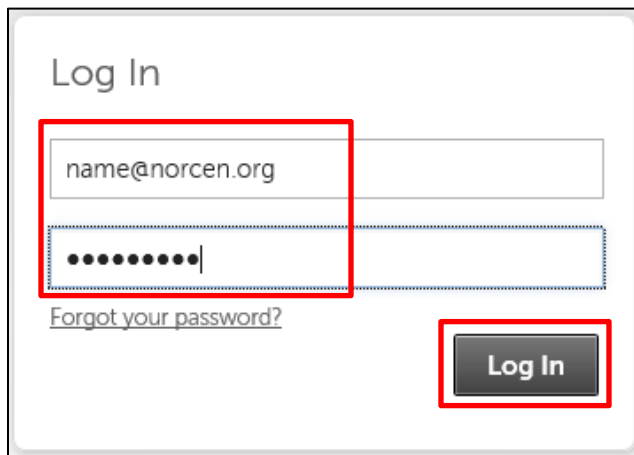## UltiPro Job Aid – Access UltiPro Learning

After logging into UltiPro, navigate to the fully integrated UltiPro Learning module to view and complete assignments.

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\UltiPro\NCHC_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.

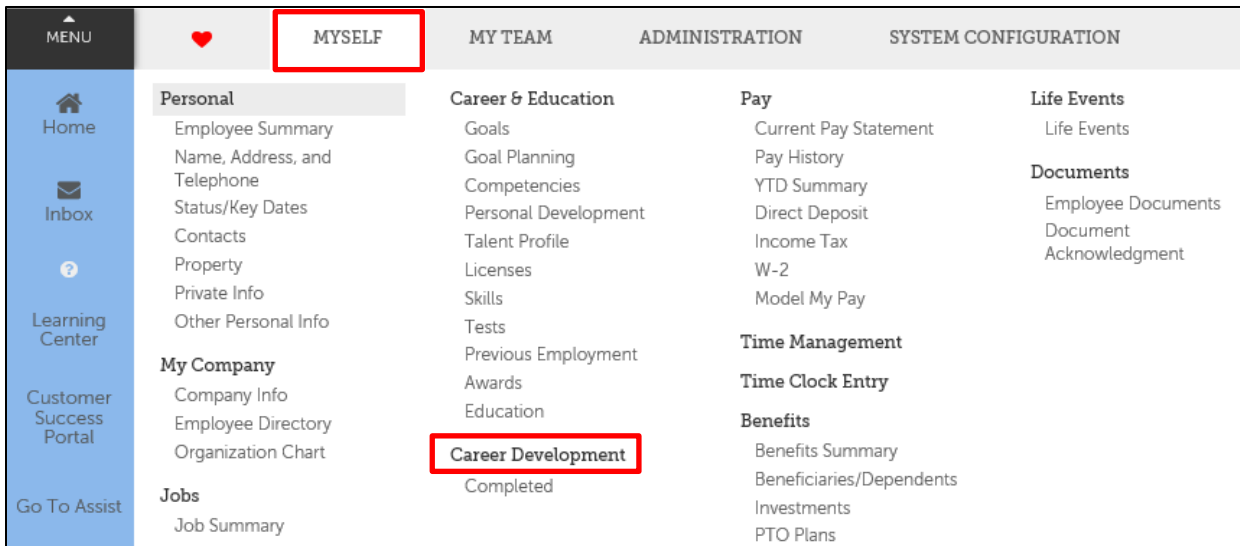3. Click **Log In**. UltiPro Dashboard displays.

Access UltiPro Learning

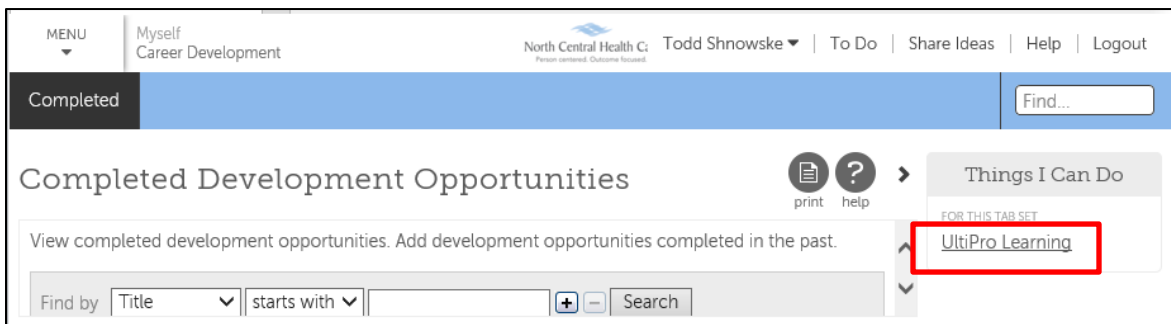1. UltiPro Dashboard displays, click **MENU.**

