

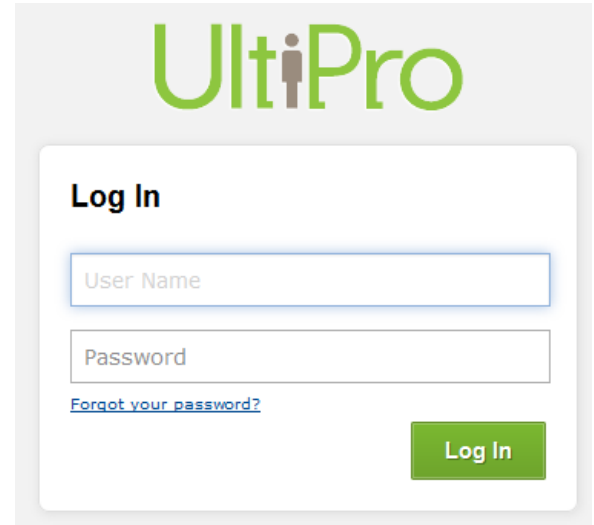
**ULTIPRO LOGIN
INSTRUCTION GUIDE**

1. Login

Website URL:

<https://ew21.ultipro.com/>

- **USERNAME:** Your user name is your email address that you provided at the time of hire or your Woodbury email address.
- **PASSWORD:** Your birthdate in MMDDYYYY format. For example: If your birthdate is August 14, 1962, your password would be 08141962. At initial login, you will be prompted to change your password. Your new password must contain at least one upper-case alphabetic character, one lower-case alphabetic character, one numeric character, and one special character. Your personalized password can be any combination of numeric and alpha characters that meets the above requirements.



2. Once Logged In

- Employees will have at least two sections – Myself and My Company. Under the Myself section, employees can access a large amount of information, including their pay stubs. The Time Management portion of Ultipro (UTM) has two areas – Time Clock Entry for punching/transferring and Time Management for accessing the UTM and reviewing timesheets/submitting time off requests.



*If you do not have internet access or need assistance with any part of the Ultipro process, contact Naira Zakarian by phone at 1.818.252.5110 or email naira.zakarian@woodbury.edu.