Getting registered for the New ADP Time Keeping System, better known as e-Time

To begin you will need your **ADP Employee ID Number**. To get your number… go to the World Wide Web. From the World Wide Web Enter [http://www.gpc.edu/getmyadpid](http://www.gpc.edu/getmyadpid)

1. **Complete the required fields** on the **Get My Login Page**. The required fields include:
   a. Your Last Name
   b. The Last Four Digits of Your Social Security Number
   c. Your GPC ID # (This is your 900 number shown on your GPC photo ID card.)
   d. Your Date of Birth
2. Once you have completed the required fields **Click on Submit** in the lower left corner.
3. The next page will show your information.
4. **Write down you ADP Employee ID** located on the upper right side of the screen. This will be a 7 digit number. You will use this number later in the registration process.
5. Exit this screen by clicking on the **close the browser** link at the lower left part of the screen.
6. Next from your World Wide Web browser enter [www.portal.adp.com](http://www.portal.adp.com). The next screen will be the **ADP Home Screen**.
7. From the ADP Home Screen click on the “**First Time Users Register Here**” link seen at the top of the page.
8. On the next screen Click “**Register Now**”.
9. You will be asked to enter a **registration pass code**. Please enter the following code: **USG-6775** this code is the same of everyone.
10. After you enter the Registration Pass Code, **click next**.
11. Next you will “**Verify Your Identity**”.
12. To verify your identity, please select the SSN choice, and enter the required fields indicated by the red arrow. (Please Note – you must enter your name as it appears in the HR/Payroll system of record.)
13. After completing the required fields, **click Next** in the lower left corner of the screen.
   a. In rare circumstances, a second page of **Verify Your Identity** may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click Cancel and re-verify your entered information. **Note – you must enter your name as it appears in the HR/Payroll system of record.**
   b. If all data is correct and you are still seeing the Verify Your Identity screen, please contact the GPC Service Desk Help Desk for more information at **678-891-3460**

Please Turn Page Over for Remaining Directions
14. Next complete the fields on your Contact Information Page. This information will be used to send you information concerning the ADP System. For example you will receive a confirmation e-mail message after you complete the registration process form the new system.

15. After completing the required fields, click next in the lower left portion of the screen.

16. Next is the security page. The security questions and answers on this screen are used if you forget your logon information. Be sure to choose information that you can readily remember.
   a. Complete all the fields on your Security Information and click Next.

17. At this point the system creates your unique ADP User ID Number,

18. Write down you new ADP User ID as shown. This ADP User ID will be used each time you log into the system. As with all log-on information, write the number down in a safe place!

19. Next create your system password. On the same screen that shows your new ADP User ID, you will create your password

20. Enter your password in the Create Password field. **Note: Your password must be at least eight (8) digits and must include at least one number (0-9) or one (1) special character and at least one (1) capital letter.**

21. Re-enter your password in the Confirm Password field and click Submit.

22. The Confirmation page will appear. You are now registered for Self-Service. **Note: You will also receive a confirmation e-mail as mentioned above. This completes the first step of registration. Next we will add the required service to use the system. That service is called e-Time.**

23. At the bottom of the confirmation page, please click “Add Another Service”

24. At the bottom of the screen you will see the listed services

25. Enterprise e-Time will be listed. To the left of Enterprise e-Time you will see an “ADD” link

26. Click on “ADD”

27. On the next screen you will be entering you ADP Employee ID you acquired at the beginning of these instructions (line 5 above).

28. Enter you ADP Employee ID number in the field and click Submit

29. The next screen will welcome you to the new system and indicate you have successfully added e-Time.

30. You can now log off the system and close your internet browser

31. This completes the registration process

**Congratulations! You are now registered on the new ADP Time Keeping System.**