Ultimate Kronos Group Login Instructions

Go to: http://ultipro.monmouth.edu using Internet Explorer

You will be prompted to enter your Monmouth user name and password. (The same credentials access to computers on campus).

If this is your first time logging into Ultipro (MU HR/Payroll System) you will need to verify your credentials before getting access. This is to ensure the person requesting the access is the person of record.

You will be prompted to answer 3 security questions which will be verified against your HR record.

 Fill out your Birth Date, Employee Id and City.

New User Activation

Welcome to the Monmouth University activation page.

Date of Birth:		Example: 1/13/1961
Enter Your Employee Number:		Example: 000001234 or S0123456
Enter your Home City		Example: Long Branch

OK

Please note:
- Birth include the four digit year
- Employee numbers include all leading zeros or the S0999999 for students.
- City if there are more than 1 name use spaces – Long Branch

New User Activation

> **Account verified**
> - Your activation is almost complete. Please check your email for next steps.

OK

You will get a confirmation email to your MU account; you MUST click to complete your activation.

You have been verified and activated –

Please proceed to login. Enter your MU user name and password.