Roger Williams University

Registration as a User of the ADP Portal

Instruction Manual

APRIL 2022

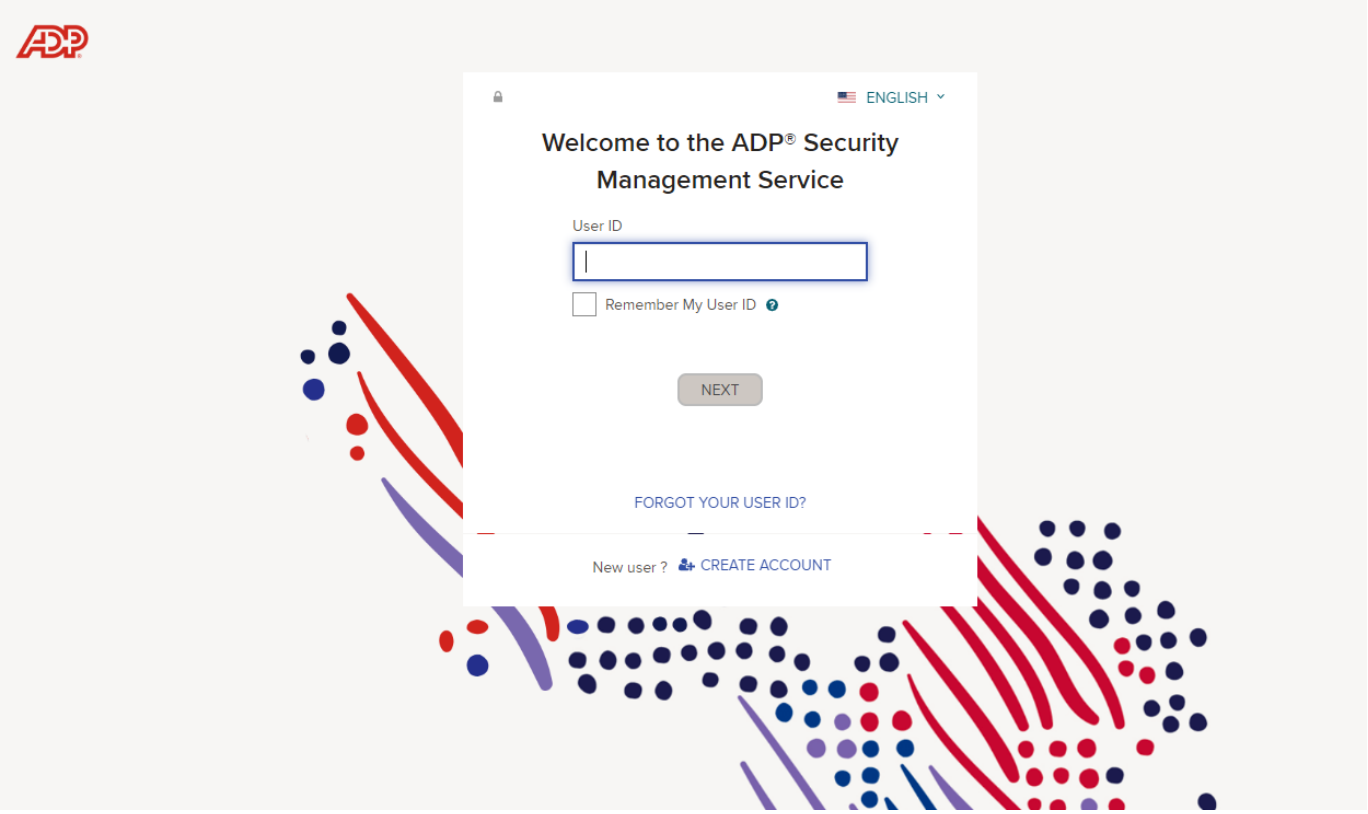
HOW TO REGISTER AS A USER FOR ROGER WILLIAMS UNIVERSITY ADP PORTAL

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 Payrolloffice@rwu.edu or call 401-254-3324.