   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**.*
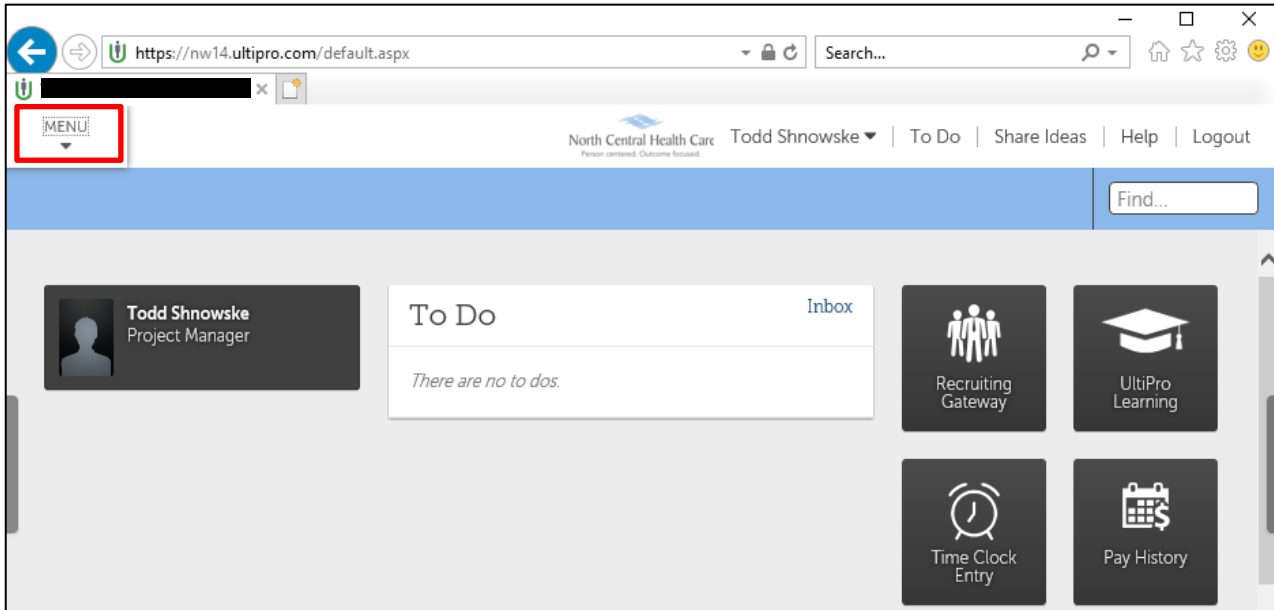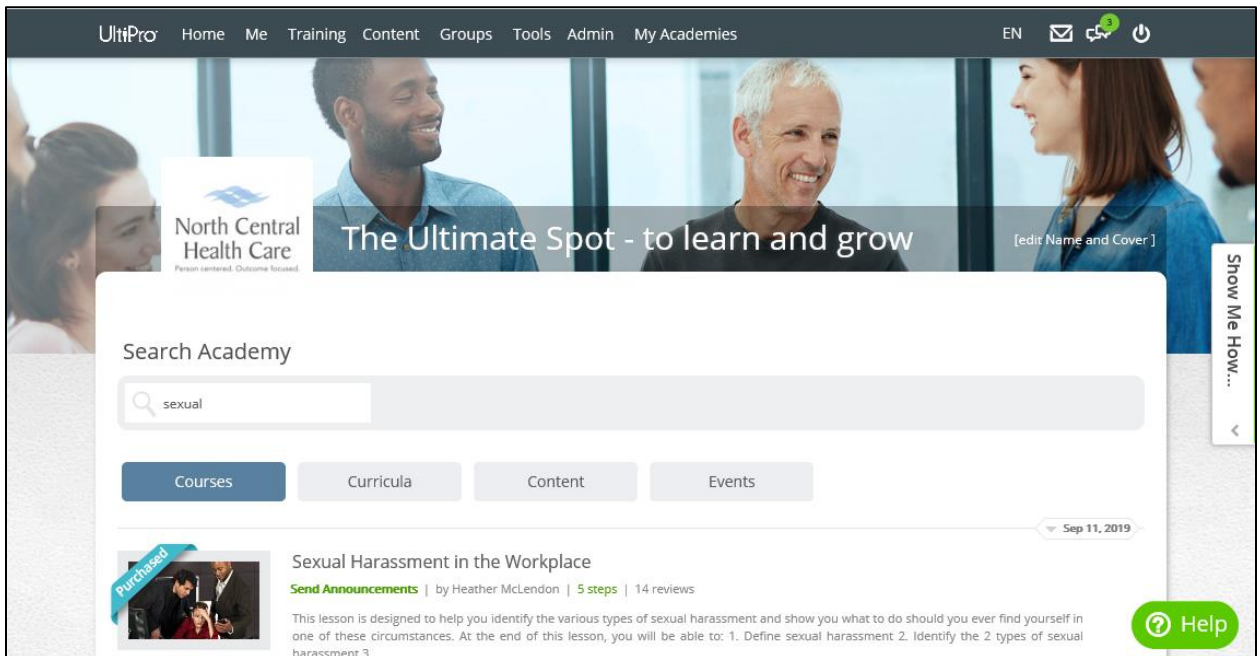
2. Click **MYSELF** tab.

