



WELCOME TO  
**UltiPro Learning!**



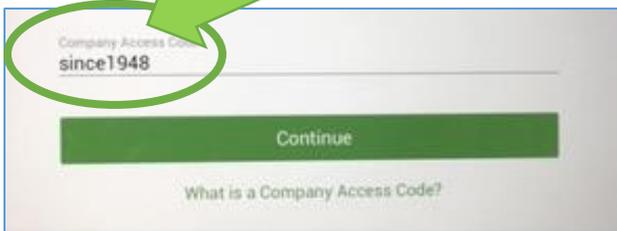
**MAXIMIZE VOLUME OF YOUR SUNBIT iPad**  
(Toggle the side button and increase the volume bar)



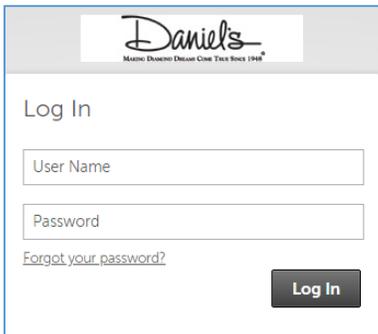
**INCREASE BRIGHTNESS OF YOUR SUNBIT iPad**  
(Swipe up to increase BRIGHTNESS)



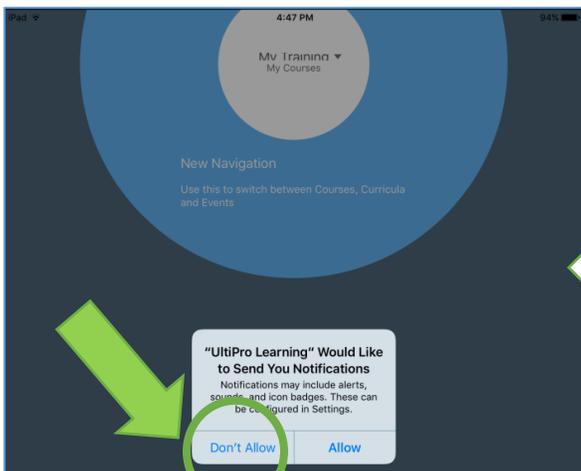
1. Using your **SUNBIT iPad**  
Locate the **UltiPro Learning** icon (with the GRADUATION CAP)



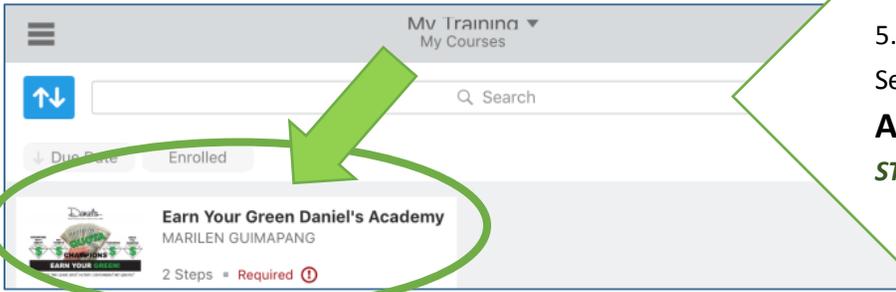
2. If asked, Company Access Code  
Type **since1948**, select Continue  
*Note: If you have two SUNBIT iPad's and it doesn't work on the first one use the other*



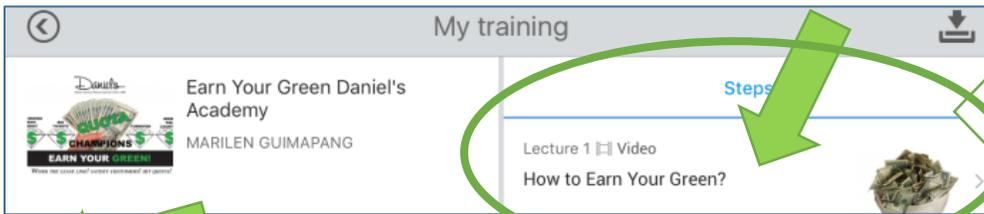
3. Log In to UltiPro with your **USER NAME and PW**  
*Note: Same log in as your UltiPro Payroll/Time Keeping*



4. First time setting option OR if it appears  
Select, **Don't Allow**



5. Welcome to "My Training/Go to My Course"  
Select, **EARN YOUR GREEN DANIEL'S ACADEMY** (Note: View and complete all the **STEPS** of this Course)



6. Under **STEPS**, select Lecture 1  
**EARN YOUR GREEN?**  
*Note: If more than one Lecture move to Step 2 and so on to complete the course.*

