LeavePro Job Aid – New User Registration
The purpose of this job aid is to assist the end user with registering on the LeavePro system.

2. On the Log In screen, click Register here.

3. Enter your Work Email and click Next.

   Note:
   Enter your work email instead of your mobile phone number. A code will not be sent to your mobile phone number if there is not one on file.

4. Enter the Code (sent to your Work Email) and click Next.

5. Enter a User ID, enter a Password, and Confirm Password. Click Next.
   If any of the registration fields are not completed, an error message will appear. The question marks give a user information to successfully register, and the exclamation point highlights when the passwords do not match.
6. Select communication preferences. Choose Work Email (default), Personal Email (preferred), Mobile Phone—or all three—to keep you informed about your leave(s).

7. After entering the information for your preferences, click Submit.

8. Once the registration process is complete, you’ll be redirected to the main log in page to begin the log in process.

**Note:**

Work Email will always be auto populated and selected as default (if available). If a work email is not available, the field will not show as an option. You can deselect Work Email as a preference.