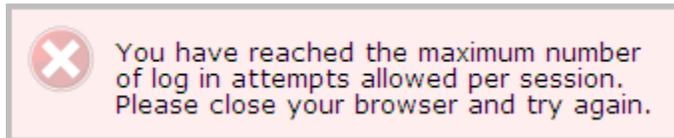


## Password Resets in UltiPro

**Definition:** This documentation illustrates how to reset your password in UltiPro. Your password will be reset to your Date of Birth - MMDDYYYY (no dashes)

- If you have tried your password **twice** and are unable to log in, you have the ability to reset your own password. Follow the steps below to reset your password. After **three** failed attempts to log in you will receive the message below. If you receive this message, you will need to contact the IT Help Desk to reset your password.

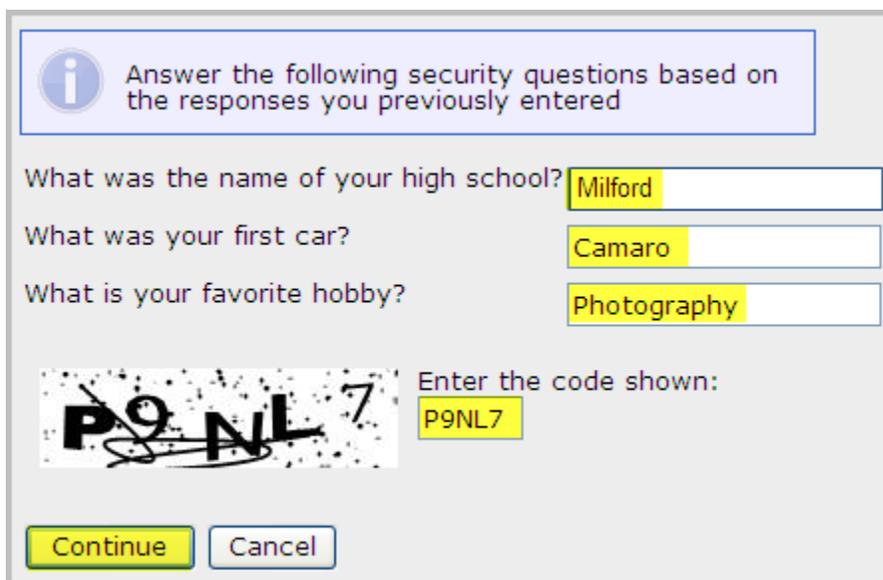


To reset your own password after **two** failed attempts:

- Click the [Forgot your password?](#) link.
- Enter your User name and click Continue.

A form with a label "User name" and a text input field containing "johnson9532". Below the input field are two buttons: "Continue" and "Cancel".

- Answer 1 of the 3 security questions. This is not case sensitive.
- Enter the code shown.
- Click Continue.

A form for security questions and a CAPTCHA. It includes an information icon and the text: "Answer the following security questions based on the responses you previously entered". There are three questions with input fields: "What was the name of your high school?" (Milford), "What was your first car?" (Camaro), and "What is your favorite hobby?" (Photography). Below these is a CAPTCHA image showing "P9NL7" and a text input field containing "P9NL7". At the bottom are "Continue" and "Cancel" buttons.

- Enter your new password (twice). Follow the requirements listed in the box below.

**What are the requirements for passwords?**

1. Passwords must be at least 8-15 characters in length
2. Must be different than your previous 3 passwords
3. Passwords expire after 90 days
4. Must include the following characteristics:
  - At least one Lower Case Character(s) a-z
  - At least one Uppercase Character(s) A-Z
  - At least one Numeric character(s) 0-9
  - At least one special Character, such as \$%^&\*()\_+~\":';<>?.,/!@#
  - Example: NewPswd!1

- Click Reset password.

 Enter a new password and confirm the new password by entering it again. Upon reset you will be redirected back to the login screen.

New password

New password (confirm)

- The Main UltiPro screen will appear. Enter your User Name and new password.