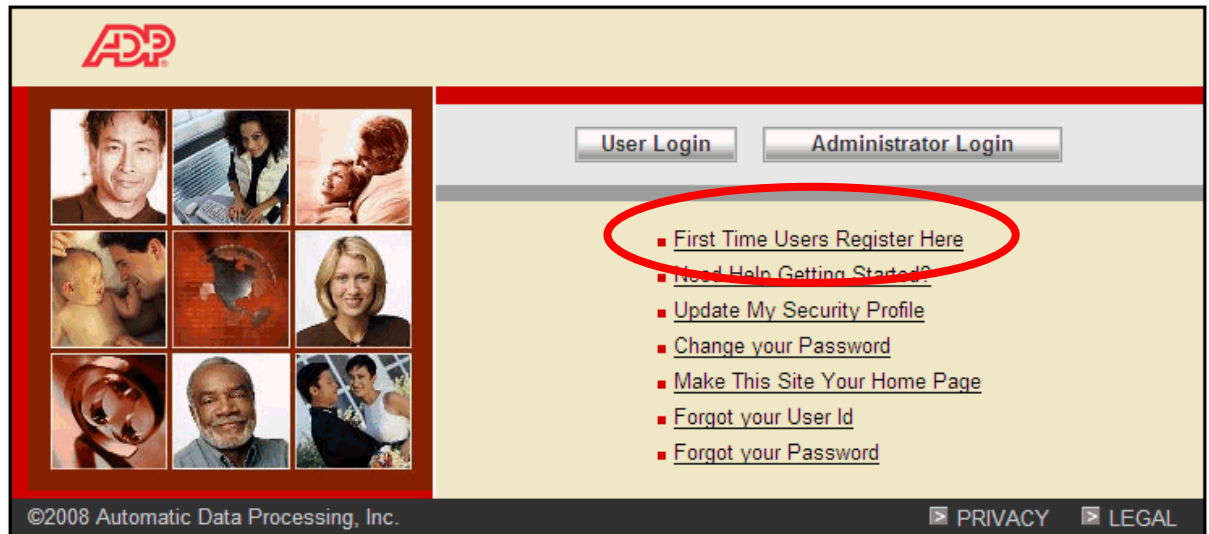


Registering for Self Service – Faculty and Staff

1. Access **Employee Self Service** by clicking on the link on your institution's webpage or type <http://portal.adp.com> into any web browser.
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.

ADP

Welcome!

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services. During registration, you'll be assigned a user ID and you'll create a unique password. Then you'll be ready to log on and start using ADP services.

Ready to get started?

The Registration Process At-a-Glance
Here is how to register for ADP services:

- 1 Enter your registration pass code
- 2 Verify your identity
- 3 Enter your contact information
- 4 Enter your security information
- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Already Registered?

Do you already have an ADP user ID in the following format: JSmith@Company?
If yes, you are already registered for ADP services. Do you want to [add a service?](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

4. Enter your **Registration Pass Code** and click **Next**.

Note: Your Self Service Registration Pass Code is **usg-6775**

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 1 of 6

1. Enter Your Registration Pass Code

Enter Your Registration Pass Code

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

Note: The pass code is not case-sensitive.
▶ = Required

Registration Pass Code: ▶ (Example: Genco-1234abc)

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 2 of 6

1. Enter Your Registration Pass Code
- 2. Verify Your Identity**
3. Enter Your Contact Information
4. Enter Your Security Information
5. View Your User ID & Create Your Password
6. Confirmation

Verify Your Identity

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

I want to verify my identity using:

Social Security Number (SSN)

Individual Taxpayer Identification Number (ITIN)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶= Required

First Name: ▶ (Your legal first name; do not enter a nickname.)

Middle Initial:

Last Name: ▶ (Apostrophes and hyphens are allowed.)

SSN: ▶ (All nine digits in any format)

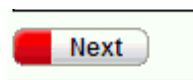
Confirm SSN: ▶ (All nine digits in any format)

Date of Birth: ▶ (Month) ▶ (Day)

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Internet 100%

5. Enter your data in the fields with the ▶. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record.*



- In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.

The screenshot shows the ADP 'Register for ADP Services' interface at Step 2 of 6. The page title is 'Verify Your Identity' and the instruction is 'We need some more information in order to verify your identity. Please complete the information on this page.' A sidebar on the left lists six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. Below the sidebar, a red arrow indicates required fields. Under 'A. Select a Service', the 'Service' dropdown is set to 'Self Service'. Under 'B. ADP Self-Service Information', there is a note: 'Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator.' Below this note are two input fields: 'Employee ID' and 'PIN'. At the bottom, there are 'Next' and 'Cancel' buttons.

