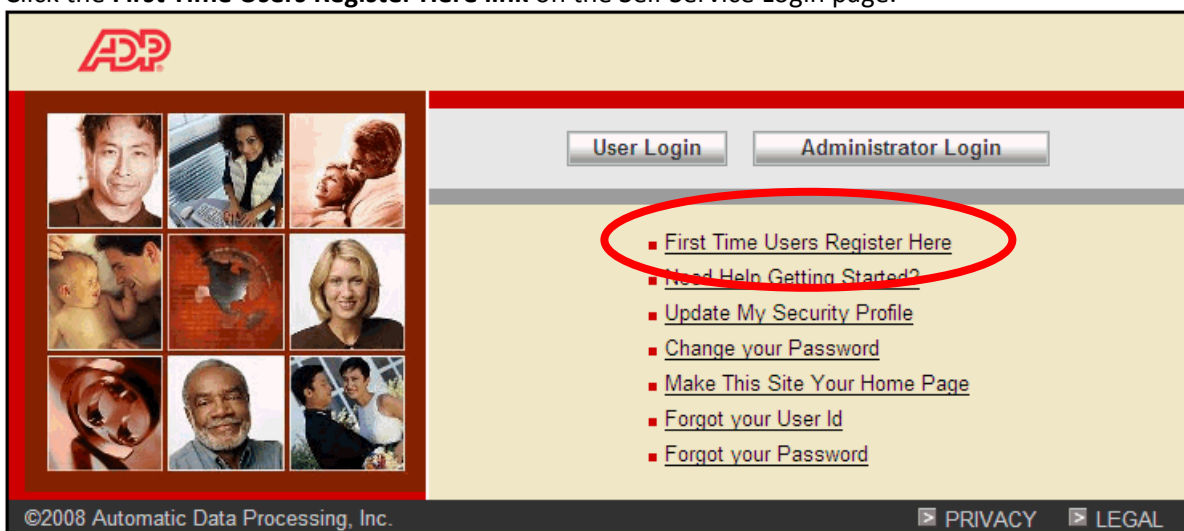


# Self-registration for the ADP Portal

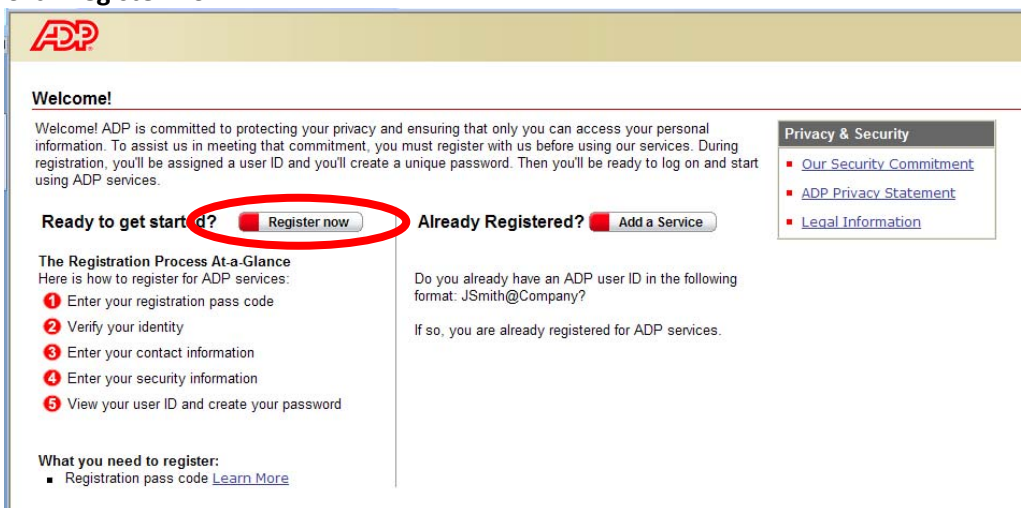
## Registering for Self Service

**Note:** You must use Internet Explorer 6.0 or above to access the website. Do NOT use Firefox or Safari

1. Click the **ADP Portal Employee Self Service** link on ASU's 'ADP At Your Service' webpage. Or type in the URL <http://portal.adp.com>
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** and click **Next**. The passcode 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)

**Next**

5. Type in your Name, Social Security Number, and Birthday. After entering your information click **Next**.  
**NOTE: Your name must be typed in the same way it is listed in the current At Your Service system.**

**ADP**

**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 2 of 6**

**2. Verify Your Identity**

**Verify Your Identity**

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

**Note:** You may enter your Individual Taxpayer Identification Number (ITIN) in place of a Social Security number.  
▶ = Required

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

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

**Social Security Number:**  (All nine numbers in any format.)

**Confirm Social Security Number:**  (All nine numbers in any format.)

**Birth Month and Day:**

6. **NOTE:** After you click **Next** if a page comes up asking for your Employee ID and Pin then the information you entered on the first page is incorrect. Click **Cancel** to go back to the previous page and double check your information. (if you need to log into the current At Your Service website and check to see how they have your name entered.)

