

Valdosta State University

Shared Services/ADP Registering & Adding e-TIME Instructions

Purpose of this Guide:

This guide provides answers to many common questions regarding the Shared Services/ ADP system. If you have any problems registering or adding e-TIME contact one of the following offices:

Student Employee – contact Student Employment at 333-7574
Faculty and Staff – contact HR at 333-5709

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:

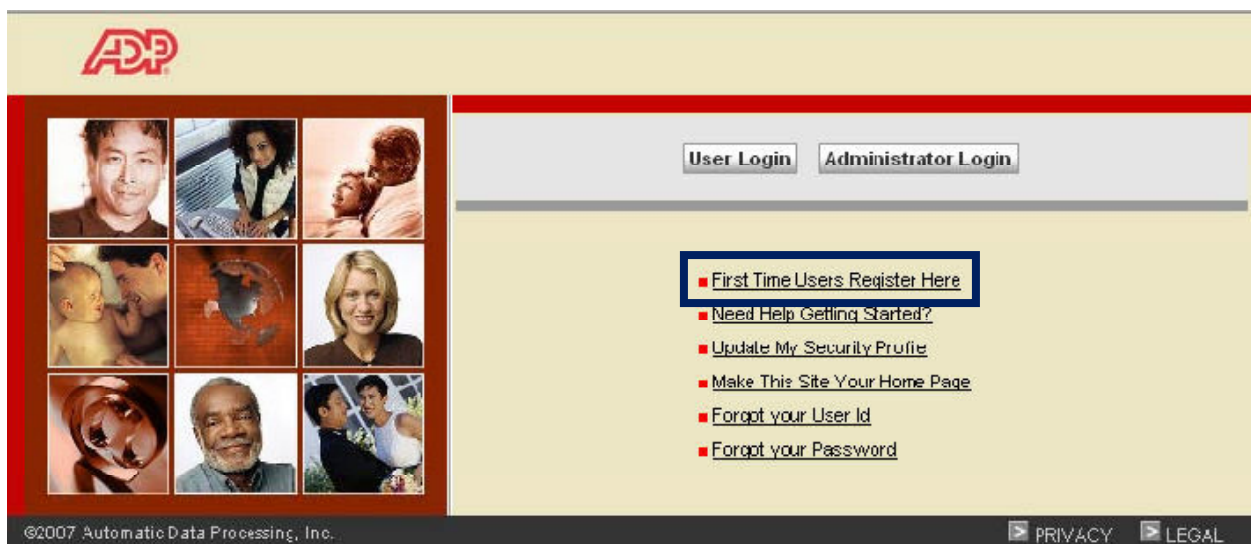
Why do I need to register? All VSU employees must register in order to access Human Resource information using the Shared Services/ADP web application. This is the first step every VSU employee must complete, regardless of their role in the system.

What information do I need?

- The registration pass code: USG-6775 (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

The screenshot shows the ADP registration welcome page. At the top left is the ADP logo. Below it is a 'Welcome!' section with a paragraph explaining the registration process. A 'Ready to get started?' section features a 'Register now' button. To the right is a 'Privacy & Security' sidebar with links for 'Our Security Commitment', 'ADP Privacy Statement', and 'Legal Information'. Below the sidebar is 'The Registration Process At-a-Glance' with a numbered list of six steps. Further down is 'What you need to register:' with a bullet point for 'Registration pass code' and a 'Learn More' link. At the bottom is 'Already Registered?' with a question about having an ADP user ID and a link to 'add a service?'.

4. Enter your Self Service Registration Pass Code: USG-6775 (Case sensitive)

5. Select: Next

The screenshot shows the 'Register for ADP Services' page, specifically 'Step 1 of 6'. The main heading is 'Enter Your Registration Pass Code'. Below it is a paragraph explaining that the employer provided the pass code and to contact the administrator if unknown. A 'Note' states the pass code is not case-sensitive and that a red arrow indicates required fields. A text input field is labeled 'Registration Pass Code:' with a red arrow and an example '(Example: Genco-1234abc)'. Below the input field is a 'Next' button.