- Complete the fields on your Contact Information and click **Next**.

The screenshot shows the ADP 'Register for ADP Services' interface at Step 3 of 6. The page title is 'Enter Your Contact Information' and the instruction is 'Your e-mail address is only used for notifications. If necessary, you can change this information later.' A sidebar on the left lists six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information (highlighted), 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. Below the sidebar, a red arrow indicates required fields. The form contains the following fields: 'First Name' (with a separate 'MI' field), 'Last Name', 'Business/Personal E-Mail' (with a note: '(Apostrophes and hyphens are allowed)'), 'Confirm E-Mail', and 'Phone' (with a note: '(Area code and number in any format)'). At the bottom, there are 'Next' and 'Cancel' buttons.

- Complete all the fields on your Security Information and click **Next**.

The screenshot shows the ADP registration process at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information (highlighted), 5. View Your User ID & Create Your Password, and 6. Confirmation. The main content area includes instructions: "For security reasons, you must select two different security questions and provide their answers. If you forget your logon information, you will be asked to answer the questions in order to verify your identity." and "Important: Be sure to choose answers you can remember." Below this are input fields for "City/Town of Birth", "Security Question 1", "Answer 1", "Security Question 2", and "Answer 2". At the bottom are "Next" and "Cancel" buttons.

- The View Your Userid & Create Your Password will appear. Your user ID is displayed. *Please make a note of this as it will be needed to access ADP Employee Self Service.*

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

The screenshot shows the ADP registration process at Step 5 of 6, titled "View Your ADP Services User ID" and "Create Your ADP Services Password". The left sidebar lists the steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User ID & Create Your Password (highlighted), and 6. Confirmation. The main content area includes instructions: "Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the e-mail address you provided." and "Note: Your user ID is not case-sensitive." Below this is a text box displaying the "User ID: jsmith@MPLX", which is circled in red. Further down, instructions for the password are given: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and "Note: Your password is case sensitive." Below this are input fields for "Create Password:" and "Confirm Password:". At the bottom are "Submit" and "Cancel" buttons.

10. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

5. New Your User ID &
Create Your Password

5. Confirmation

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.

▶ = Required

Create Password: (Example: Password01)

Confirm Password:

11. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User ID &
Create Your Password

5. Confirmation

Create Your ADP Services Password

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

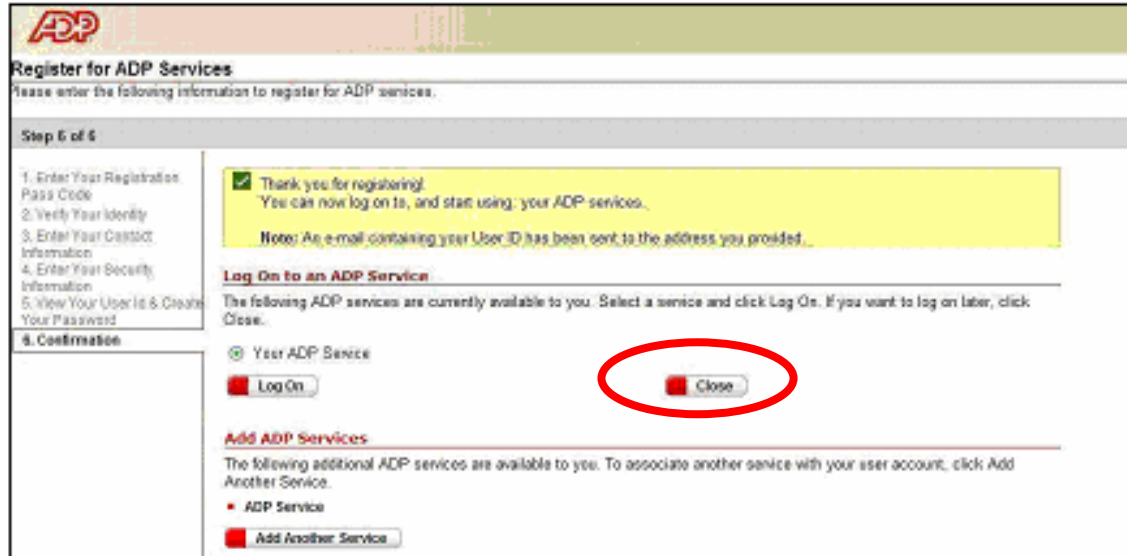
Note: Your password is case sensitive.

