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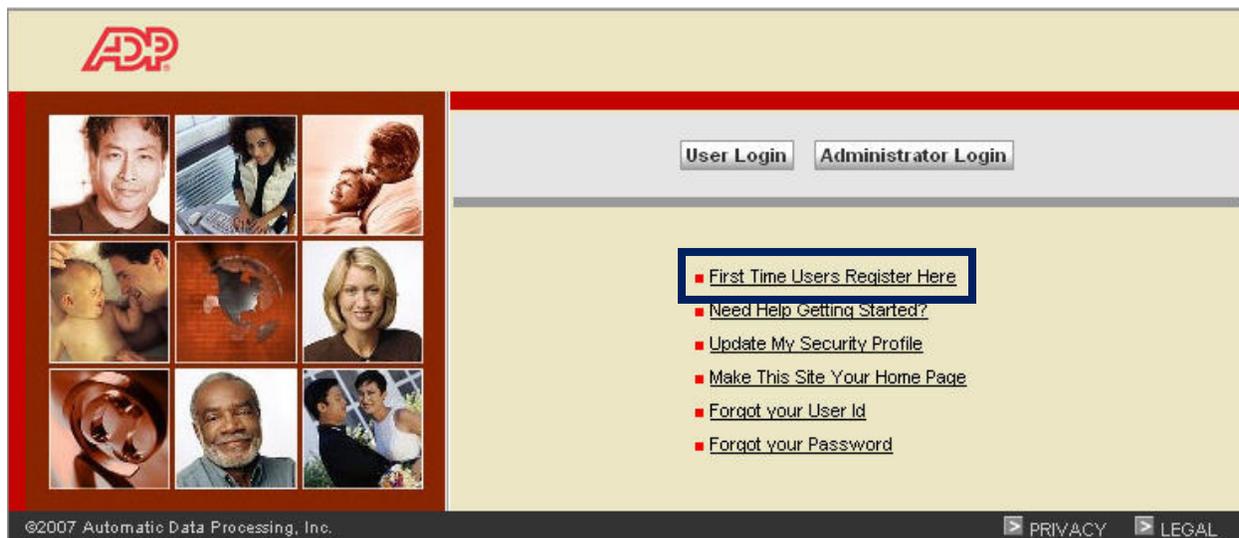
Registration:
Why do I need to register? All VSU employees must register in order to access Human Resource information using the Shared Services/ADP web application. This is the first step every VSU employee must complete, regardless of their role in the system.

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

4.   Enter your Self Service Registration Pass Code: usg-6775 (not case sensitive)
5.   Select: Next

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.

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.

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

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

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

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.
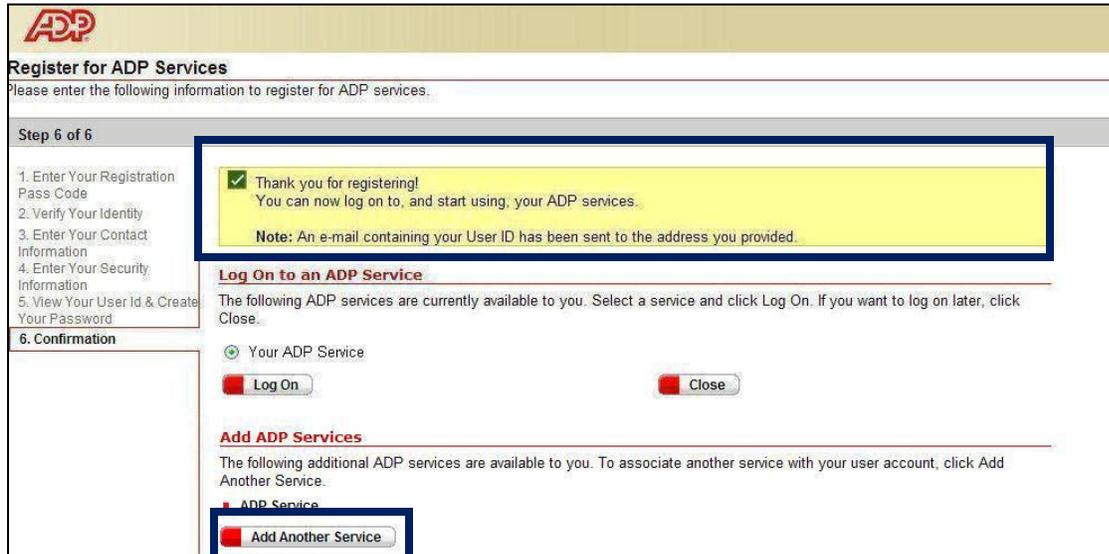
The next step is to add eTIME.

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

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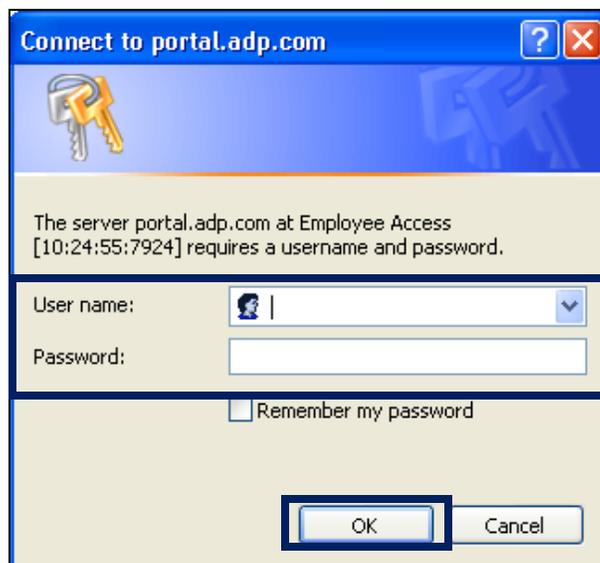
On the Manage My Services page, following the Enterprise eTIME option:

5. Select: Add

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

Under the Enterprise eTIME information screen:
  9. Enter: Your Employee ID number (NEW ADP number)
  10. Select: Submit

A confirmation message is displayed.

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