3. Click **Career Development**.
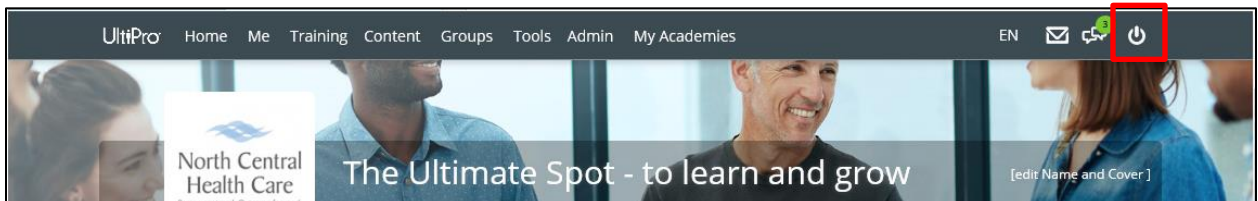

4. Click **UltiPro Learning**.

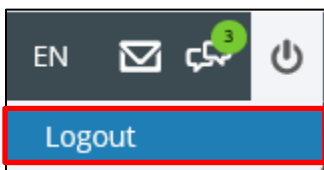5. *UltiPro Learning* page displays. View, search, and complete assignments.

Log Out of UltiPro Learning
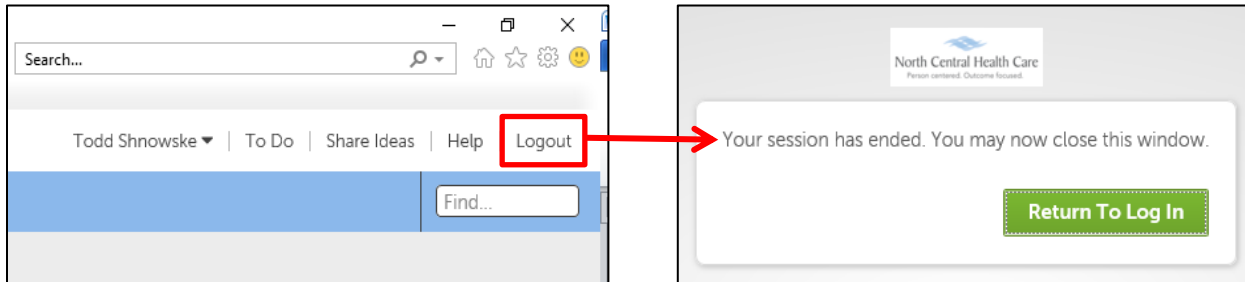
1. Click **Logout** .

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 – OD Training & Professional Development**
  - » NCHC-OD@norcen.org
- **Speak with Organizational Development Staff**
  - » 715-848-4529 or ext. 4529