

Valdosta State University

Shared Services/ADP Registration 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 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:

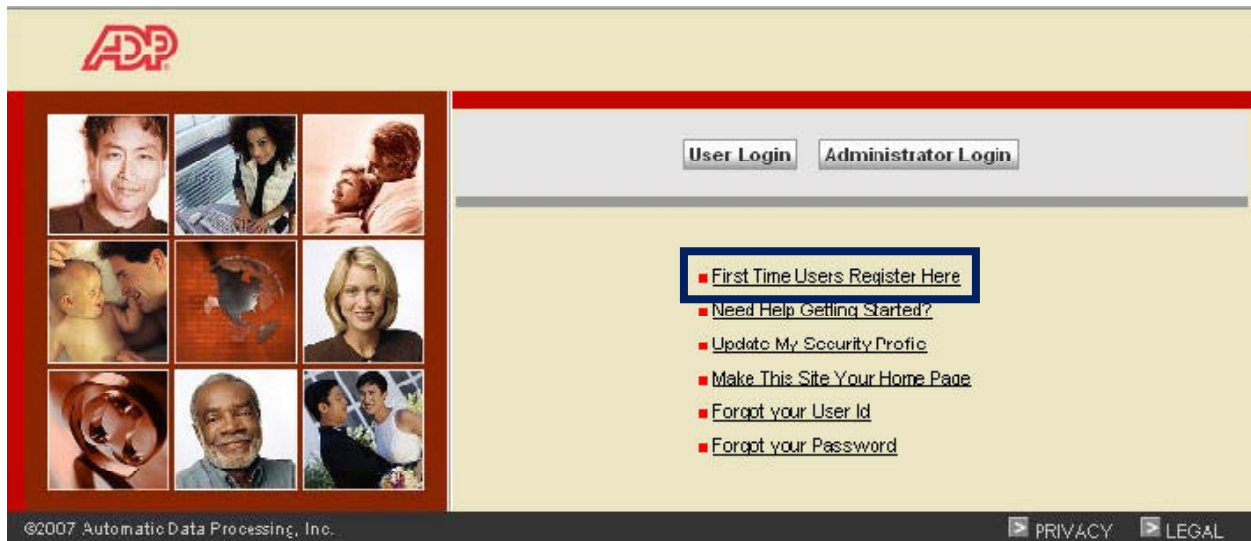
Why do I need to register? All VSU employees must register in order to access Human Resource information using the Shared Services/ADP web application. This is the first step every VSU employee must complete, regardless of their role in the system.

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 website's registration welcome page. At the top left is the ADP logo. Below it, a 'Welcome!' section explains that users must register to use ADP services. A 'Ready to get started?' section features a 'Register now' button. To the right, a 'Privacy & Security' box contains links for 'Our Security Commitment', 'ADP Privacy Statement', and 'Legal Information'. The 'The Registration Process At-a-Glance' section lists five steps: 1. Enter your registration pass code, 2. Verify your identity, 3. Enter your contact information, 4. Enter your security information, and 5. View your user ID and create your password. Below this, 'What you need to register:' lists 'Registration pass code' with a 'Learn More' link. At the bottom, an 'Already Registered?' section asks if the user has an ADP user ID in the format 'JSmith@Company?' and offers to 'add a service?' if yes.

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

5. Select: Next

The screenshot shows the 'Register for ADP Services' page, Step 1 of 6. The title is 'Enter Your Registration Pass Code'. The instructions state: '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.' A note specifies: 'Note: The pass code is not case-sensitive. * = Required'. Below the text is a text input field labeled 'Registration Pass Code:' with a red asterisk and a red arrow icon, followed by '(Example: Genco-1234abc)'. At the bottom, there 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:

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:

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.

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

The screenshot shows the ADP registration interface. At the top 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 in red. The main content area is divided into two sections. The first section is titled "View Your ADP Services User ID" and contains the text: "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." Below this is a note: "Note: Your user ID is not case-sensitive." A text box displays the User ID: "User ID: tsmith@MPLX". The second section is titled "Create Your ADP Services Password" and contains the text: "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 is a note: "Note: Your password is case sensitive." and a legend: "▶ = Required". There are two text boxes for password creation: "Create Password:" and "Confirm Password:". The "Create Password:" box has a red arrow pointing to it and an example "(Example: Password01)". At the bottom, there are "Submit" and "Cancel" buttons, both with red arrows pointing to them.

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.