



OVERVIEW

Before you can access any ADP web applications, you will need to register as an ADP Portal user and create a Password. The ADP web applications allow you to access your electronic time card (when applicable), enroll in benefits (when applicable), view your pay statements, view your W-2s, and much more. Once you receive confirmation from HR that your hiring process is complete, you will follow these instructions to create your account. To create your account, you will need:

- Your Social Security Number (SSN)
- USG Passcode

To obtain the USG Passcode, contact the USG Shared Services Center (SSC) toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

For additional assistance, you may view a video demonstration provided by ADP at https://support.adp.com/netsecure/pages/pub/clientuser/1.0/ssr/ADP_Employee_Self_Service_Registration.htm.htm.

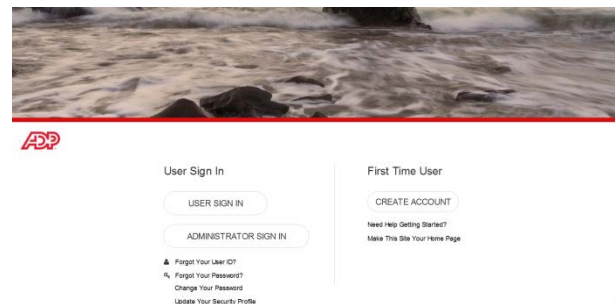
Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 A.M. – 5:00 P.M. except holidays. You can call us toll free at (855) 214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at <https://portal.adp.com>

- a) Under **First Time User**, click **CREATE ACCOUNT**.



2. Begin Registration

2.1. Find Your Record

- a) Enter the Registration Code you obtained from the Shared Services Center in the **Registration Code** field.
- b) Click **Go**.



Before you register, help us find you in our records.

Registration code*

What is this?

2.2. Verify Identity

- a) If another organization other than "University System of Georgia" is on the screen, click **Start over**.
- b) Enter your personal information to verify your identity. *You will need your Social Security Number (SSN).*
 - Enter your **First name**.
 - Enter your **Last name**.
 - Enter your full **SSN, EIN, or ITIN** (You will need to enter twice to confirm.)
- c) Click **Confirm**.



Before you register, help us find you in our records.

Registration code*

What is this?

Board Of Regents Of The University System Of Georgia

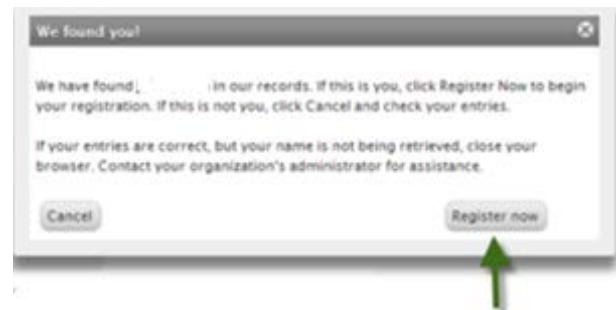
First name*

Last name*

SSN, EIN, or ITIN*

Type it again*

- d) Click **Register now**.
- e) If your name is not retrieved, verify the information you entered and click **Confirm** again.
- f) If you are still unable to retrieve your information, contact our Shared Services Center (SSC) Customer Support team at (478) 240-6500 or email us at usgdatahelp@ssc.usg.edu for assistance.



3. Register for ADP Services

3.1. Enter Contact Information

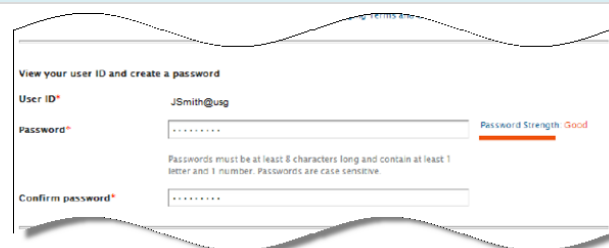
- a) ADP uses this information to email your activation code to you. *The contact information is also used to send temporary passwords if you need to reset your password.*

Note: For notifications, employees should use the email address furnished by their institution for their "Work" email address.