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: ▶ May ▶ 24 ▶

9. If the screen below displays you have not verified successfully, please contact Student Employment or HR and 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: ▶ ADP Self-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 screenshot example may look slightly different from the page displayed on your system. **If this screen does not appear, proceed to Step 10.**

- 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. **Make you make note of this User ID as this will be what you use to log into the system.**

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

ADP

Register for ADP Services

Please enter the following information to register for ADP services.

Step 5 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

View Your ADP Services User ID

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 address you provided.

Note: Your user ID is not case-sensitive.

User ID: tsmith@MPLX

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: ▶

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.

Adding e-TIME as a service

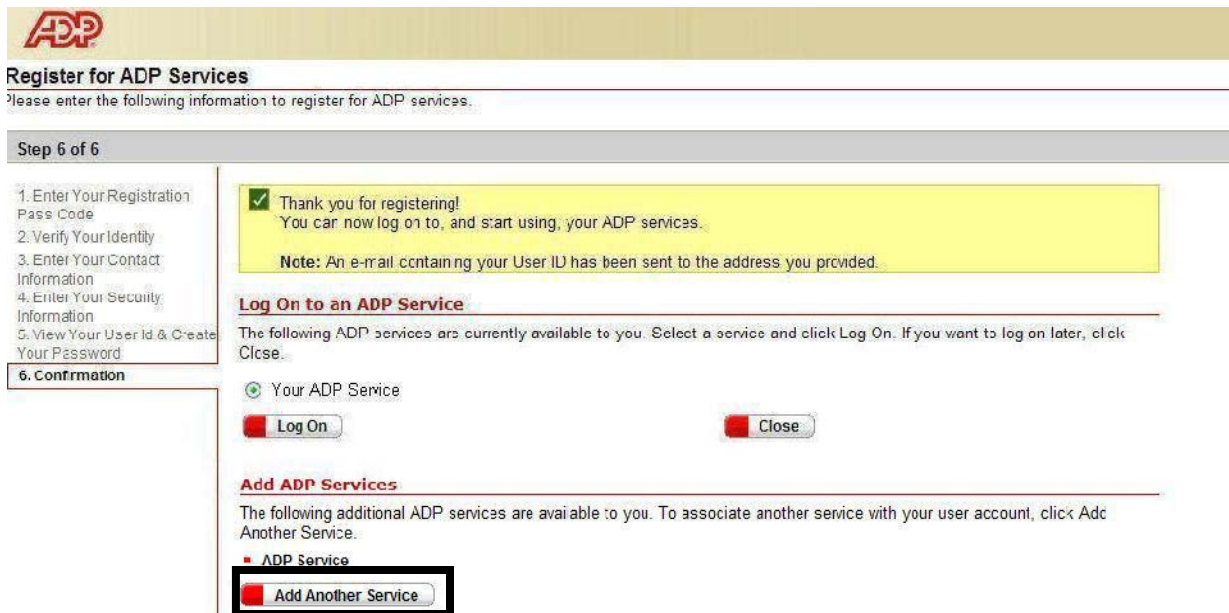
Why do I need to add eTIME?

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.

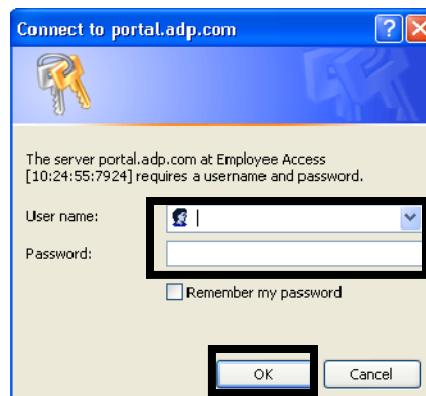
Your ADP Service

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.



