Registration as a User of the ADP Portal

Instruction Manual

MAY 2016
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 or call 401-254-3324.

Instructions

1. **Navigate to the ADP Portal using this web address** [https://portal.adp.com](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](image)

What is this?

3. **Verify Identity**
   A. Enter your personal information

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

![Registration code](image)

Roger Williams University

- First name
- Last name
- Employee ID
- Birth month, day, and year

[Confirm]
4. **Get User ID & Password**

Enter your contact information  
How will this be used by ADP?

<table>
<thead>
<tr>
<th>Email address*</th>
<th>Work</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone number</td>
<td>Country code</td>
<td>Work</td>
</tr>
</tbody>
</table>

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.

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View your user ID and create a password

<table>
<thead>
<tr>
<th>User ID*</th>
<th>EWilliams@rwu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password*</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Confirm password*</th>
</tr>
</thead>
</table>

5. **Select Security Questions and Answers**

In case you forget your user ID or password

<table>
<thead>
<tr>
<th>Question 1*</th>
<th>Select one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your answer*</td>
<td></td>
</tr>
<tr>
<td>Question 2*</td>
<td>Select one</td>
</tr>
<tr>
<td>Your answer*</td>
<td></td>
</tr>
<tr>
<td>Question 3*</td>
<td>Select one</td>
</tr>
<tr>
<td>Your answer*</td>
<td></td>
</tr>
</tbody>
</table>
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.