▶ = Required

Create Password: (Example: Password01)

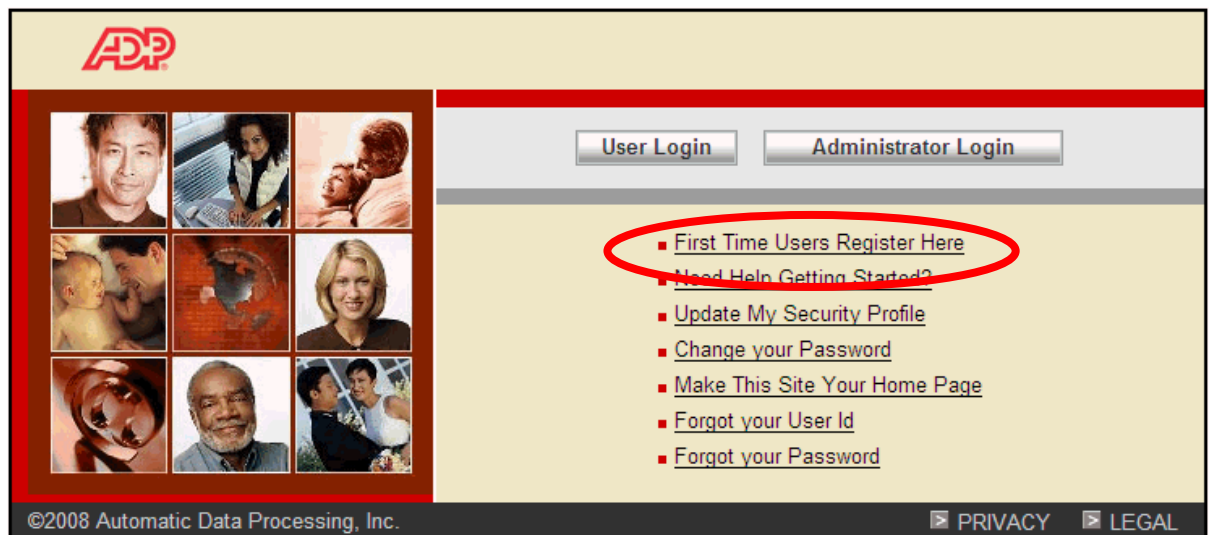
Confirm Password:

12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.



Adding eTime

1. Go back to the Portal main login page: <http://portal.adp.com> and select "First Time Users Register Here"



2. Click **Add a Service**.



Welcome!

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Ready to get started?

The Registration Process At-a-Glance

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- 5 View your user ID and create your password

What you need to register:

- Registration pass code [Learn More](#)

Privacy & Security

- [Our Security Commitment](#)
- [ADP Privacy Statement](#)
- [Legal Information](#)

Do you already have an ADP user ID in the following format: JSmith@Company?

If so, you are already registered for ADP services.

3. On the Enterprise eTIME line, choose **Add**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	Add

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTime Information

Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

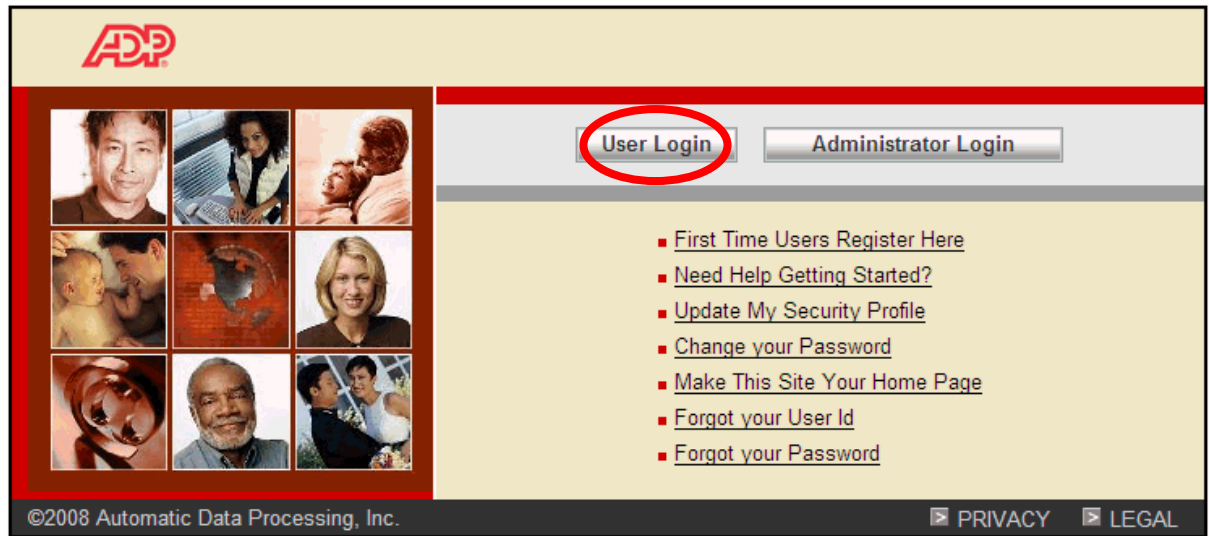
The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✔ <<Service Name>> has been added successfully.

