



Onboarding

- You will receive a Welcome email from *New Story Human Resources* <noreply@ultimatesoftware.com>.
- Follow the link provided in the email to access your Onboarding documents.
<https://onboarding.ultipro.com/SAL1014SAMN>
- Once on the *Sign In* page, click **Create or reset your password** (image 1).
- Enter your email address (use the email address where the Welcome email was received) and click **Get my code** (image 2).
 - Please note that each time you click Get my code, a new code is generated, and any previous code requested will become invalid.
 - If using a mobile device, it is recommended that you open the link using a browser (Chrome, Edge, Firefox).

1 Sign in

If you are already an employee, sign in through your internal HR system


Username

Password

Sign in

Create or reset your password

2



Create or reset your password

Forgot your password? No problem. We'll send you a code to reset it. Where should we send it?

Email


Enter the email associated with your account

Get my code

Cancel

- Locate the email from sender *identity-noreply@ultimatesoftware.com* which will contain the requested code; enter the code and click **Next** (image 3).

3



Check your email

If the email is attached to your account, you'll receive a verification code. Enter this code to create your password.

1 2 3 4 5


Need a new code?

Next

Cancel

- Create a password and click **Create password** (image 4).
 - Password must contain the following.
 - 8 characters or more
 - 1 uppercase and 1 lowercase character
 - 1 number
 - 1 symbol / special character (!@#\$\$%^)
- Click **Return to sign in** (image 5).

4



Let's create your new password

Password must contain at least:

- 8 characters or more
- 1 uppercase and 1 lowercase character
- 1 number
- 1 symbol (like !@#\$\$%^)


Create password

Type your password again

Create password

Cancel

5

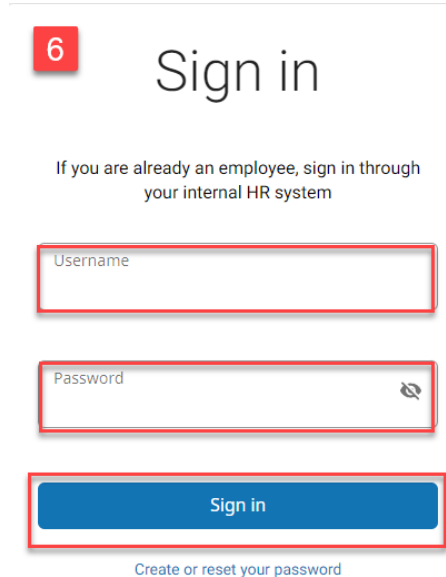


You've got yourself a new password

You can now sign in and access your account using your new password

Return to sign in

- From the Sign in page enter your Username (email address used to apply for the job) and the password you just created and click Sign in (image 6).



6 Sign in

If you are already an employee, sign in through your internal HR system

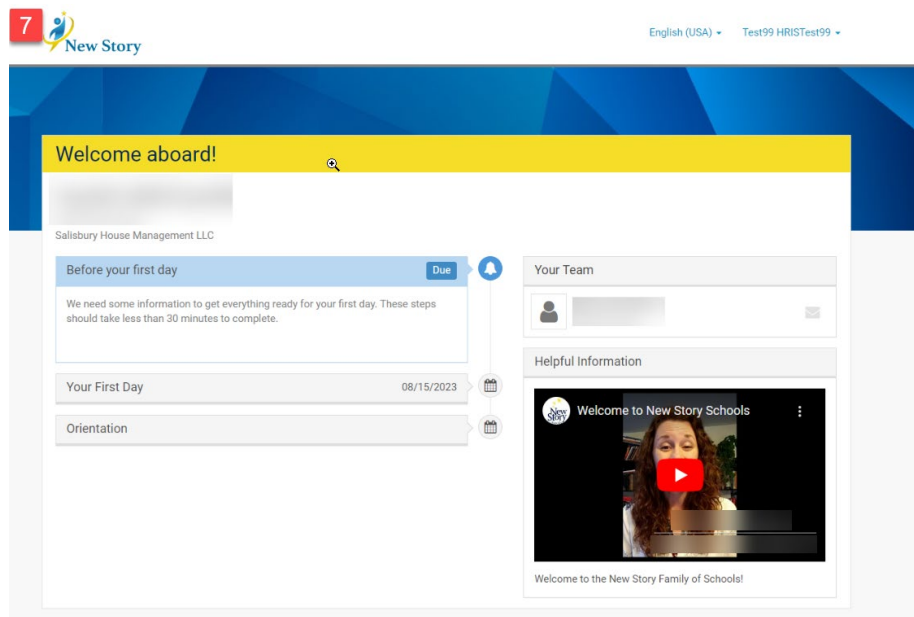
Username

Password

Sign in

[Create or reset your password](#)

- Once you are successfully signed in, you will be directed to the Onboarding Welcome Aboard page (image 7). Your Onboarding information and tasks will be listed on this page.
 - Click on **Let's get Started** when you are ready to begin.
 - Complete all your onboarding documents and task lists before your first day.



7 New Story

English (USA) Test99 HRISTest99

Welcome aboard!

Salisbury House Management LLC

Before your first day Due

We need some information to get everything ready for your first day. These steps should take less than 30 minutes to complete.

Your First Day 08/15/2023

Orientation

Your Team

Helpful Information

Welcome to New Story Schools

Welcome to the New Story Family of Schools!

Don't hesitate to reach out to the Human Resources Team should you have any questions.