



Using Single-Sign-On (SSO) to access UltiPro

What is **SSO**?

- Single-Sign-On allows you to use your **Network Log-in credentials** to sign into UltiPro.

What are my **Network login credentials**?

- Your Network Log-in credentials are the Username (e.g., jsmith@aaacarolinas.com) and Password (the password that you use to access your aaacarolinas.com account) you currently use to sign onto a computer, access Office 365, sign-in for email, etc.

Action required: What do I need to do to activate UltiPro via SSO?

- Follow the instructions below to access UltiPro via SSO. Important Reminder: your new UltiPro Sign On must be validated and completed by October 15th to access the upcoming Benefits Open Enrollment process. Don't wait, activate your UltiPro SSO now:

4 EASY STEPS TO ACTIVATE UltiPro SSO:

STEP 1: Launch the Ultipro SSO activation portal: <https://carolinasaaa.ultipro.com>. You can also access the Ultipro SSO activation site via: the Quicklinks/Ultipro tab on the Intranet site.

STEP 2: Enter your date of birth and last name (screenshot below)

New User Activation

Welcome to the Single Sign On Ultipro account activation page.

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

Enter Your Last Name: Example: Smith


STEP 3: You will receive an email to your Name@aaacarolinas.com address to activate your account

New User Activation

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

d.s

STEP 4: Select “click here” in the activation email

 noreply@ultipro.com
Finish activating your account (Do not reply)

To

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