



**Registration as a User of the ADP Portal**  
**Instruction Manual**

**MAY 2016**

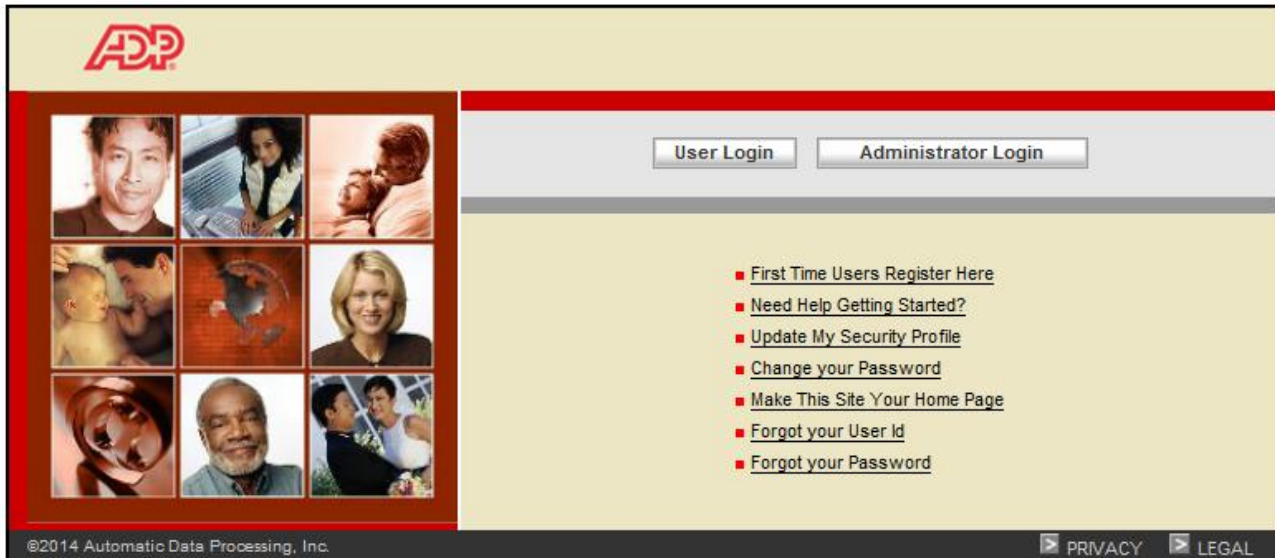
## HOW TO REGISTER AS A USER FOR ROGER WILLIAMS UNIVERSITY ADP PORTAL

In order to view and use the ADP web applications on your computer or smart phone you will need to first create an ADP Portal User ID and Password. The ADP web applications allow you to access your electronic timecard, enter a time stamp, request time off and much more. **Please note if you only use a RWU time clock for all of your ADP applications you do not need to register as a user of the ADP portal. If you are not sure please check with your supervisor.** To create your account you will need the RWU Registration Code, (please see your manager/supervisor for the registration code) your user name will be first initial, last name @RWU and you will also need your RWU Employee ID # (which is available on your RWU Paystub or is your Student ID on your student ID card).

If you need assistance with this procedure, receive an error message at any step in the process or have any concerns once you are logged in please contact the Payroll department at [rwupayroll@rwu.edu](mailto:rwupayroll@rwu.edu) or call 401-254-3324.

### Instructions

1. **Navigate to the ADP Portal using this web address <https://portal.adp.com>** we recommend that you save this link as a **favorite** on your computer/laptop.
  - A.) Click First Time Users Register Here



**2. Begin Registration**

- A.) Enter the registration code: Please contact your supervisor or manager for registration code
- B.) Click Next



Before you register, help us find you in our records.

Registration code\*

[What is this?](#)

**3. Verify Identity**

- A. Enter your personal information



Before you register, help us find you in our records.

Registration code\*

[What is this?](#)

Roger Williams University

First name\*

Last name\*

Employee ID\*

Birth month, day, and year\*  /  /

#### 4. Get User ID & Password

Enter your contact information [How will this be used by ADP?](#)

Email address\*   Work  Personal

Mobile phone number    Work  Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

#### View your user ID and create a password

User ID\* EWilliams@rwu

Password\*  Password Strength:

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password\*

#### 5. Select Security Questions and Answers

In case you forget your user ID or password

Question 1\*  ▼

Your answer\*

Question 2\*  ▼

Your answer\*

Question 3\*  ▼

Your answer\*

## 6. Registration Complete



Register for ADP Services

Your registration is complete!

**Go Mobile with ADP®**  
ADP Mobile Solutions provides the tools and information you need—anytime, anywhere. Depending on the ADP services your organization uses, you can view pay statements, contact colleagues, view organization news, and more on your supported mobile device. [Learn more.](#)

**Ready to Get Started with ADP® Mobile Solutions?**  
Log in with the user ID and password that you just created. For future logins, you can continue to use your password or create a mobile PIN from the Settings menu on your mobile device—the choice is yours.

Log In

Congratulations, you have now registered for the RWU ADP e-time product. (Please record your user name and password in a secure area for future reference). You will receive an e-mail/text notification:

Thank you for setting up your account with ADP.

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Click on the link to activate your email for contacts from ADP:

<https://netsecure.adp.com/pages/sms/ess/pub/activation/theme.faces?activationCode=D02AF5A7-4C5B-4D78-BFD3-44F908439393>

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

You will need to click on the link to activate your e-mail account. If you received a text, you will want to reply to the text message with the code supplied to activate the text message option through ADP.

Once this is complete, you will receive another e-mail with your user ID and link to the ADP Portal.

Please note, more information on mobile solutions will be available from RWU in the future.