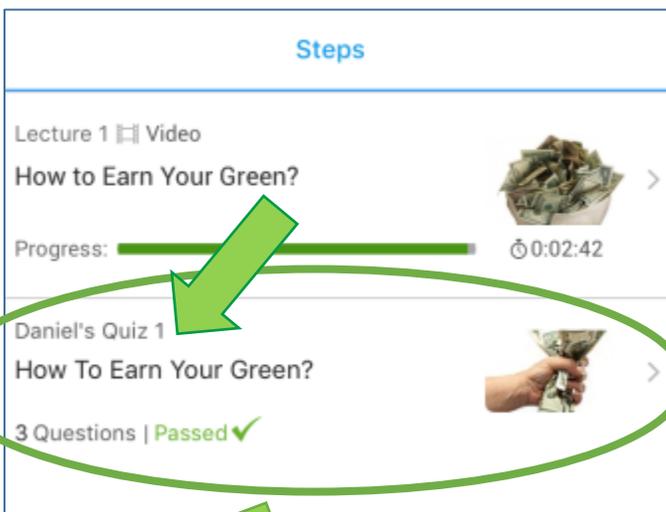


7. At the end of the Video lecture(s), go back to previous screen. *On the left hand corner, locate the back arrow* Select **< ARROW**.  
*Note: Repeat the process if more than one lecture.*

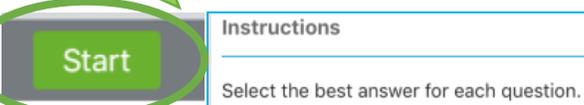


After you've completed/seen Lecture (s) **Proceed to the Quiz!**

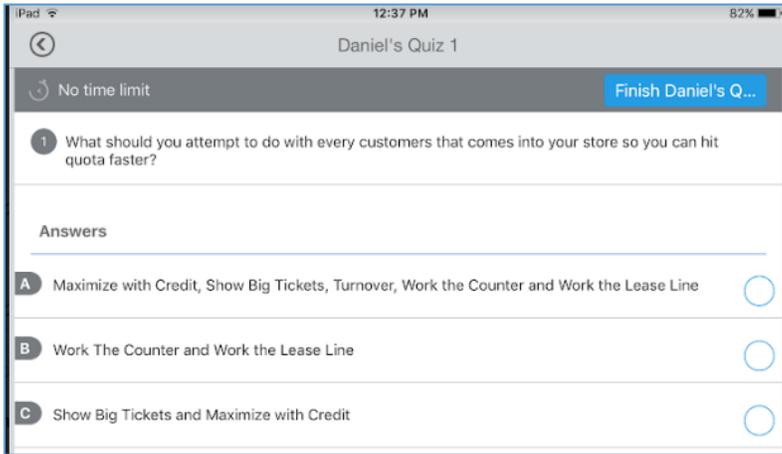
*Note: You must complete the Quiz to pass.*



8. Under **STEPS**, select Daniel's QUIZ 1  
**HOW TO EARN YOUR GREEN?**  
*(Note: Quiz has 3 Questions)*



9. Begin your Daniel's quick Quiz, select **START/RETAKE**  
*(Note: You must select the best answer for each question)*



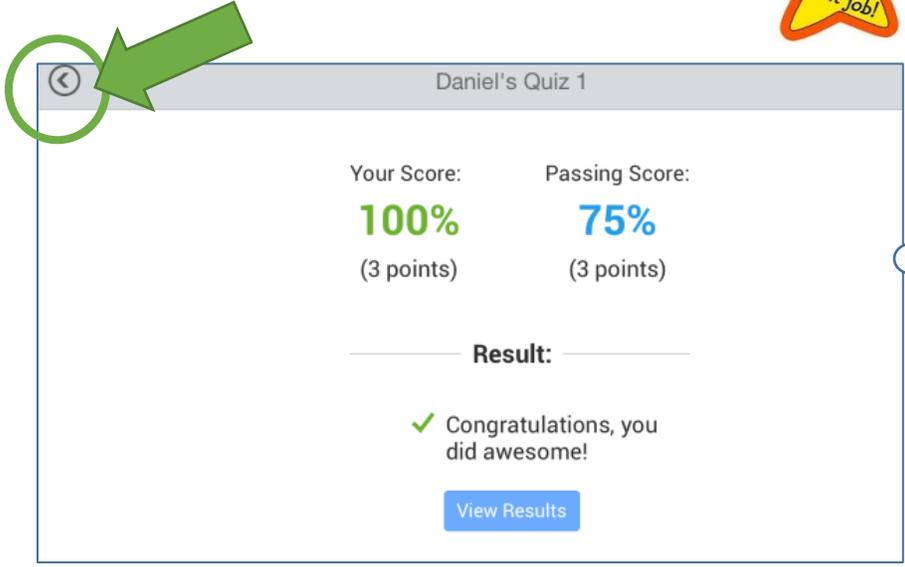
10. Select the best answer and **SUBMIT**  
*(Note: Repeat the process until all 3 questions are answered)*

You have reached the end of the daniel's quiz.  
 Before submitting your daniel's quiz you can review your daniel's quiz or / and answer open questions depending on the daniel's quiz rules set by your instructor.