**A. Select a Service**

**Service:**

**B. ADP Self-Service Information**

Your employer sent you a letter with your Employee ID and PII or system administrator.

**Employee ID:**

**PIN:**

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

The screenshot shows the 'Register for ADP Services' page at Step 3 of 6. The page title is 'Register for ADP Services' and the subtitle is 'Please enter the following information to register for ADP services.' The progress bar indicates 'Step 3 of 6'. The left sidebar lists the 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. The main content area is titled 'Enter Your Contact Information' and includes the instruction: 'Your e-mail address is only used for notifications. If necessary, you can change this information later.' Below this, there are several required fields: First Name, Last Name, Business/Personal E-Mail, Confirm E-Mail, and Phone. Each field has a red arrow icon indicating it is required. The E-Mail field has a note: '(This e-mail address is only used for notifications.)' and the Phone field has a note: '(Area code and number in any format.)'. At the bottom, there are 'Next' and 'Cancel' buttons.

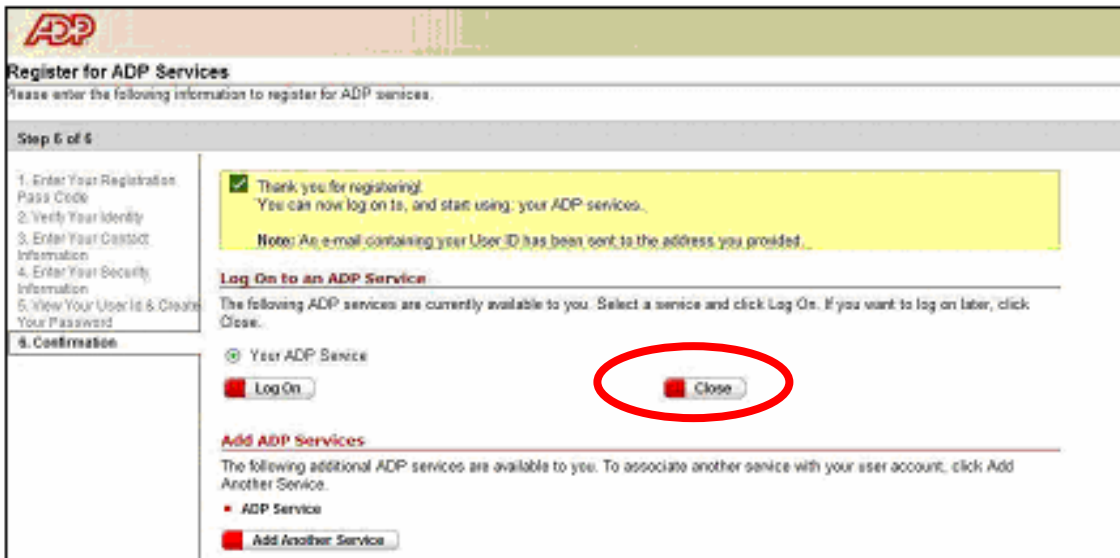
8. Complete all the fields on your Security Information and click **Next**. **Note:** The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

The screenshot shows the 'Register for ADP Services' page at Step 4 of 6. The page title is 'Register for ADP Services' and the subtitle is 'Please enter the following information to register for ADP services.' The progress bar indicates 'Step 4 of 6'. 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 is titled 'Enter Your Security Information' and includes the instruction: '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.' Below this, there is an important note: 'Important: Be sure to choose answers you can remember.' and a red arrow icon indicating required fields. The fields include: City/Town of Birth, Security Question 1, Answer 1, Security Question 2, and Answer 2. Each field has a red arrow icon indicating it is required. At the bottom, there are 'Next' and 'Cancel' buttons.

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed. **Please make sure you remember your user ID so you can login.** Create a new password for your account and click **Submit**. 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.

The screenshot shows the 'Register for ADP Services' page at Step 5 of 6. The page title is 'Register for ADP Services' and the subtitle is 'Please enter the following information to register for ADP services.' The progress bar indicates 'Step 5 of 6'. 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 is titled 'View Your ADP Services User ID' and includes the instruction: '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.' Below this, there is a note: 'Note: Your user ID is not case-sensitive.' and a red arrow icon indicating required fields. The User ID field is highlighted with a red circle and contains the text 'smith@MPLX'. Below this, there is a section titled 'Create Your ADP Services Password' and the instruction: 'Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.' Below this, there is a note: 'Note: Your password is case sensitive.' and a red arrow icon indicating required fields. The fields include: Create Password and Confirm Password. Each field has a red arrow icon indicating it is required. The Confirm Password field is highlighted with a red circle. At the bottom, there are 'Submit' and 'Cancel' buttons.

