

LeavePro – Logging In

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

1. To **log in**, visit <https://atriumhealthloa.myleavepro.com>.
2. Enter your **User ID**.
3. Enter your **Password**.
4. Click **Log In**.

LeavePro™

User ID [Forgot User ID?](#)

1

Password [Forgot Password?](#)

2

3 **LOG IN**

New User? [Register here.](#)

[English](#) [Español](#) [Français \(Canada\)](#)

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.

Account Recovery

Forgot your account information? No worries.
Let's find your account. Enter...

Work Email ?

Or

Mobile Phone ?

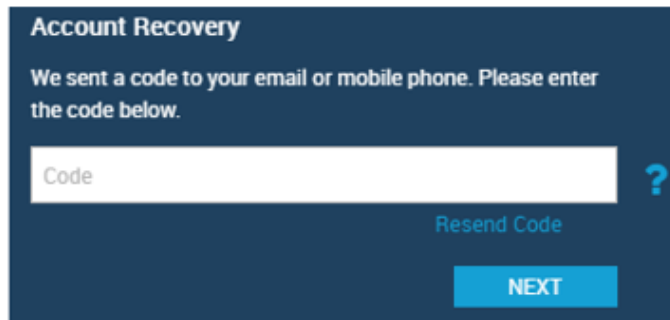
NEXT

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 screenshot shows a dark blue background with the title "Account Recovery" at the top. Below the title, the text reads: "We sent a code to your email or mobile phone. Please enter the code below." There is a white text input field with the placeholder text "Code" and a blue question mark icon to its right. Below the input field is a blue link that says "Resend Code". At the bottom of the form is a blue button with the text "NEXT" in white capital letters.

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**.