

Valdosta State University

Shared Services/ADP Registration Instructions & Adding eTIME

Purpose of this Guide:

This guide provides answers to many common questions regarding the new Shared Services/ADP system access for parallel testing and going forward into production.

For any issues or questions relating to registration or adding eTIME, user accounts or assistance with navigating through the system, please send an email to: sharedservices@valdosta.edu In the email please include your full name, description of problem and contact information. A VSU Shared Services/ADP representative will get in touch with you as quickly as possible.

NOTE: Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

Registration:

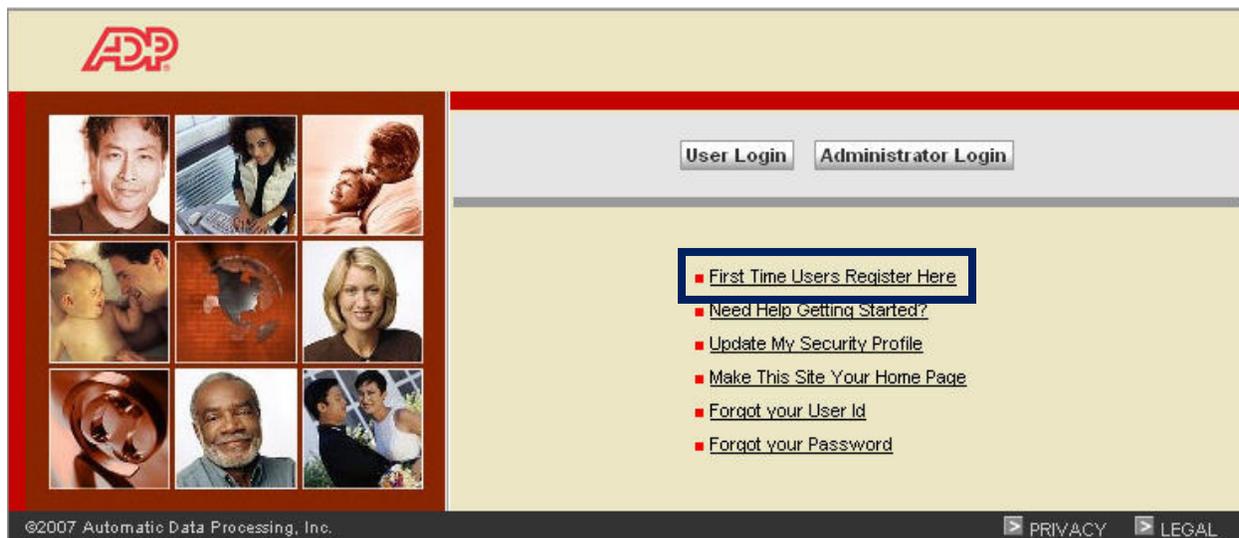
Why do I need to register? All VSU employees must register in order to access Human Resource information using the Shared Services/ADP web application. This is the first step every VSU employee must complete, regardless of their role in the system.

What information do I need?

- The parallel registration pass code: usg-6775 (not case sensitive)
- Full name – exactly as it appears on your pay stub
- Social Security Number
- Birth Month and Day

First Time Registration:

1. Open the registration website address: <https://portal.adp.com>
2. Select: First Time Users Register Here



3. Select: Register Now

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 used 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 Self Service Registration Pass Code: usg-6775 (not case sensitive)

5. Select: Next

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)

6. Enter: Your name (exactly as it appears on your pay stub*)

Social Security Number (without spaces and dashes) and confirm your SSN (without spaces and dashes)

7. Select: Birth Month and Day from the drop-down list

8. Select: Next

*You cannot use nicknames or middle names. You must use your legal name as it appears in the Human Resources system.

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

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

▶ = Required

First Name: 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:

If the screen below does not appear, proceed to Step 10.

9. If the screen below displays, you have not verified successfully, please send an email to: sharedservices@valdosta.edu Include your full name, problem and contact information.

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

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

▶ = Required

A. Select a Service

Service:

B. ADP Self-Service Information

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.

Employee ID:

PIN:

NOTE: The above screen shot example, may look slightly different from the page displayed on your system.

