



USG Shared Services Initiative
"Creating A More Educated Georgia"

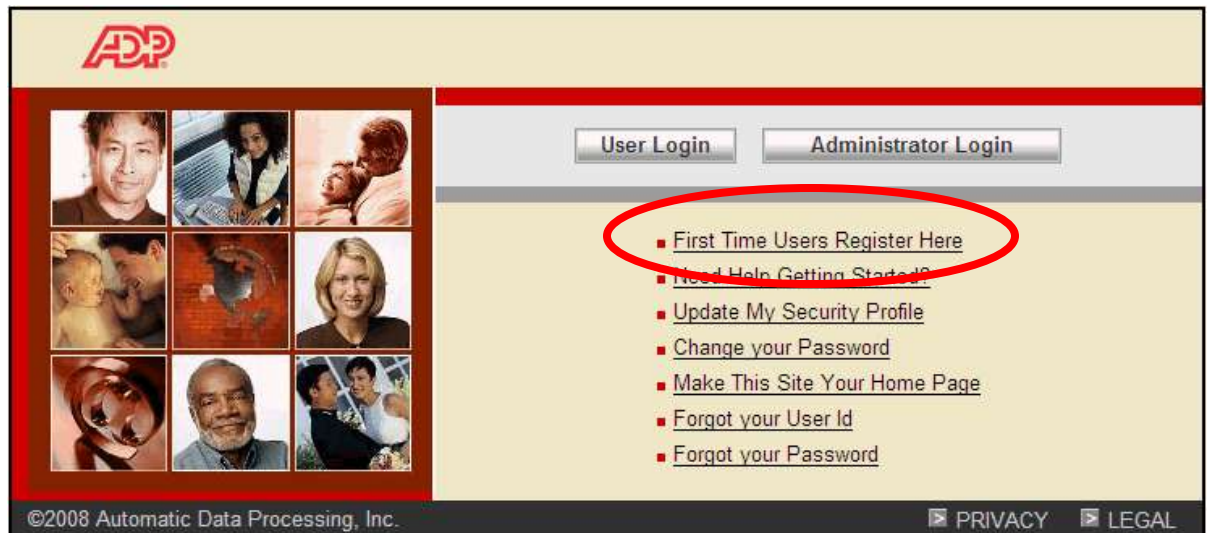
**Board of Regents of the
University System of Georgia
Employee Self-Service Registration**

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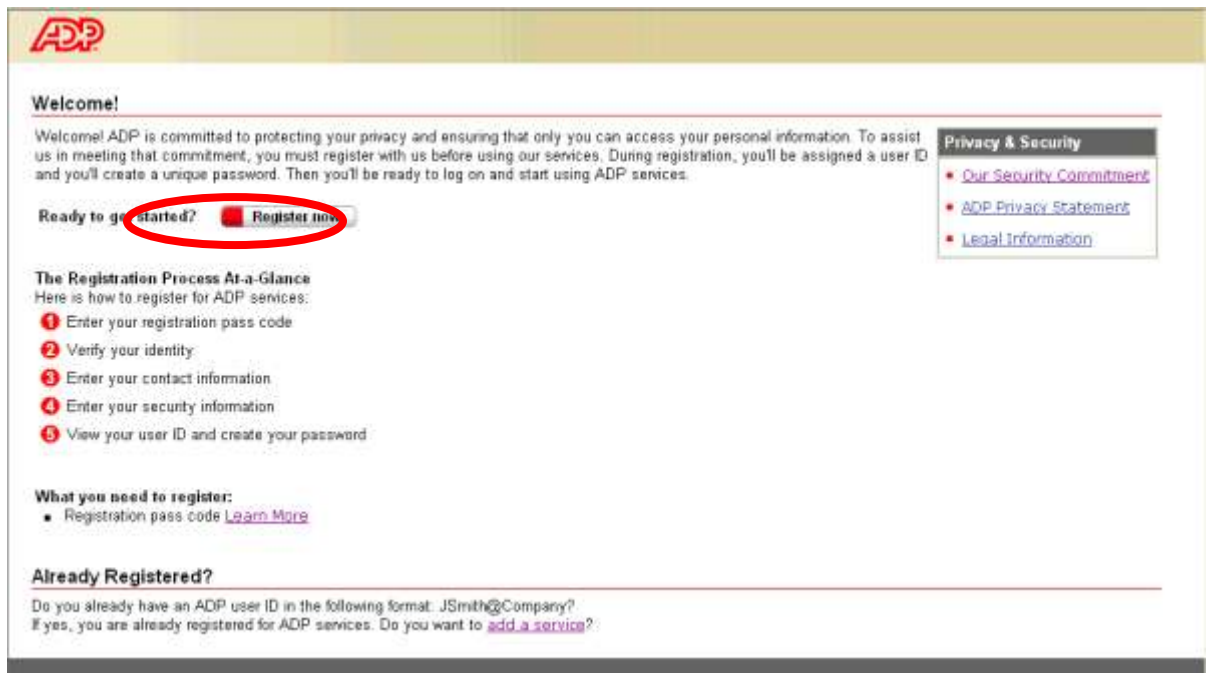
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Registering for Self Service

1. Go to the Portal main login page: <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 our **Registration Pass Code: USG-6775** and click **Next**.

