Please input your personal email address into Ultipro prior to leaving the University, so that your password reset message can be delivered; or you may provide it to HR and we can input it for you.

## **Logging into Ultipro for Former Employees**

Site: https://e22.ultipro.com/Login.aspx

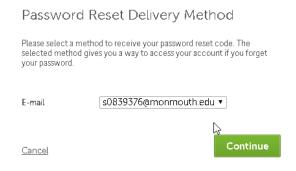


User Name = 999999999 – employee number including leading zeros

Password = 9999YYYY (Last 4 SSN and Year of Birth)

Your first time logging into the system you will be asked:

What Password Reset Delivery Method do you want; choose your **personal** e-mail address:



## Click Continue.



You will have access to your personal information including the last pay and W-2.

Call the Helpdesk at 732-923-4357 for assistance.