Instructions

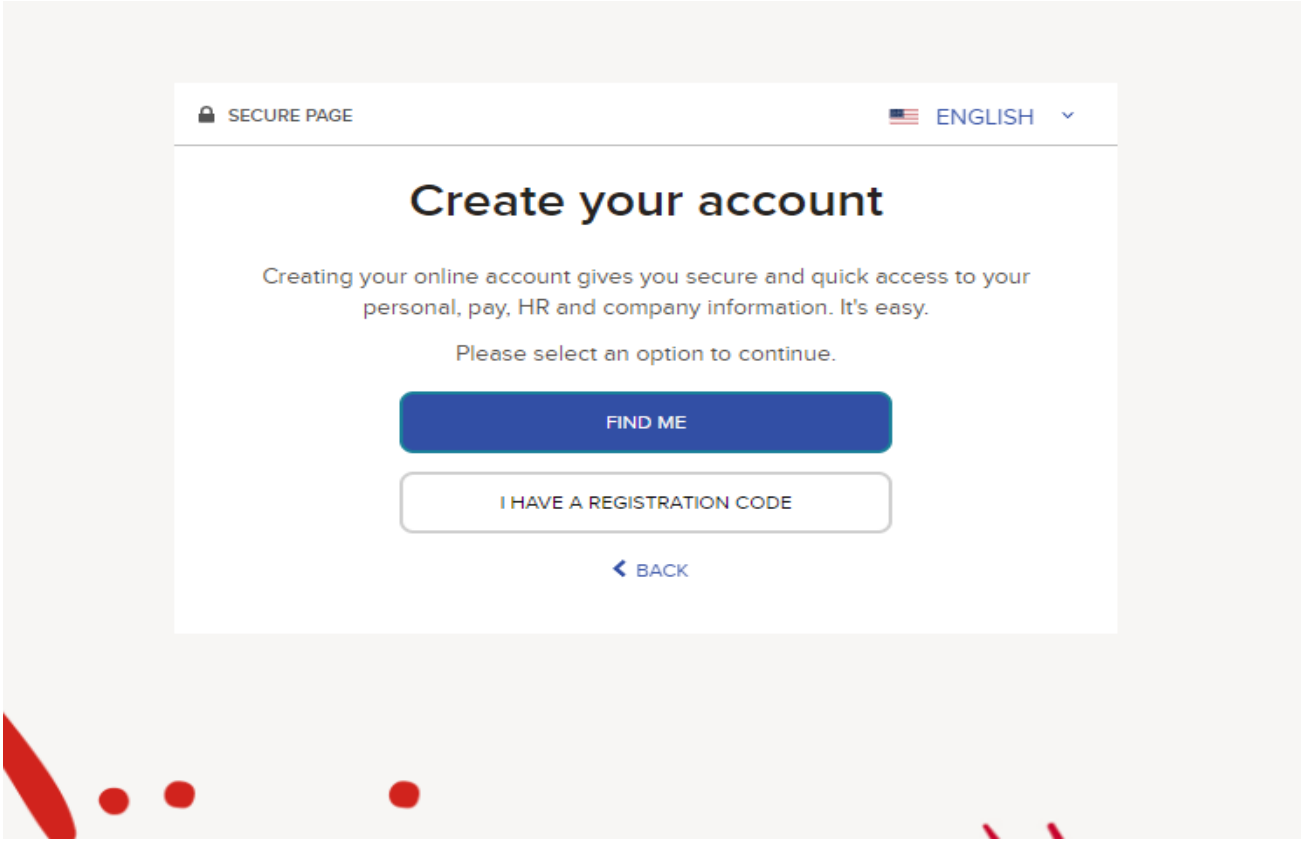
1. **Navigate to the ADP Registration Portal using this web address https://NETSECURE.ADP.COM**



A.) Click "CREATE ACCOUNT "

2. **Begin Registration**

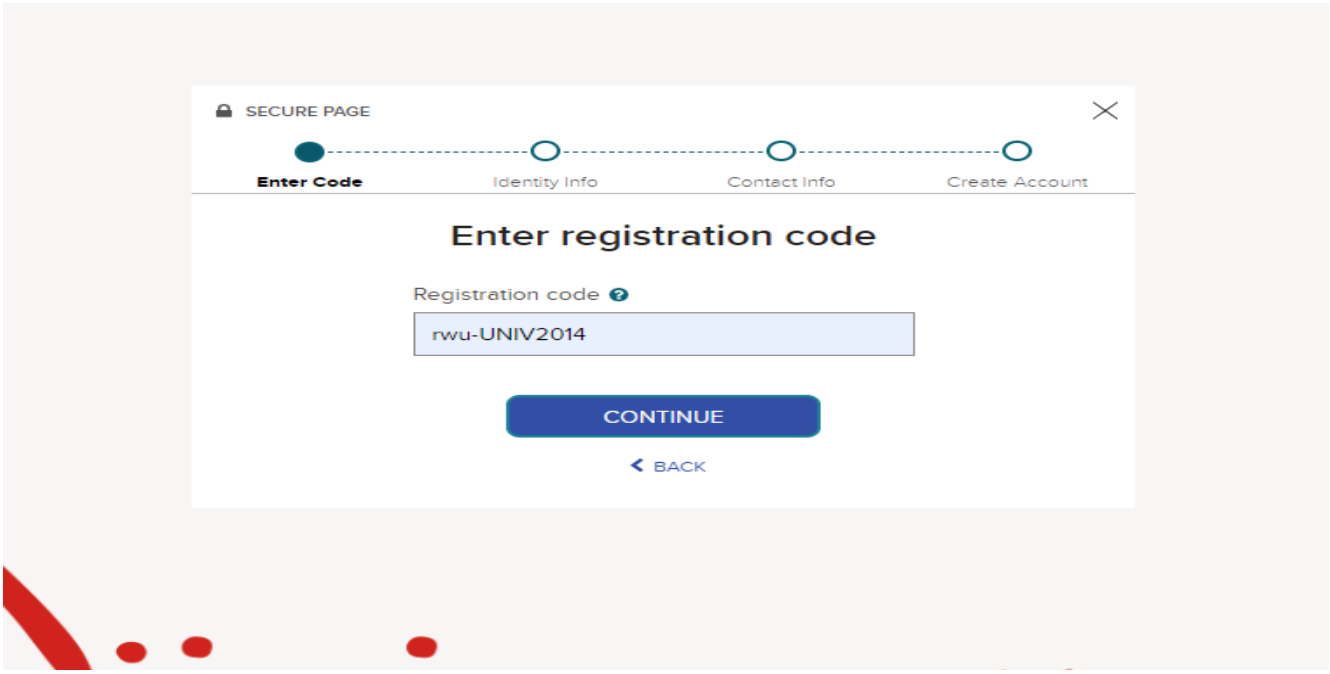
A.) Click "I HAVE A REGISTRATION CODE"