The screenshot shows the ADP registration process at Step 1 of 6. The page title is "Register for ADP Services" and it instructs the user to enter information to register for ADP services. The current step is "Enter Your Registration Pass Code". A sidebar on the left lists the registration steps: 1. Enter Your Registration Pass Code (highlighted), 2. Verify Your Identity, 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area explains that the employer provided a registration pass code and provides a note that the pass code is not case-sensitive and that a red arrow indicates required fields. A text input field for the "Registration Pass Code" is shown with an example: "Genco-1234abc". A "Next" button is located at the bottom left of the form area.

5. Verify your identity. Enter your data in the fields with the ►. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record (no nicknames).*

The screenshot shows the ADP registration process at Step 2 of 6. The page title is "Register for ADP Services" and it instructs the user to enter information to register for ADP services. The current step is "Verify Your Identity". A sidebar on the left lists the registration steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area explains that the Social Security number is used during account creation and provides a note that an Individual Taxpayer Identification Number (ITIN) can be used in place of a Social Security number. A red arrow indicates required fields. The form includes input fields for "First Name", "Last Name", "Social Security Number", "Confirm Social Security Number", and "Birth Month and Day". A "Next" button and a "Cancel" button are located at the bottom of the form area. The footer contains copyright information for ADP Inc. and links for Privacy & Security and Legal.

- In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact Colette Long in Payroll for assistance.

The screenshot shows the ADP 'Register for ADP Services' interface at Step 2 of 6. The page title is 'Verify Your Identity'. A sidebar on the left lists six steps: 1. Enter Your Registration Pass Code, 2. Verify Your Identity (highlighted), 3. Enter Your Contact Information, 4. Enter Your Security Information, 5. View Your User Id & Create Your Password, and 6. Confirmation. The main content area includes a red arrow icon and the text '= Required'. Below this, section 'A. Select a Service' features a dropdown menu with 'Self Service' selected. Section 'B. ADP Self-Service Information' contains a paragraph: '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.' This is followed by two input fields labeled 'Employee ID:' and 'PIN:'. At the bottom, there are 'Next' and 'Cancel' buttons.

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

The screenshot shows the ADP 'Register for ADP Services' interface at Step 3 of 6. The page title is 'Enter Your Contact Information'. The sidebar on the left lists six 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 includes a red arrow icon and the text '= Required'. Below this, there are five input fields: 'First Name:' (with a small 'MI:' field to its right), 'Last Name:' (with the note '(Apostrophes and hyphens are allowed)'), 'Business/Personal E-Mail:' (with the note '(This e-mail address is only used for notifications)'), 'Confirm E-Mail:', and 'Phone:' (with the 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**.

The screenshot shows the ADP registration process at Step 4 of 6, titled "Enter Your Security Information". The left sidebar lists the steps: 1. Enter Your Registration Page 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 includes a heading "Enter Your Security Information" with a note: "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 is an "Important" note: "Be sure to choose answers you can remember." and a "Required" indicator. The form contains a "City/Town of Birth" field, two "Security Question" dropdown menus, and corresponding "Answer" text boxes. At the bottom are "Next" and "Cancel" buttons.

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

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 ADP registration process at Step 5 of 6, titled "View Your ADP Services User ID" and "Create Your ADP Services Password". The left sidebar lists the steps: 1. Enter Your Registration Page 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 has a heading "View Your ADP Services User ID" with a note: "Your user ID and password will be sent to the address you provided." Below this is a "Note: Your user ID is not case-sensitive" and a "User ID" field displaying "smith@MPLX". The next section is "Create Your ADP Services Password" with a note: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and another "Note: Your password is case sensitive." Below this are "Create Password" and "Confirm Password" text boxes. At the bottom are "Submit" and "Cancel" buttons.

10. Enter your password in the **Create Password** field.

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 a web form titled "5. New Your User ID & Create Your Password". The main heading is "Create Your ADP Services Password". Below the heading, there is a note: "Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character." and another note: "Note: Your password is case sensitive." followed by a red asterisk and the word "Required". There are two input fields: "Create Password:" and "Confirm Password:". The "Create Password:" field has a red asterisk and an example "(Example: Password@1)". At the bottom, there are two buttons: "Submit" and "Cancel".

11. Re-enter your password in the **Confirm Password** field and click **Submit**.

This screenshot is identical to the previous one, but the "Confirm Password:" field now contains the same password as the "Create Password:" field. The "Submit" button is highlighted with a red border, indicating it is the next step.

