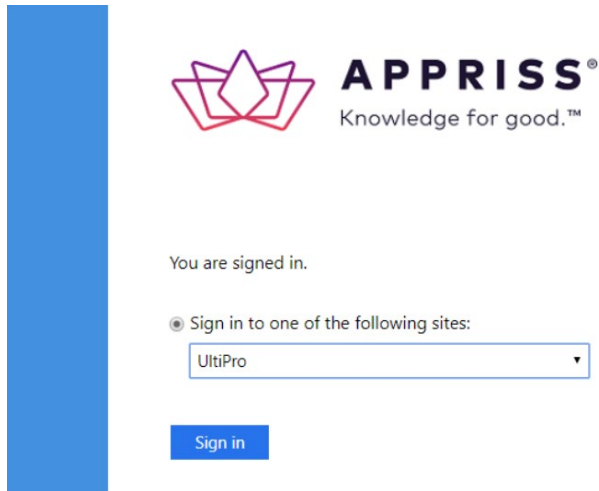


UltiPro SSO Registration

1. Navigate to our ADFS host page: <https://adfs.appriss.com/adfs/ls/IdpInitiatedSignon.aspx>
2. From the drop down menu select **UltiPro** and click **Sign In**.



3. At this point your browser will redirect multiple times while speaking with ADFS and UltiPro - **this is normal!**
4. Once the redirects are complete you will see the following page:

New User Activation

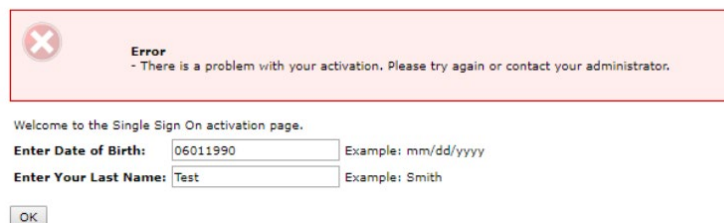
Welcome to the Single Sign On activation page.

Enter Date of Birth: Example: mm/dd/yyyy

Enter Your Last Name: Example: Smith

5. Enter your **DOB and Last Name** and select **OK**
 - o Be sure to enter your DOB in the mm/dd/yyyy format
 - o If you entered invalid information you will be presented with an error. Please verify that you have entered your information correctly.

New User Activation




Welcome to the Single Sign On activation page.

Enter Date of Birth: Example: mm/dd/yyyy

Enter Your Last Name: Example: Smith

6. After providing the correct details you will see the following notice. Check your email and click on the link to verify your account.

New User Activation



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

Search

Inbox All ▾

N


noreply@ultipro.com
Finish activating your account (Do not reply)
Please select the link below to complete your account activation. Click

11:03 AM

↶ Reply ↶ Reply all → Forward ⋮

Finish activating your account (Do not reply)

N

noreply@ultipro.com <noreply@ultipro.cc 

11:03 AM

To: bwood_demo_account

Please select the link below to complete your account activation.
[Click here](#) to complete your account activation

7. You can now sign in to UltiPro using your Apriss account.