

### 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 <u>UltiPro Login Job Aid</u> first. <u>O:\Information Systems Libraries\UltiPro\NCHC\_UltiProLogIn.pdf</u>

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

Log In	
name@norcen.org	
•••••	
Forgot your password?	Log In

#### 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.



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				Time Clock Entry	Pay History

# 2. Click MYSELF tab.

## 3. Click Career Development.

MENU	♥ MYSELF	MY TEAM A	DMINISTRATION	SYSTEM CONFIGURATION
*	Personal	Career & Education	Pay	Life Events
Home	Employee Summary	Goals	Current Pay Sta	atement Life Events
Inbox	Name, Address, and Telephone Status/Key Dates Contacts	Goal Planning Competencies Personal Development	Pay History YTD Summary Direct Deposit Income Tax	<b>Documents</b> Employee Documents Document
(?)	Property Private Info Other Personal Info	Talent Profile Licenses Skills		Acknowledgment
Learning Center Customer	My Company Company Info	Tests Previous Employment Awards	Time Manageme Time Clock Entr	
Success Portal	Employee Directory Organization Chart	Education Career Development	Benefits Benefits Summa	5
Go To Assist	Jobs Job Summary	Completed	Beneficiaries/De Investments PTO Plans	ependents

## 4. Click UltiPro Learning.

MENU	Myself Career Development	North Central Health C: Prear centered. Outcame focued.	owske 🔻   To Do   Sł	hare Ideas   Help   Logout
Completed				Find
Compl	eted Development C	pportunities	print help >	Things I Can Do
View comp	leted development opportunities. Add	development opportunities complete	d in the past. 🔨	<u>UltiPro Learning</u>
Find by	Title 🗸 starts with 🗸	🛨 — Search	~	



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

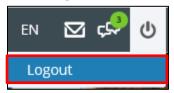


# Log Out of UltiPro Learning

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.

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Todd Shnowske ▼ │ To Do │ Share I	deas   Help Logout	Your session has ended. You may now close this window.
	Find	Return To Log In

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