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

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

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 ADP Employee ID number. If you already know this number, proceed to Step 9. If you do not know your number contact one of the following offices:

Student Employee – contact Student Employment at 333-7574
Faculty and Staff – contact HR at 333-5709

Under the Enterprise eTIME information screen:

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

ADP Welcome, Diana Grillo

[Manage My Profile](#) [Change My Password](#) [Manage My Services](#)

Verify Your Identity

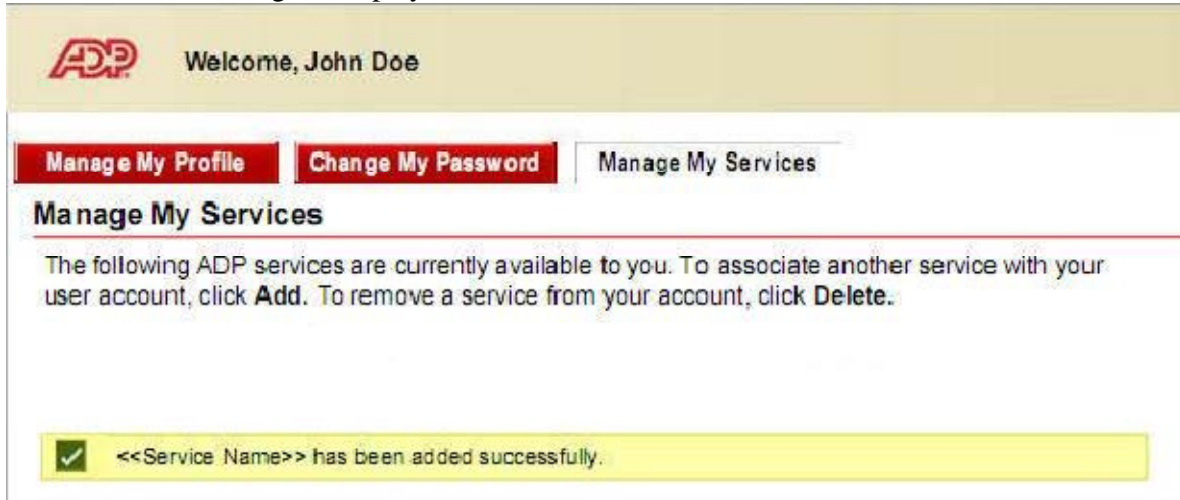
We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTIME Information

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

A confirmation message is displayed.



ADP Welcome, John Doe

Manage My Profile **Change My Password** Manage My Services

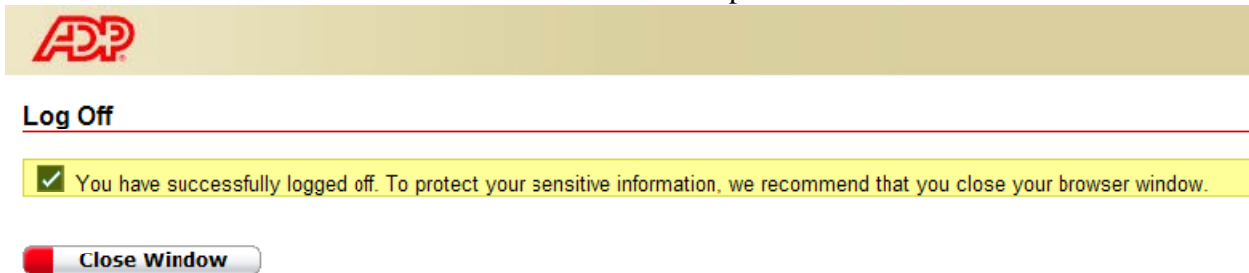
Manage My Services

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.

11. Select: EXIT (in the top right corner)

12. Select: Close Window and then close out of Internet Explorer



ADP

Log Off

You have successfully logged off. To protect your sensitive information, we recommend that you close your browser window.

Close Window