

# How to Login to UKG Pro

- UKG can be accessed by going directly to the following link: <https://n21.ultipro.com>

## Initial Login:

- The username for all Encore employees is the six digit Employee ID followed by First and Last Initial (ex: 012345AB)
- Default password is date of birth in the mmddyyyy format (ex: 01011980)
- After initial login you will be required to reset your password to a new password that contains Upper, lower, numeric and special characters
- Additionally at initial login, three security questions and answers will need to be setup providing you the ability to reset your own password.
- **Keep in mind your responses to these questions are case sensitive AND to protect your privacy UKG passwords expire every 90 days.**

The screenshot displays the UKG Pro login interface. At the top, there's a navigation bar for the Encore SharePoint site. The main content area features a 'Sign in' form with a 'User name' field containing '012345AB' and a 'Password' field. A 'Forgot your password?' link is visible below the password field. To the right, the 'Create Your New Password' section provides detailed requirements: Password length: 8-50, Letters: 2, Uppercase: 1, Lowercase: 1, Numbers: 1, and Special characters: 1. Examples of valid passwords are listed as !@#\$%^&\*()\_+={}|~\;':<>?/~. Below these requirements are two input fields: 'New password' and 'Confirm Password'. At the bottom right, there are 'Cancel' and 'Reset Password' buttons.