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

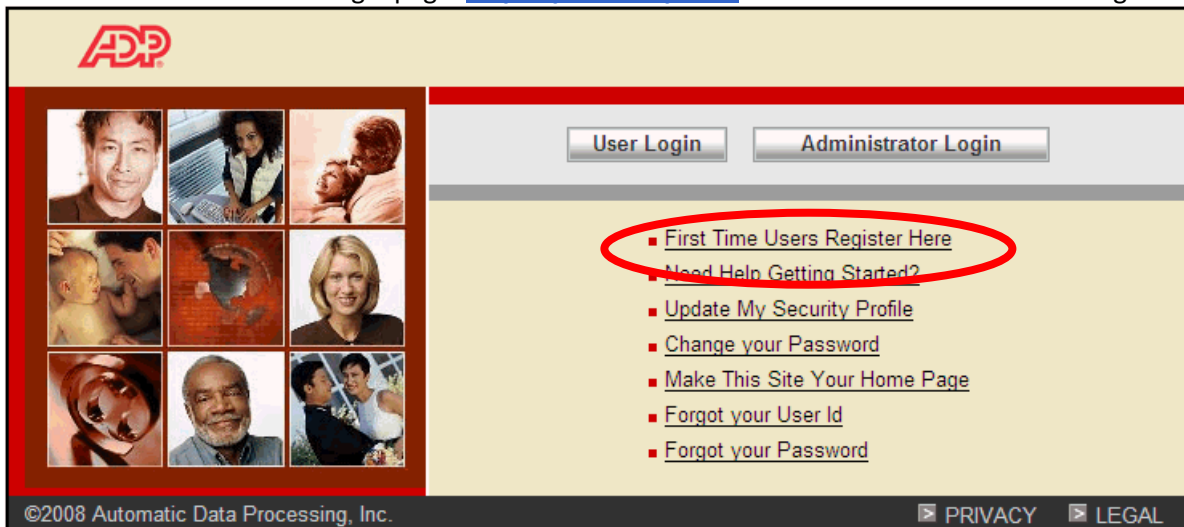


## Looking up your New ADP Employee ID

1. Go back to the ADP Login page: <http://portal.adp.com> and login with the new username and password you created.
2. Go to the link at the top that says **Myself**,
3. On the left look for the link that says **Personal Information**
4. Under the Personal Information look for your new Employee ID. Copy this number down because you will need it to add eTime.
5. Logout of the ADP portal

## 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**.

**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?**  **Already Registered?**

**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](#)

**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. Enter your Username and Password for ADP to access the site.  
4. On the Enterprise eTIME line, choose **Add**.

**ADP** Welcome, Diana Grillo

**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	<a href="#">Add</a>

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

**Verify Your Identity**

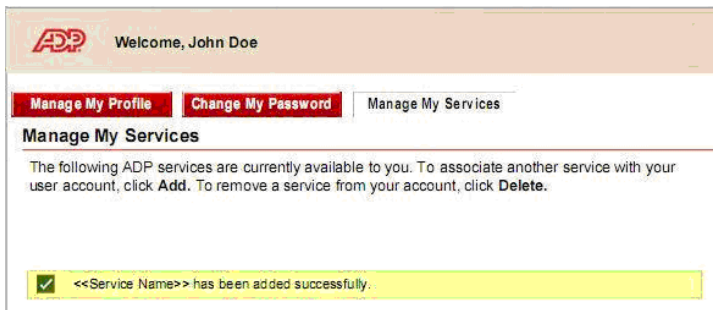
We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

**Enterprise eTime Information**

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

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



7. Click on **Logout** in the top right corner

8. Go back to <http://portal.adp.com> and click 'User Login'

9. Enter your **username** and **password** for **ADP**

10. You now have a choice at the top that says 'Time' when you click it you will have the option to **Click Here to access eTIME** for Managers/Approvers and All other employees.

11. When you click on the 'Here' link it will open a new window for eTime.

**NOTE:** if you receive an error message about the correct version of Java not being installed close your web browser and follow the directions below.

1. Go to the gold star on your desktop '**PC Management**' or open **My Computer** and type in the following address: \\Fsfs2\campussw\All Departments\Java

2. Double click on **Campus Software | All Departments |Java**

3. Double click on the file: **jrejava160\_06.exe**

4. Follow the steps to install the software.

5. Once the install is finished, go back to <http://portal.adp.com> and log in again. Try accessing eTime.

**Note:** If you receive any other error messages please call the Help Desk **737-1482** and report the problem.