

How to Sign into Unanet for the First Time

Unanet is where you will log your work hours on your timesheet and submit expense reports.

1. Click on this URL:

<https://essential-soft.unanet.biz/essential-soft/action/home>

2. Your user ID is the first initial of your first name + your last name.

Example: **James Bond** will have a username of **JBond**.

3. Enter your temporary password **Welcome2024!**

4. From the landing page (Unanet - Dashboard), roll over My Account in the upper right hand corner of the page and click on Preferences. You will then land on your Profile page. Click on the “Password” row along the top of the page. re-enter **Welcome2024!** as your current password, and create a new password. Press SAVE and you can log out of the system by clicking on My Account and Log Out.