources**
  - » [HResources@nrcen.org](mailto:HResources@nrcen.org)
- **Speak with Human Resources Staff**
  - » 715-848-4419 or ext. 4419