UltiPro HCM Portal Access for PCSI Employees with a PCSI Email Address

To access PCSI's new UltiPro HR/Payroll portal with Single Sign On:

- 1. Complete the UltiPro HCM First Time Sign On instructions.
- 2. Open a new browser and go to: https://pcsi.ultipro.com

PCSI		
Sign in		
Email, phone, o	r Skype	
Can't occoss your	account?	
Sign-in options		_
	Back	Next
Need help? Cor 8444. This site is PCSI and is for f	itact PCSI IT Help De s operated by Micros the exclusive use of P	ik at (512) 615- oft on behalf of CSI employees

- 3. Enter your PCSI email address. Example: jdoe@pcsi.org
- 4. Enter your PCSI password. The same password used to access your computer.
- 5. Approve access with Multi Factor Authentication.
- To Activate Single Sign on in UltiPro; enter your Date of Birth (Format: mm/dd/yyyy), Social Security Number (Format: 123456789 no dashes) and Employee Number (Format: 12345). Click OK.

New User Activation

Welcome to the Single Sign On activation page.				
Enter Date of Birth:	Example: mm/dd/yyyy			
Enter your SSN:	Example: 123456789 (no dashes)			
Employee Number:	Example: 1234			
ОК				

Check your email box for a verification email from UltiPro.
From: noreply@ultipro.com <<u>noreply@ultipro.com</u>>

Please select the link below to complete your account activation. <u>Click here</u> to complete your account activation

8. Once logged on, the Home page will display.



9. Continue to access UltiPro with: https://pcsi.ultipro.com/