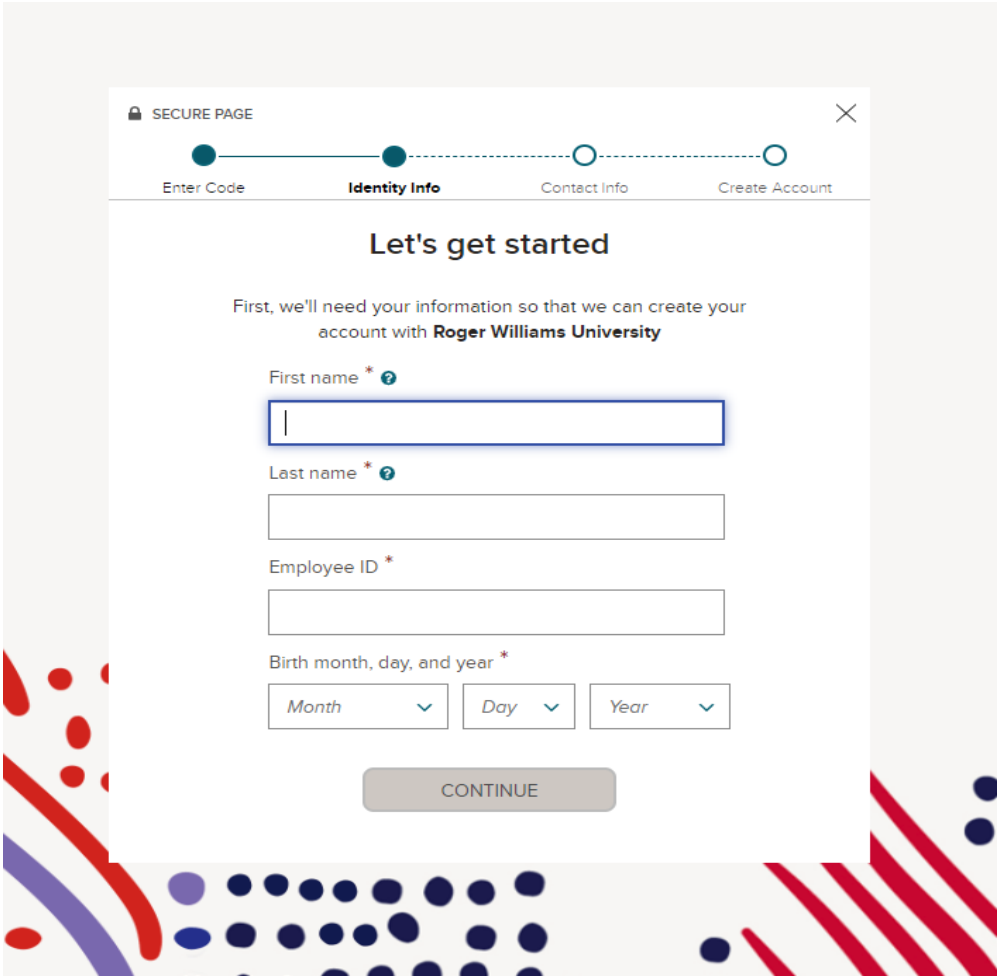
3. **Enter Registration Code**

A. rwu-UNIV2014

B. Click Next



4. **Enter personal information**
   A. **Continue**



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.