- 10. Enter: Your VSU email address and confirm your email address
- 11. Enter: Phone Number – including area code – no spaces or dashes (this is optional – please use your VSU office phone number, if you have one)
- 12. Select: Next

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

Step 3 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

Enter Your Contact Information
Your e-mail address is only used for notifications. If necessary, you can change this information later.
▶ = Required

First Name: MI:
Last Name: (Apostrophes and hyphens are allowed.)
Business/Personal E-Mail: (This e-mail address is only used for notifications.)
Confirm E-Mail:
Phone: (Area code and number in any format.)

- 13. Enter: Your place of birth – without commas
- 14. Select: Your security questions from the drop-down list
- 15. Enter: Your security answers

NOTE: The security questions and answers are used if you forget your login information, so please be sure to use items you can remember. Also, be sure to remember how you typed your answers. They are case sensitive and must match exactly as originally typed.

- 16. Select: Next

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

Step 4 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

Enter Your Security Information
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.
Important: Be sure to choose answers you can remember.
▶ = Required

City/Town of Birth:

Select a question from the list and enter your answer.

Security Question 1:
Answer 1:

Select a different question from the list and enter your answer.

Security Question 2:
Answer 2:

Your User ID will be displayed.

17. Enter: Your password and confirm your password

NOTE: Passwords must be a minimum of 8 characters long and must contain at least 1 letter and 1 number (passwords cannot be all letters or all numbers).

18. Select: Submit

The screenshot shows the ADP registration interface. At the top left is the ADP logo. Below it is the heading "Register for ADP Services" and a sub-heading "Please enter the following information to register for ADP services." A progress bar indicates "Step 5 of 6". On the left, a list of steps is shown, with step 5, "View Your User Id & Create Your Password", highlighted. The main content area is divided into two sections. The first section, "View Your ADP Services User ID", explains that the user ID is provided below and will be used for login. It includes a note that the user ID is not case-sensitive and a text box displaying the user ID "fsmith@MPLX". The second section, "Create Your ADP Services Password", explains that the password must be at least 8 characters long and contain at least 1 letter and either 1 number or 1 special character. It includes a note that the password is case sensitive and a legend indicating that a red arrow symbol means "Required". Below this are two text boxes for "Create Password:" and "Confirm Password:", both with red arrows pointing to the input fields. At the bottom of the form are "Submit" and "Cancel" buttons.

NOTE: Make a note of your User ID, password and security questions/answers for future use and store in a secure location, for example at home.

The next step is to add eTIME.

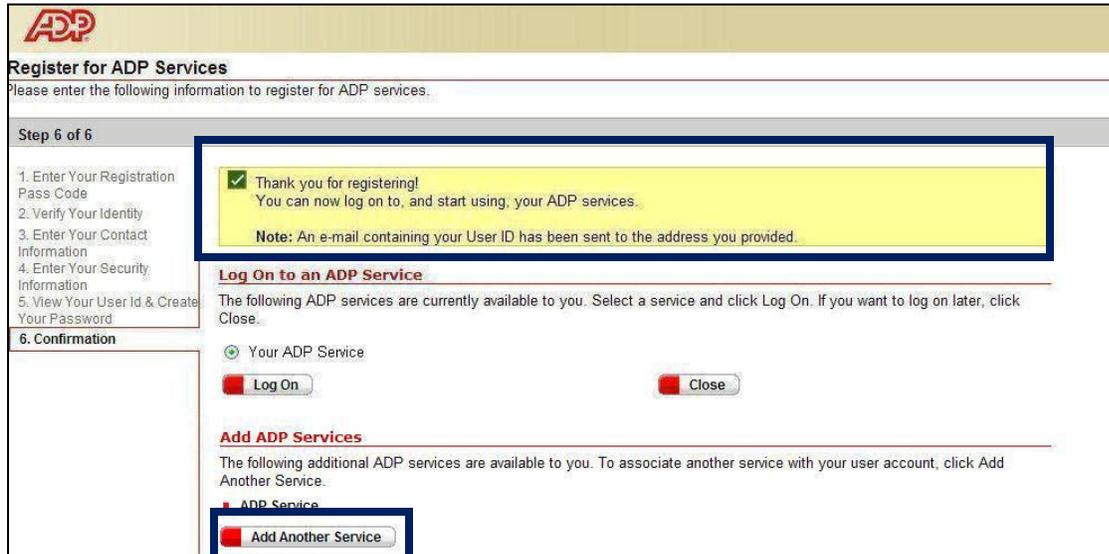
Why do I need to add eTIME?

