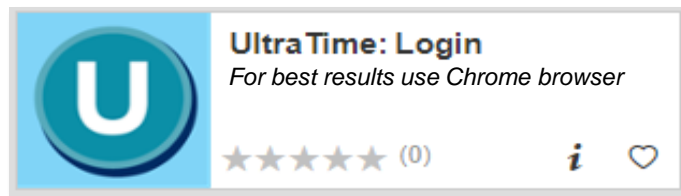# UltraTime: New Single Login for Dual Users
(Both Supervisor & Employee)

If you are both an **approving supervisor** in UltraTime and an **hourly employee**, there is a new feature that allows you to login in one place and **toggle between your two profiles** without having to close out of the application.

New UltraTime Login

1. When you go to **InsideND** to login, there will be just one task to select.

   UltraTime: Login
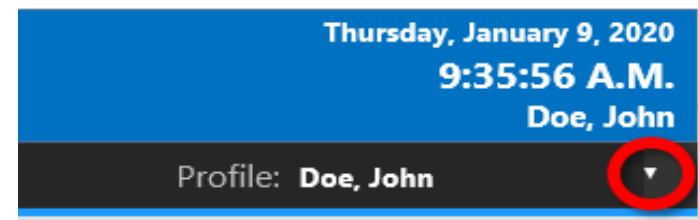   *For best results use Chrome browser*
   ★★★★★ (0)   *i*   ♡

2. The first screen you come to will allow you to select your **supervisor login**, which will just be your name, or your **employee login**, which will be specified.
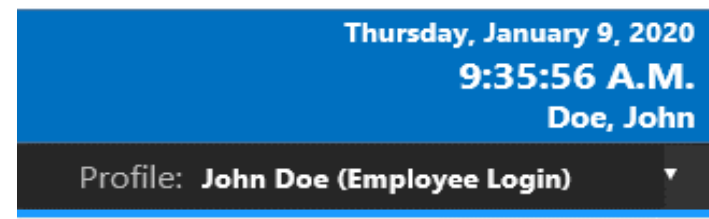
   Please Select a Profile

   Doe, John
   John Doe (Employee Login)

   Select

3. Simply select whichever login you need and it will bring you to the **main menu** in UltraTime that you ordinarily would see under that login.

Toggling Between Login Profiles

1. Once you are logged in, in the **upper right corner** of your screen in the black banner under the **date**, **time** and your **name,** you will see **Profile:** and then the indicator of which **login you have selected**.

   Thursday, January 9, 2020
   9:35:56 A.M.
   Doe, John
   Profile: **Doe, John**   ▼

2. Click on the **drop down arrow** and select your other login.

3. Your main menu for the new login will come up and you will see the **new Profile** listed in the upper right corner.

   Thursday, January 9, 2020
   9:35:56 A.M.
   Doe, John
   Profile: **John Doe (Employee Login)**   ▼

4. You are now able to **toggle back and forth** between the logins as many times as necessary without having to close out of the application.