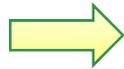




ULTIPRO MOBILE APP FOR ANDROID – INSTALL AND LOG IN

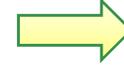
In the Google Play Store, look up UltiPro.



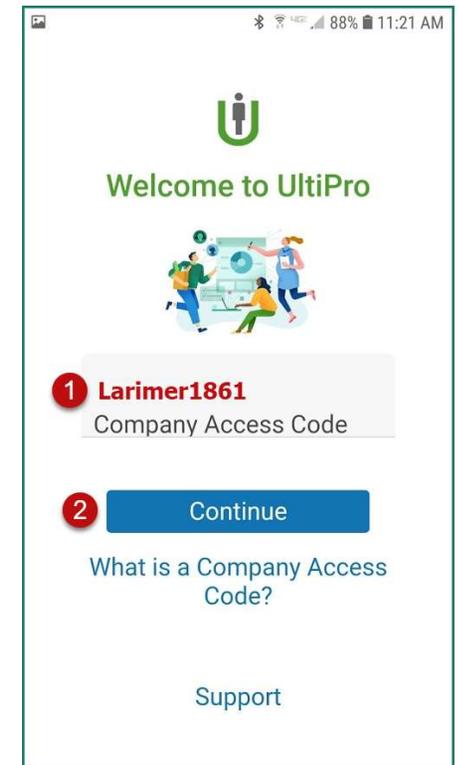
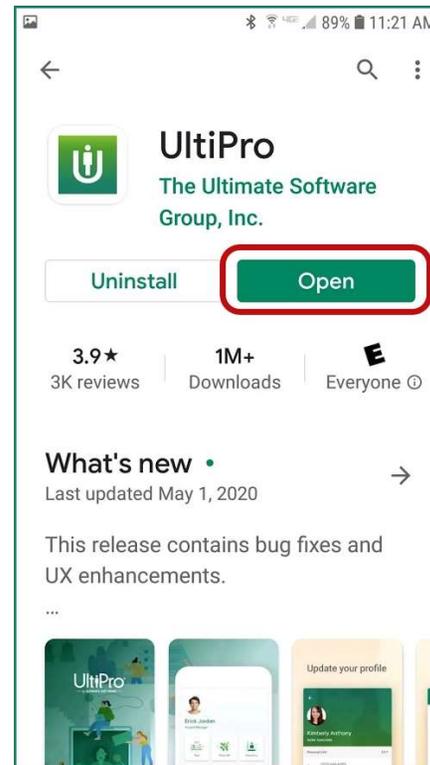
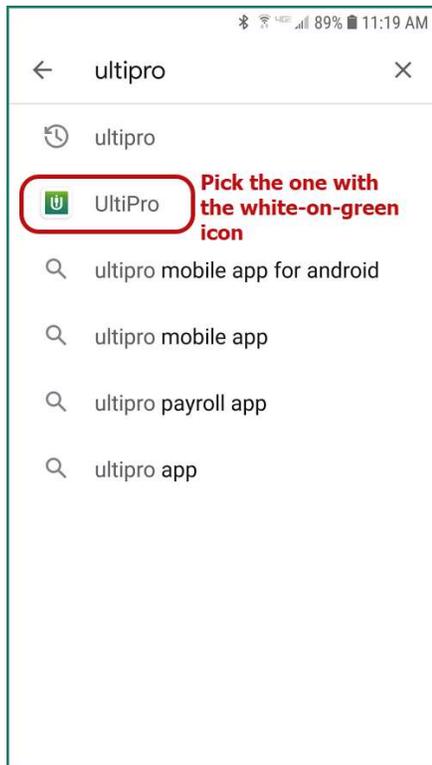
Click "Install."



Click "Open."



Enter the Company Access Code (Larimer1861).



Choose one of the two methods on the next page to log in, based on how you usually access UltiPro (either directly by going to <https://nw12.ultipro.com/login.aspx> or by using the Okta link on your work computer).

Note: If you've never registered for direct access or authenticated Okta access, you will want to do that on a regular workstation before using the mobile app.

Door #1 - Direct Access

You normally log into UltiPro with an email address and a password

The screenshot shows the login page for login.ultipro.com. At the top, it says "Sign In". Below that is a blue button labeled "Use SSO (Corporate Credentials)". Underneath, it says "- or use your UltiPro account -". There are two input fields: "Username" and "Password". A red arrow points from the text "If you don't use the Big Blue O (Okta)" to the "Use SSO" button. Three numbered red circles with arrows point to the "Username" field (1), the "Password" field (2), and the "Sign In" button (3). A "Forgot your password?" link is at the bottom.

