How To Guide: Home Page
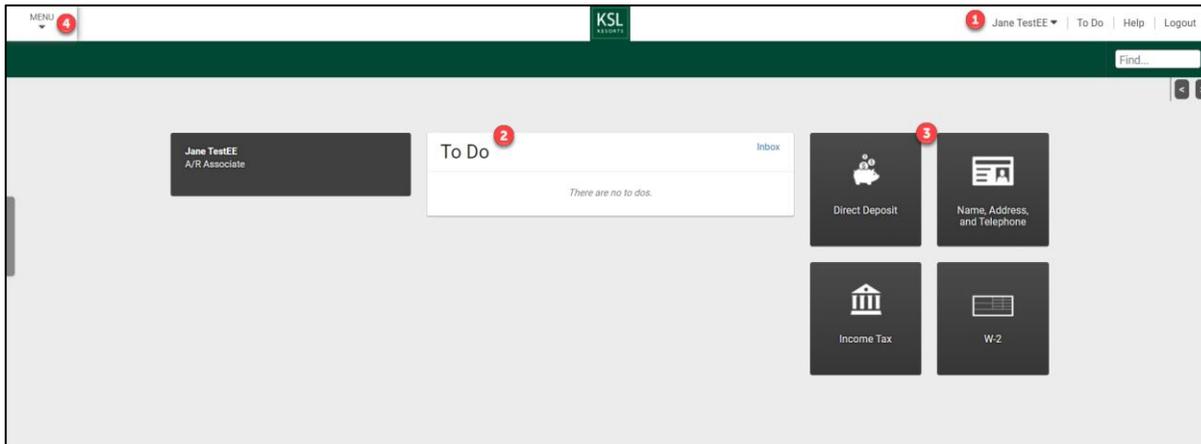## Navigating the UltiPro Home Page

The Home page is the initial page displayed after successfully logging into the UltiPro portal via website https://n34.ultipro.com/Login.aspx

Your username will be KSL and your 6 digit employee ID : KSL#####

Your password will be your 8 digit birthday : mmddyyyy

The Home page is comprised of the following:

**1** **Top Navigation Bar** includes links to launch additional actions or pages, including:

- User Name drop-down with links to Preferences and Change Password
- To Do link with indicator for To Do items links to your Inbox
- Help link opens the help topic for the current page (Help for This Page)
- Logout link securely exits the login session
- Find People, Pages, or Content - The Find field in the Main Navigation Bar enables you to quickly find pages, people, and content from anywhere in UltiPro. As you type, matching pages, employee names, or links to content appear. The results are restricted to your security access rights to pages and the employee directory.

2 **To Do** – includes requests or tasks awaiting action. The To Do box displays the first three Inbox items, three pending requests if there aren't any Inbox items, or it displays "There are no to dos." It also displays a link to the Inbox.

3 **Quick Links** – includes useful company information and links to other locations in Ultipro. You can personalize the Dashboards by selecting from available quick links, deleting quick links and moving content gadgets.
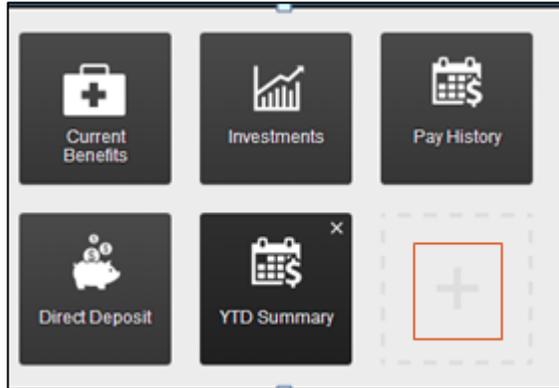
To remove a Quick Link:

1. From the Smart Dashboard, hover over the desired Quick Link.
2. In the top-right corner of the Quick Link, select the **X**. The Quick Link is removed.
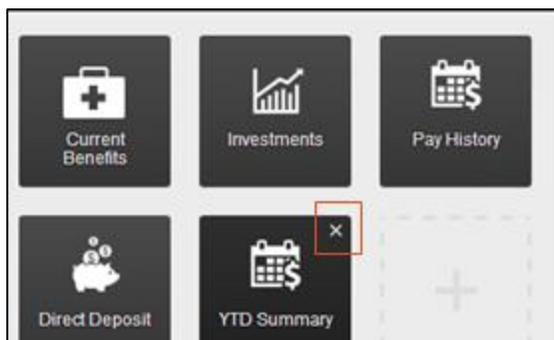
To add a Quick Link:

1. From the Smart Dashboard, select an empty topic/block.
2. From the Quick Link drop-down list, select a Quick Link.
3. Select Add. The Quick Link appears.

4 **Menu** (Expanded Navigation Menu) – includes the main navigation bar where selections can be made to launch various additional sections and pages (for example, Myself, My Team). The expanded menu also includes your **Inbox**.
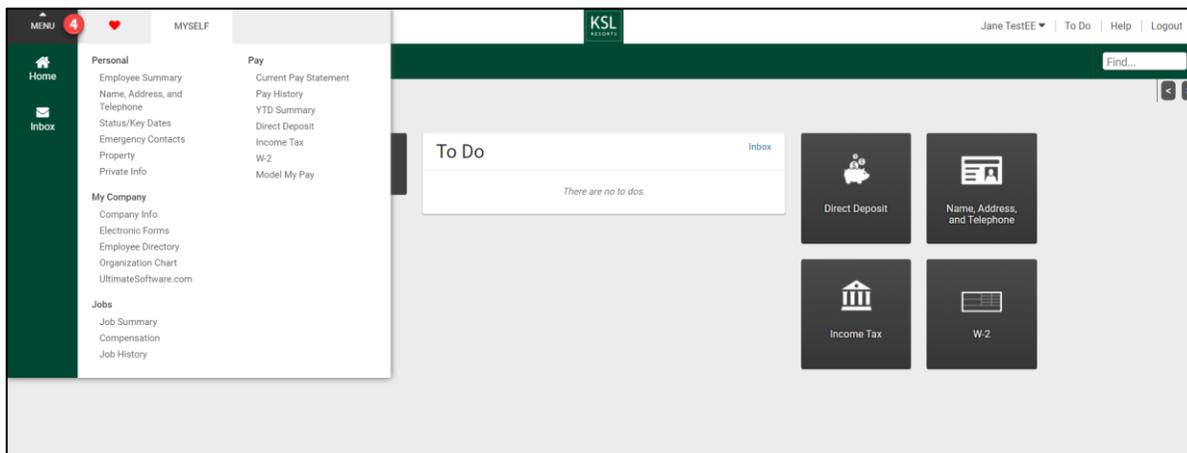
Inbox – includes a list of change requests/pending approvals you submitted.