

ACCESSING ULTIPRO EMPLOYEE SELF SERVICE

Use the link below to access the login page for the EAG Laboratories Employee Self Service system.

<https://ew31.ultipro.com/Login.aspx?ReturnUrl=%2fdefault.aspx>

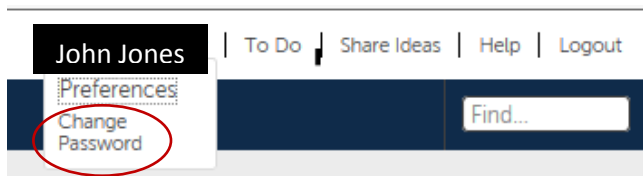
User name: your EAG email address

Default password: your birthdate in this format: mmddyyyy



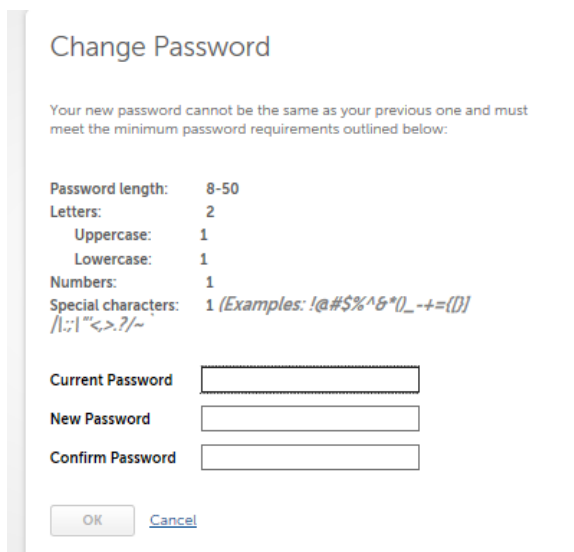
The image shows the EAG Laboratories logo at the top. Below it is a 'Log In' form with two input fields: 'User Name' and 'Password'. There is a 'Forgot your password?' link and a 'Log In' button.

After logging into the system choose the drop down menu in the upper right corner next your name and choose change password.



The image shows a user profile menu for 'John Jones'. The menu includes options for 'To Do', 'Share Ideas', 'Help', and 'Logout'. A dropdown menu is open, showing 'Preferences' and 'Change Password', with 'Change Password' circled in red. There is also a 'Find...' search box.

On the Change Password screen type in your birthdate mmddyyyy in the current password field.



The image shows the 'Change Password' screen. It includes a heading 'Change Password' and a note: 'Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:'. The requirements are listed as follows:

Password length:	8-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()_+={} /: '<>./~)

Below the requirements are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom are 'OK' and 'Cancel' buttons.

Follow the password guidelines on the Change Password window to create your new password. Type your new password in the New Password field and in the Confirm Password field. Click on OK to save your changes.

For assistance accessing the site contact hrservices@eag.com.