All VSU employees who need to enter and/or approve time will have to add the eTIME service to their user profile.

Adding eTIME:

After completing your online registration you will receive an e-mail confirming your enrollment.
To add eTIME:

1. Select: Add Another Service



ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 6 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**

Thank you for registering!
You can now log on to, and start using, your ADP services.
Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

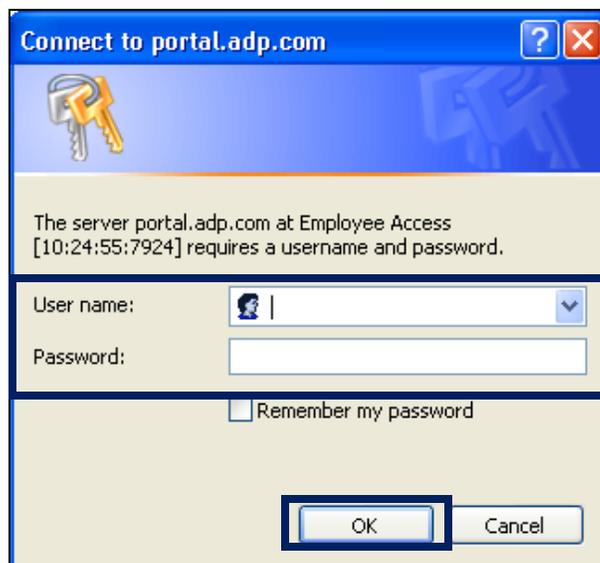
Your ADP Service

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

ADP Service

You will be prompted to enter your NEW Shared Services/ADP User Name (i.e., jsmith@usg) and password you provided during registration.

2. Enter: Your User name
3. Enter: Your Password
4. Select: OK



Connect to portal.adp.com

The server portal.adp.com at Employee Access [10:24:55:7924] requires a username and password.

User name:

Password:

Remember my password

On the Manage My Services page, following the Enterprise eTIME option:

5. Select: Add

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**.

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	
CRM Self Service	
Self Service	
Enterprise eTIME	Add
Benefit Enrollment	

In order to continue you must know your NEW ADP Employee ID number. If you already know this number, proceed to Step 9.

If you do not know your new ADP number, in a separate tab in your Internet Explorer browser: visit the Shared Services/ADP website:

<http://www.valdosta.edu/finadmin/training/sharedservices>, then:

6. Select: The Employee ID Lookup button
7. Enter: Your VSU 87# and Last Name
8. Select: Get Your ADP Employee ID button



Valdosta State University
ADP Employee ID Reference

IMPORTANT: Please note that you will need your ADP Employee ID in order to register for ADP Self-Service.

VSU ID (87 #)

Last Name

Get Your ADP Employee ID

Under the Enterprise eTIME information screen:

9. Enter: Your Employee ID number (NEW ADP number)
10. Select: Submit

The screenshot shows the ADP user interface for Diana Grillo. At the top, there is a navigation bar with the ADP logo and the text "Welcome, Diana Grillo". Below this, there are three red buttons: "Manage My Profile", "Change My Password", and "Manage My Services". A section titled "Verify Your Identity" follows, with a sub-header "Verify Your Identity" and a message: "We need some information in order to verify your identity. Please complete the information on this page." Below this, a small red arrow icon is followed by the text "= Required". The "Enterprise eTime Information" section contains a form field for "Employee ID" with the value "122223" and a note: "(Your Employee ID is provided by your manager or system administrator.)". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

A confirmation message is displayed.

The screenshot shows the ADP user interface for John Doe. At the top, there is a navigation bar with the ADP logo and the text "Welcome, John Doe". Below this, there are three red buttons: "Manage My Profile", "Change My Password", and "Manage My Services". The "Manage My Services" section is active, with a sub-header "Manage My Services" and a message: "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**." At the bottom of the screen, there is a yellow confirmation message: "✓ <<Service Name>> has been added successfully."

11. Select: EXIT (in the top right corner)
12. Select: Close Window and then close out of Internet Explorer

The screenshot shows the ADP user interface for logging off. At the top, there is a navigation bar with the ADP logo. Below this, there is a section titled "Log Off" with a sub-header "Log Off". A yellow confirmation message is displayed: "✓ You have successfully logged off. To protect your sensitive information, we recommend that you close your browser window." At the bottom of the screen, there is a red button labeled "Close Window".