

# ADP Registration Instructions for all KSU Employees (Faculty, Monthly, Bi-Weekly and Student Assistants)

## Step 1: Complete the ADP Online Training Module

### If you are a Regular Employee (Non- Student):

- Point your browser to <https://computertrain.kennesaw.edu/>
- Enter your **NetID** and **Password**
- Click on **Catalog**.
- Click on **Center for University Learning**.
- Click on **KSU Focus**.
- Click on the **ADP Training** link.
- On the **Overview Tab**, please click on the following link “**Please click here to access the ADP Online training**”.
- Re-enter your **NetID** and **Password** for the Username and password fields.
- Click on the **ADP Access and Registration course**.
- Click on **ADP Access and Registration Training Tutorial**.
- Complete the tutorial.

### If you are a Student:

- Point your web browser to <https://campustraining.kennesaw.edu/login/index.php>
- Enter your **NetID** and **password** for the username and password fields
- Click on the **ADP Access and Registration course**.
- Click on **ADP Access and Registration Training Tutorial**.
- Complete the tutorial.

## Step 2: Obtain an ADP Employee ID and ADP registration code

In order to successfully complete the ADP registration process, it is necessary for each KSU employee to obtain an ADP Employee ID and ADP registration code to register into the ADP system.

- Point your browser to <http://www.kennesaw.edu/hr/adp.shtml>
- Click on **ADP Employee ID Lookup**
- Enter your **Last Name** in the box provided (**in UPPER Case**)
- Enter you **KSU#**
- Click on **Submit**.

You will be provided your ADP Employee ID and the registration passcode. **Note: Please record this information for use in the next step.**

- If your ADP Employee ID cannot be found, send an email to [ADP\\_HELP@kennesaw.edu](mailto:ADP_HELP@kennesaw.edu) with the subject '**NO ADP EMPLOYEE ID IN LOOKUP**' and provide your full name and KSU ID#.
- Once you have your ADP Employee ID, continue to Step 3.

### Step 3: Register at the ADP Portal

- **If you are a PC User**, from the Windows **Start** menu, click **Programs - IE\_for\_ADP**.  
**NOTE:** If you do not see **IE for ADP**, call the ITS Help Desk at ext. 6999.
  - Click on **Link for ADP**.
- **If you are a Mac User**, point your Safari browser to  
<https://portal.adp.com/public/index.htm>
- Once the ADP Login screen appears, click on **First Time Users Register Here**.
- Click on **Register Now**.
- Enter Your **Registration Pass Code** obtained in the step above.
- Under **Verify Your Identity**, Select **Social Security Number (SSN)**.
- **Please note that the name MUST be entered exactly as it appears on the employee paycheck.**
- The items with the red triangle are required. Please enter the requested information.
- Click **Next**.
  - If another Verify Your Identity page appears, please enter the requested information. If all data entered is correct, but you continue to see this screen please email [adp\\_help@kennesaw.edu](mailto:adp_help@kennesaw.edu) with SUBJECT: '**IDENTITY CANNOT BE VERIFIED IN ADP REGISTRATION**' and provide your name and ADP Employee ID.
    - Click **Next** and close the ADP window to logout.
  - If you are NOT asked to provide additional information,
    - under **Enter Your Contact Information**, please enter the requested information.
    - Click **Next**.
    - Under **Enter Your Security Information**, please enter the requested information.
    - Click **Next**.
    - Your ADP Services UserID will now appear next to **User ID:**
    - Create Your ADP Services Password
    - Confirm and record your password.
    - Click **Submit**.
    - You will receive a confirmation page. Close your browser before continuing to the next step.

### Step 4: Add eTIME Service

- **If you are a PC User**, from the Windows **Start** menu, click **Programs - IE\_for\_ADP**.
    - Click on **Link for ADP**.
  - **If you are a Mac User**, point your Safari browser to  
<https://portal.adp.com/public/index.htm>
  - Click on **First Time Users Register Here**
  - Click on **Add a Service**.
  - In the column to the right of **Enterprise eTIME**, Click on **Add**.
  - Under **Verify Your Identity**, enter your **Employee ID** (this is the ADP Employee ID obtained in Step 2).
  - Click **Submit**.
  - You will now see a screen stating the service is available to you. Completely close your browser.
- NOTE: To login subsequently to ADP after initially registering and adding eTime you should use the User Login button.**