If you don't use the Big Blue O (Okta)

Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

1 Enter your full email address

Password

2 and your UltiPro password

3 Sign In

Forgot your password?

Door #2 - Single Sign-On

You normally use the link in your browser's toolbar and select UltiPro.

The screenshot shows the login page for login.ultipro.com. At the top, it says "Sign In". Below that is a blue button labeled "Use SSO (Corporate Credentials)". Underneath, it says "- or use your UltiPro account -". There are two input fields: "Username" and "Password". A red arrow points from the text "If you use the Big Blue O (Okta) on the County network, click here" to the "Use SSO" button. The "Use SSO" button is circled in red. Three numbered red circles with arrows point to the "Use SSO" button (1), the "Username" field (2), and the "Password" field (3). A "Forgot your password?" link is at the bottom.

If you use the Big Blue O (Okta) on the County network, click here

Sign In

Use SSO (Corporate Credentials)

- or use your UltiPro account -

Username

*

Password

*

Sign In

Forgot your password?

The screenshot shows the login page for larimer.okta.com. At the top, it says "Connecting to UltiPro". Below that is the Larimer County logo and a circular image. There is a "Sign In" button. There are two input fields: "Username" and "Password". A "Remember me" checkbox is below the "Password" field, with the word "Optional" next to it. A blue "Sign In" button is at the bottom. Three numbered red circles with arrows point to the "Sign In" button (1), the "Username" field (2), and the "Sign In" button (3).

Connecting to UltiPro

LARIMER COUNTY

Sign In

Username

1 Enter your computer login

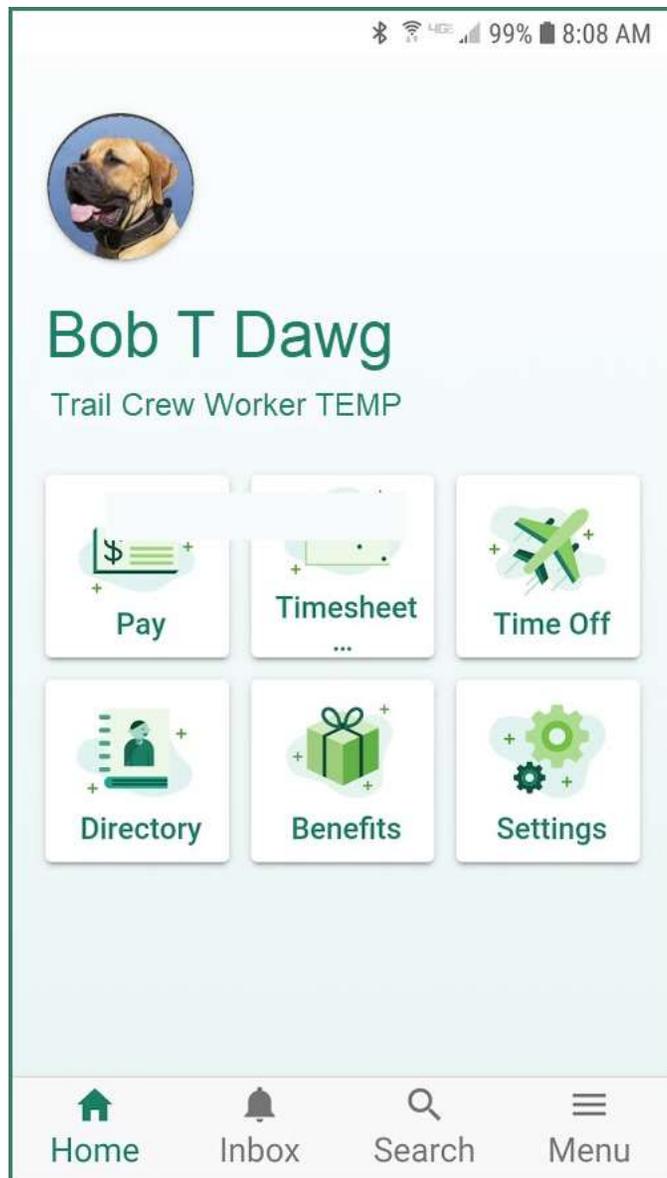
Password

2 and your normal password

Remember me Optional

3 Sign In

It's your choice whether or not to click the "Remember me" box.



Your screen may have more tiles – for example, supervisors will have Team tiles.

Depending on your phone's features, you may have facial recognition or fingerprint biometrics available to you; the UltiPro app can recognize them if your phone is enabled for them.

Enjoy exploring the app!