3.2. Create Password

- a) Your **User ID** will be displayed on the screen.
- b) Create your **Password**. The password must be at least eight (8) characters long, contain at least one (1) letter and one (1) number, and is case sensitive.
- c) Enter the password you created in the **Confirm Password** field.

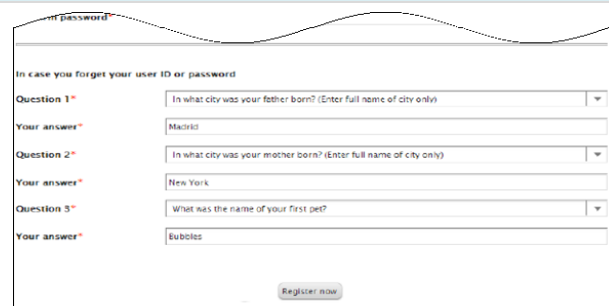


3.3. Select Security Questions and Answers

- a) To protect your account, select three security questions and answers. Your answers are not case sensitive and must be at least two (2) alphanumeric characters.

Note: If you forget your user ID or password, you will be required to answer these questions to confirm your identity.

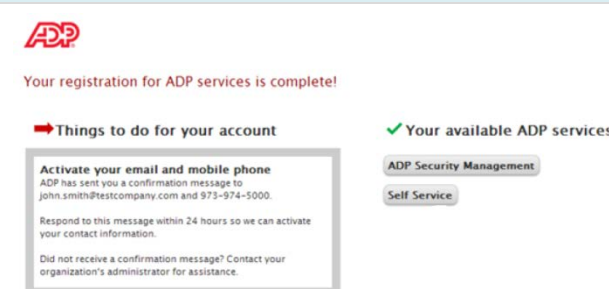
- b) Click **Register now**.



3.4. Registration Complete

- a) Respond to the message within 24 hours to activate your email and/or mobile phone.

Note: If you do not activate your information, you will not be able to receive notifications (including temporary passwords) using the contact information you entered on step 3.1.



- b) You may click **ADP Security Management** (Netsecure) to add ADP services available to you. To add ADP Enterprise eTIME, refer to job tool, [EMP-CS-2005JT ADP Portal – Add or Re-Add eTIME](#).

Note: Enterprise eTIME is the Time and Labor Management system used by employees to:

- Record and review hours worked
- View exception time accrual balances (vacation, sick, and floating holiday)
- Request or cancel time off
- Request or cancel leave time

- c) To log in to your ADP Self Service account, click **Self Service**.



Your registration for ADP services is complete!

➔ Things to do for your account

Activate your email and mobile phone
ADP has sent you a confirmation message to john.smith@testcompany.com and 973-974-5000.
Respond to this message within 24 hours so we can activate your contact information.
Did not receive a confirmation message? Contact your organization's administrator for assistance.

✔ Your available ADP services

- ADP Security Management
- Self Service

4. Activate Your Email Address and/or Mobile Phone

Note: You must activate your email address and/or mobile phone number within 24 hours.

4.1. Activate Email Address

- a) Once your registration is complete, you will receive an email from "ADP Generated Message..." providing instructions to activate your email address.
- b) Follow the instructions contained in the email.

From: SecurityServices_JobReply@adp.com
To: <your email address>
Subject: ADP Generated Message: Activate Your Email Address

<First Name Last Name>
Thank you for setting up your account with ADP.

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Click on the link to activate your email for contacts from ADP: [<Your activation link>](#)

Need help or have questions about your account?
Contact your organization's administrator for assistance

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

4.2. Activate Mobile Phone

- a) Once your registration is complete, you will receive a text message from ADP.
- b) Reply with the code in the text message to activate your mobile number.

Note: In the United States, the message will come from sender "90206".



Task Complete