LeavePro – Logging In
The purpose of this job aid is to assist the end user in logging into the LeavePro system.

2. Enter your User ID.
3. Enter your Password.
4. Click Log In.

If you forget your User ID or Password:

5. Click Forgot User ID or Forgot Password on the Log In screen.
6. Enter your Work Email or your Mobile Phone number. The information you enter must be the same data provided by your employer.

7. Click Next. A code will be sent to your Work Email or Mobile Phone.
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8. Enter the code and click **Next**.

The Account Recovery screen will remind you of your username. If you forgot only your username, click **Submit** to continue to the My Leaves main landing page. If you forgot your password, type a **New Password**, **Confirm Password**, and click **Submit**.