

Register as a User for the ADP Portal

OVERVIEW

Before you can access any ADP web applications, you need to create an ADP Portal User ID and Password. The ADP Web applications allow you to access your electronic time card (when applicable), enroll in benefits (when applicable), view your pay statements, view your W-2s, and much more.

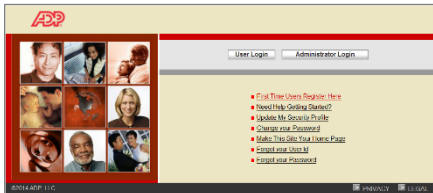
To create your account you will need your Social Security number (SSN) and the Registration Code USG-6775.

Instructions:

Access www.atlm.edu

Click on the ADP link at the top of the Home Page

1. Click First Time Users Register Here



- 2. Enter the Registration Code USG-6775 then click next.**
- 3. Verify Identity – Complete all fills on the screen then click next.**
- 4. Get User ID and create Password. This screen will display your User ID and on this screen create your password then click next.**
- 5. Select your Security Questions and Answers then click next.**
- 6. Enter your contact information and be sure to include your email address then click next.**
- 7. Log into your email to retrieve the activation code, and enter the Activation code that was emailed in the space provided then click next.**
- 8. Review your information. If corrections need to be made, click previous. If information is correct, click Submit.**
- 9. The next page you will see is your confirmation page. Now follow that instructions below:**

Access www.atlm.edu

Click on the ADP link at the top of the home page.

Click on User Login and use your User Name and Password

Once you are logged in, click on the Personal Information tab, then click on general and write down your seven digit Employee ID #

Now click on Time and Attendance Tab, drop down and click on welcome, scroll down middle of the page and click on ADP NetSecure.

Step 1: Enter your ADP User ID and password then click log in

Step 2: Select Manage My Services

Step 3: Enter Contact Information

Step 4: Enter Security Information then click save at the bottom of the page

Step 5: Click Add

Step 6: Enter your seven digit Employee ID #

Step 7: Then click Submit at the bottom of the page

*When added successfully, you will receive the following: Enterprise eTIME has been added successfully.

***All USG Rehires follow the instructions on the back of this page!**

For University System of GA Rehires ONLY

Access www.atlm.edu

Click on the ADP link located at the top of the home page.

Click on User Login and use your User Name and Password (If you have forgotten this info, call SSC at 855-214-2644)

Once you are logged in, click on the Personal Information tab, then click on general and write down your seven digit Employee ID # you will need this number to complete this process

Now click on the Time and Attendance Tab, drop down and click on welcome, scroll down to the middle of the page and click on ADP NetSecure.

Step 1: Enter your ADP User ID and password then click log in

Step 2: Select Manage My Services

Step 3: Enter Contact Information

Step 4: Enter Security Information then click save at the bottom of the page

Step 5: Click Delete

Step 6: Click add to re-add e-TIME.

Step 6: Enter your seven digit Employee ID #

Step 7: Then click Submit at the bottom of the page

When added successfully, you will receive the following: Enterprise eTIME has been added successfully.