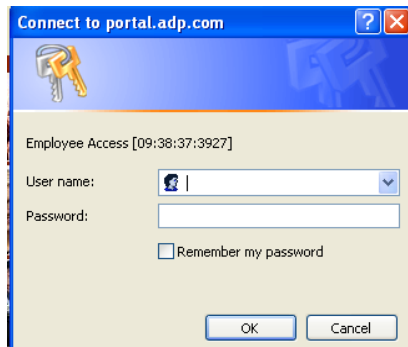
Log On

Access the Employee Self Service Portal.

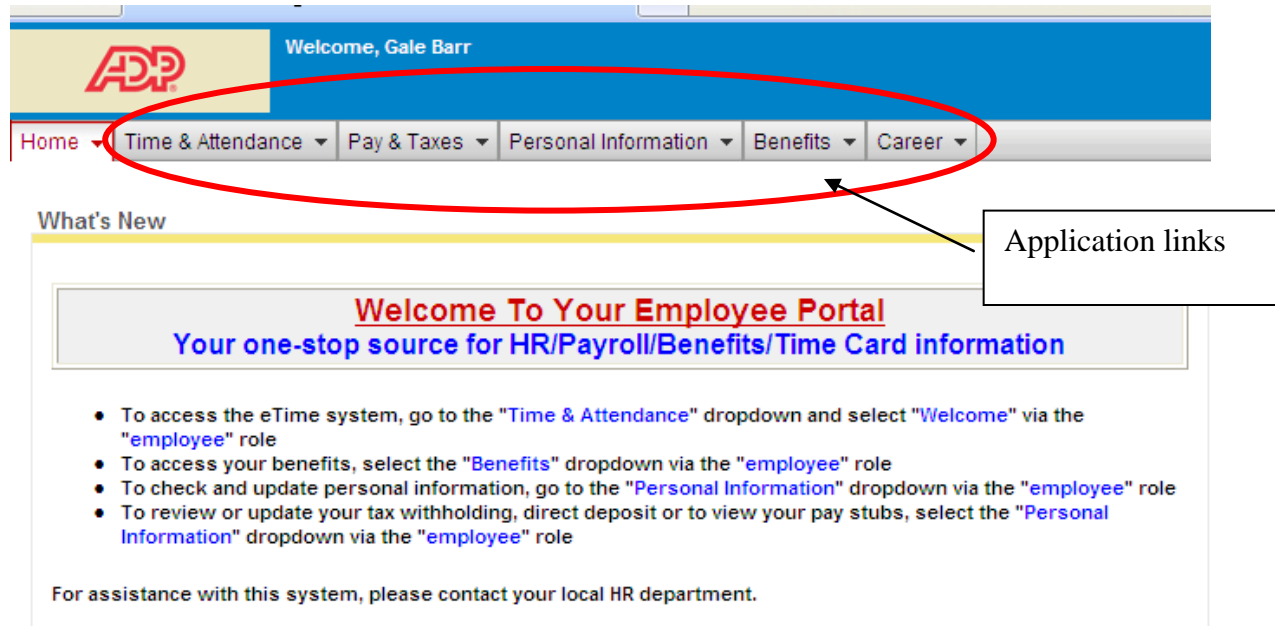
1. Click the Employee Self Service link on your institution's webpage.
2. Click 'User Login' button.



3. Enter User Name and Password and click **OK**.



4. The ADP Portal will appear. The application links allow you to enter into each application.



The system checks the access profiles that were assigned to you when your system was configured. This determines which Application links you can view.

- Home
- **Time & Attendance – access Request Time Off forms, Timecards, and view accrued vacation and/or sick hours.**
- Pay & Taxes – access to pay statements, W-2s, online direct deposit authorization, and on line tax withholding forms. Direct deposit and tax withholding forms flow directly into the HR/Payroll system.
- Personal Information – displays employee address, phone numbers and emergency contact information. Edits may be performed and flow directly into the Human Resources system.
- Benefits – access to view current insurance benefit selections, change current selections in the event of a life changing event. Election of health and insurance benefits is available during the Open Enrollment period.
- Career – Displays employee’s job information and dates.