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 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_ADPS.  
  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  
- 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 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_ADPS.  
  o Click on Link for ADP.
- If you are a Mac User, point your Safari browser to  
- 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.