[Submit Daniel's Qu...](#)



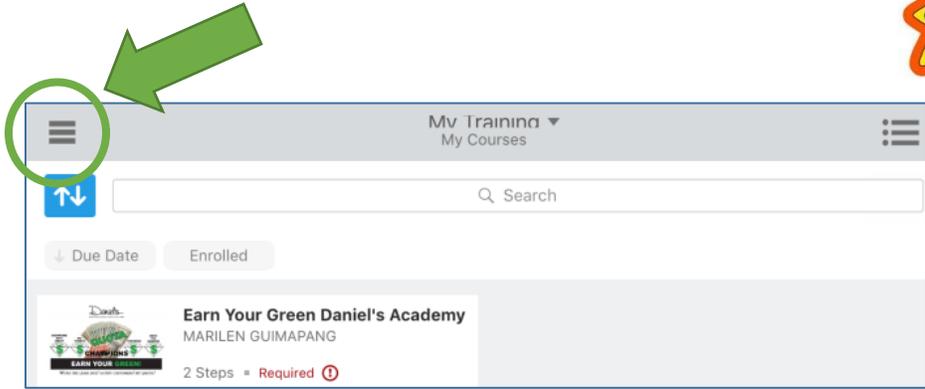
At this point you have completed the Quiz and you can view your Results!  
 Select **(X)** to **CLOSE** or **(<)** to **GO BACK**



11. At the end of quiz/viewing the results, go back to previous screen.  
 Select **(< ) GO BACK 2x**



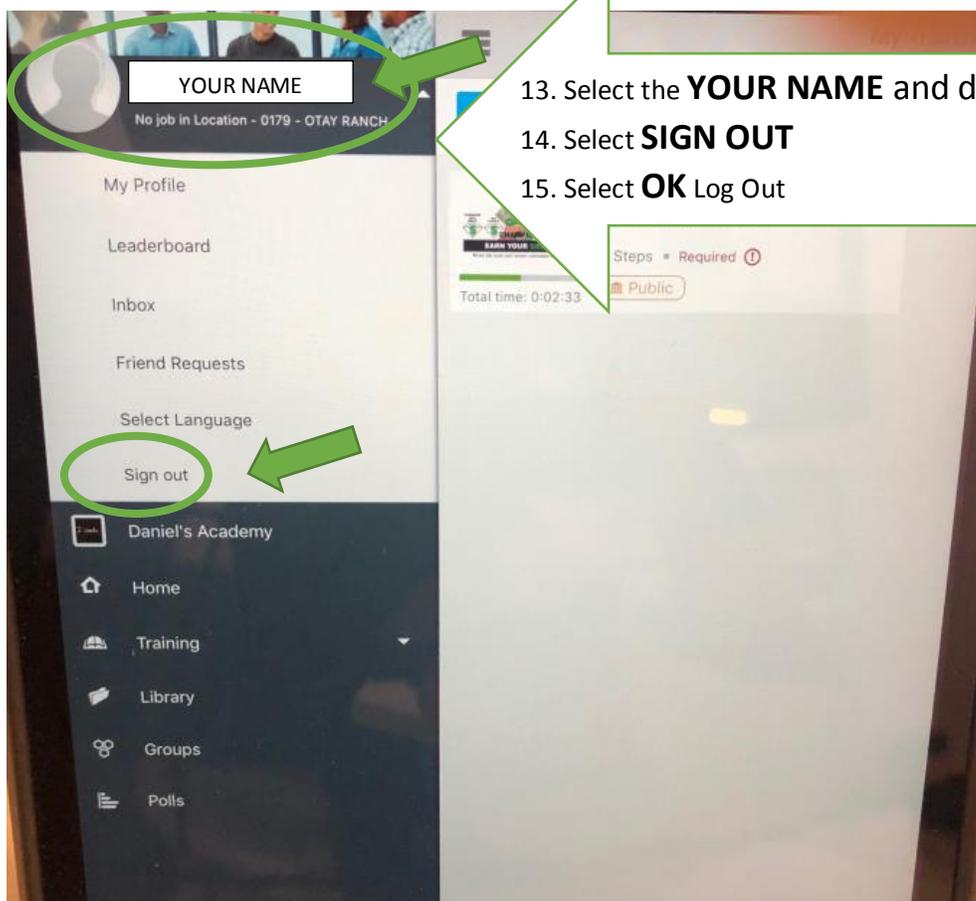
At this point you have completed the Lecture and Quiz! YIPPEE!



12. *On the left hand corner, locate the three bars to go back to the Daniel's Academy*  
 Select 



**YOU DID IT! ALMOST DONE! LOG OUT!**



13. Select the **YOUR NAME** and drop down options will appear
14. Select **SIGN OUT**
15. Select **OK** Log Out



**CONGRATULATIONS!**

You have now achieved your

**EARN YOUR GREEN BADGE!**