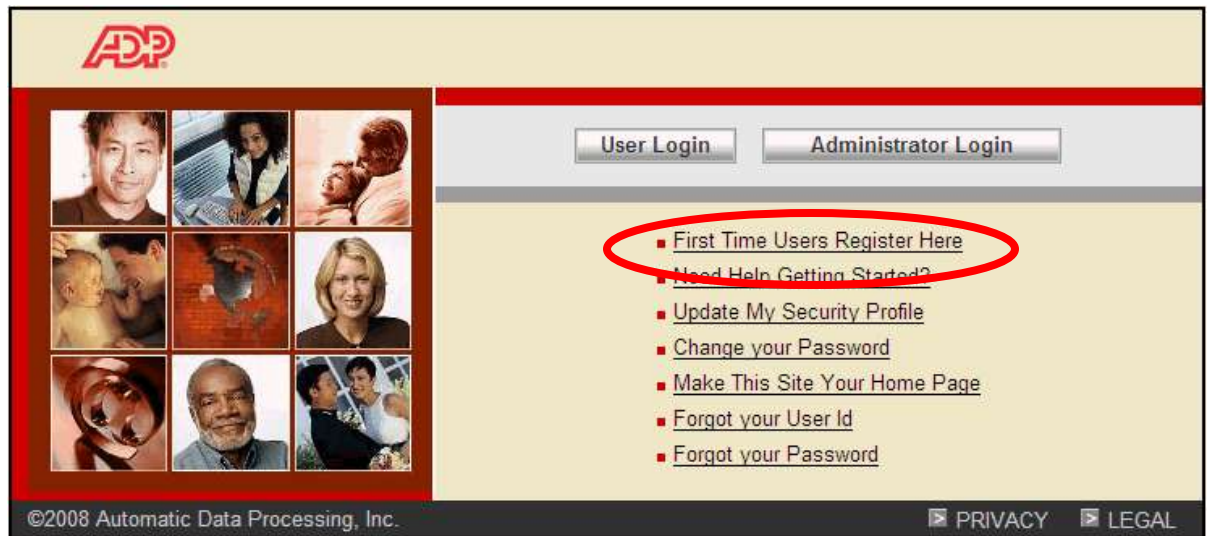
12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

The screenshot shows the "Register for ADP Services" page. At the top left is the ADP logo. The heading is "Register for ADP Services" with a sub-heading "Please enter the following information to register for ADP services." Below this is a progress bar showing "Step 6 of 6". A list of steps is on the left, with "5. New Your User ID & Create Your Password" selected. The main content area has a yellow box with a green checkmark and the text: "Thank you for registering! You can now log on to, and start using, your ADP services." Below this is a note: "Note: An e-mail containing your User ID has been sent to the address you provided." There is a section titled "Log On to an ADP Service" with the text: "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." There is a radio button for "Your ADP Service" and a "Log On" button. A "Close" button is circled in red. Below this is a section titled "Add ADP Services" with the text: "The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service." There is a radio button for "ADP Service" and an "Add Another Service" button.

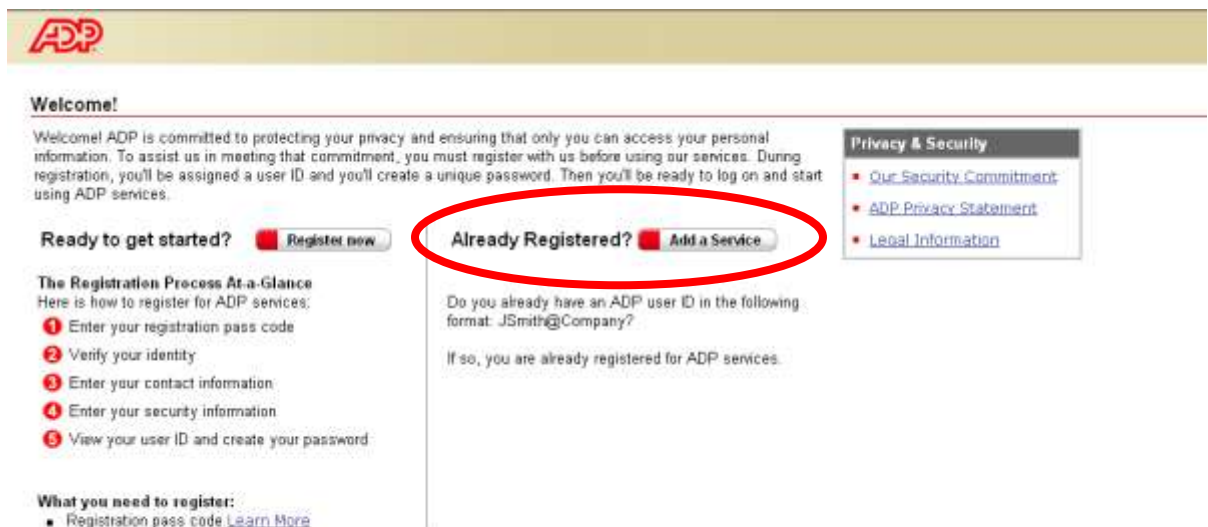
The next step is to add Additional Services, so you have access to eTIME.

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**.



3. On the Enterprise eTIME line, choose **Add**.

ADP Welcome, Diana Grillo

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	
Self Service	
iPayStatements	
Enterprise eTIME	Add

4. Enter your Employee ID number and click **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.)

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

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.

Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

1. Go to the Portal main login page: <http://portal.adp.com>
1. Click 'User Login' button.



2. Enter User Name and Password and click **OK**.



3. The Netsecure Portal will appear. The application links allow you to enter into each application.

