

LeavePro Job Aid – New User Registration

The purpose of this job aid is to assist the end user with registering on the LeavePro system.

1. To log in, visit <https://atriumhealthloa.myleavepro.com>.
2. On the **Log In** screen, click **Register here**.



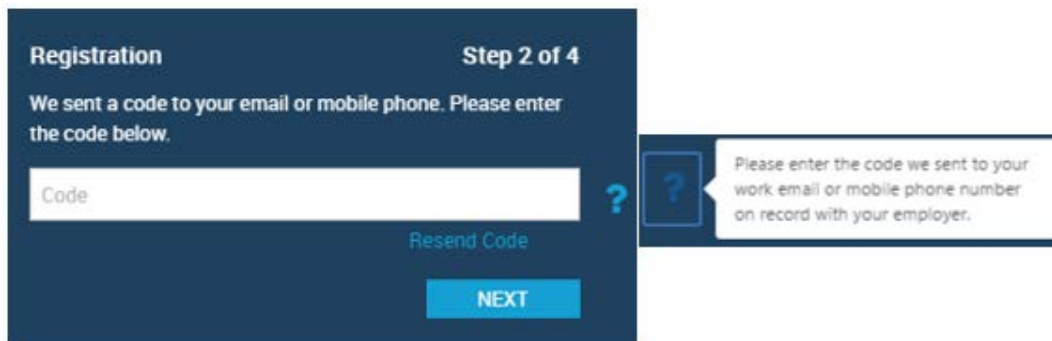
3. Enter your **Work Email** and click **Next**.



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**.

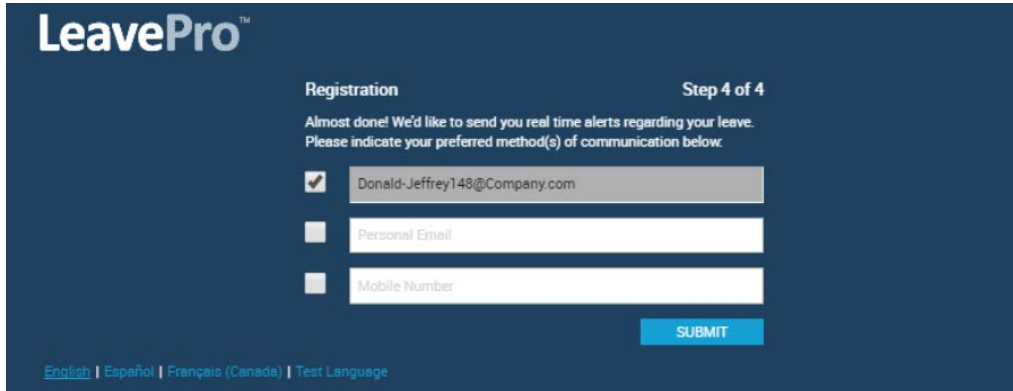


5. Enter a User ID, enter a Password, and Confirm Password. Click **Next**.
If any of the registration fields are not completed, an error message will appear. The question marks give a user information to successfully register, and the exclamation point highlights when the passwords do not match.

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6. Select communication preferences. Choose **Work Email** (default), **Personal Email (preferred)**, **Mobile Phone**—or all three—to keep you informed about your leave(s).



LeavePro™

Registration Step 4 of 4

Almost done! We'd like to send you real time alerts regarding your leave.
Please indicate your preferred method(s) of communication below.

Donald-Jeffrey148@Company.com

Personal Email

Mobile Number

SUBMIT

[English](#) | [Español](#) | [Français \(Canada\)](#) | [Test Language](#)

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.