



Registration as a User of the ADP Portal
Instruction Manual

APRIL 2022

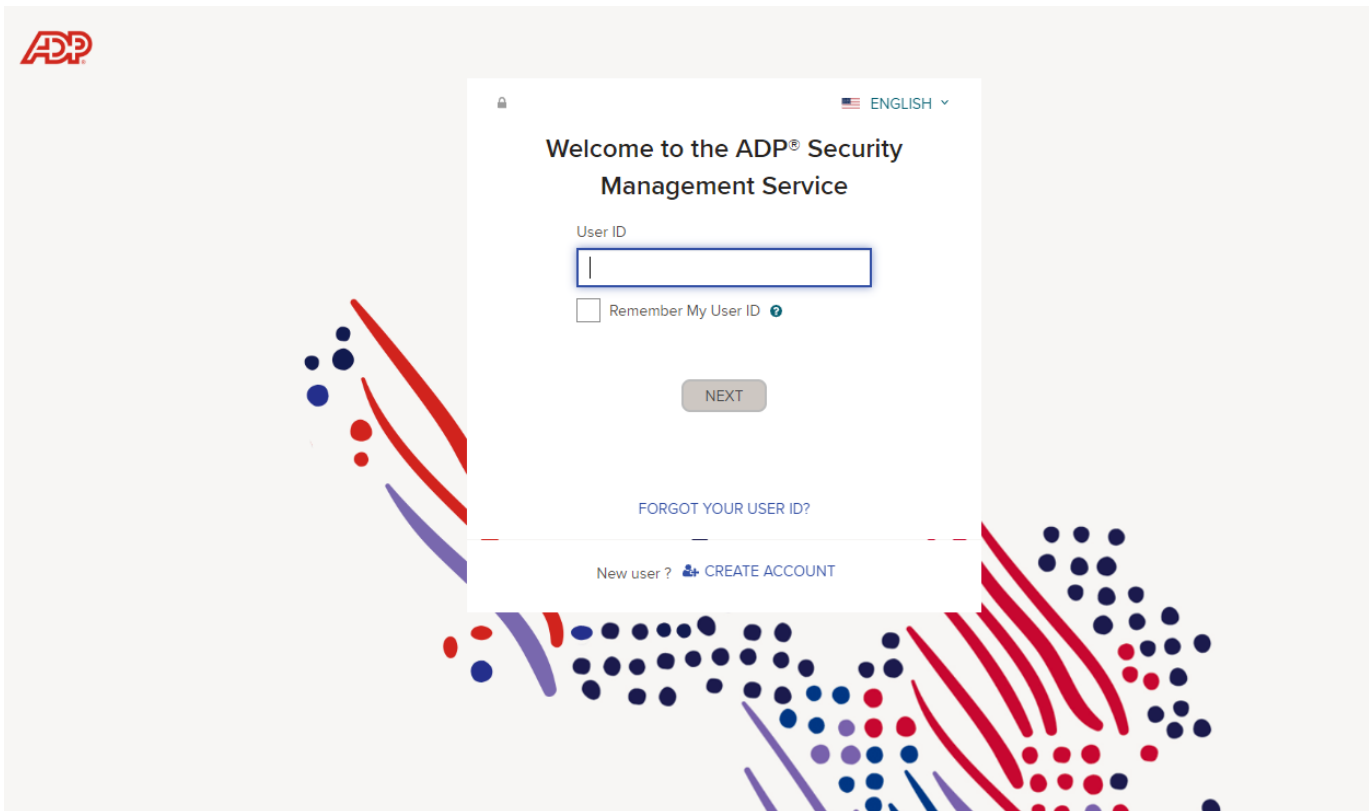
HOW TO REGISTER AS A USER FOR ROGER WILLIAMS UNIVERSITY ADP PORTAL

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

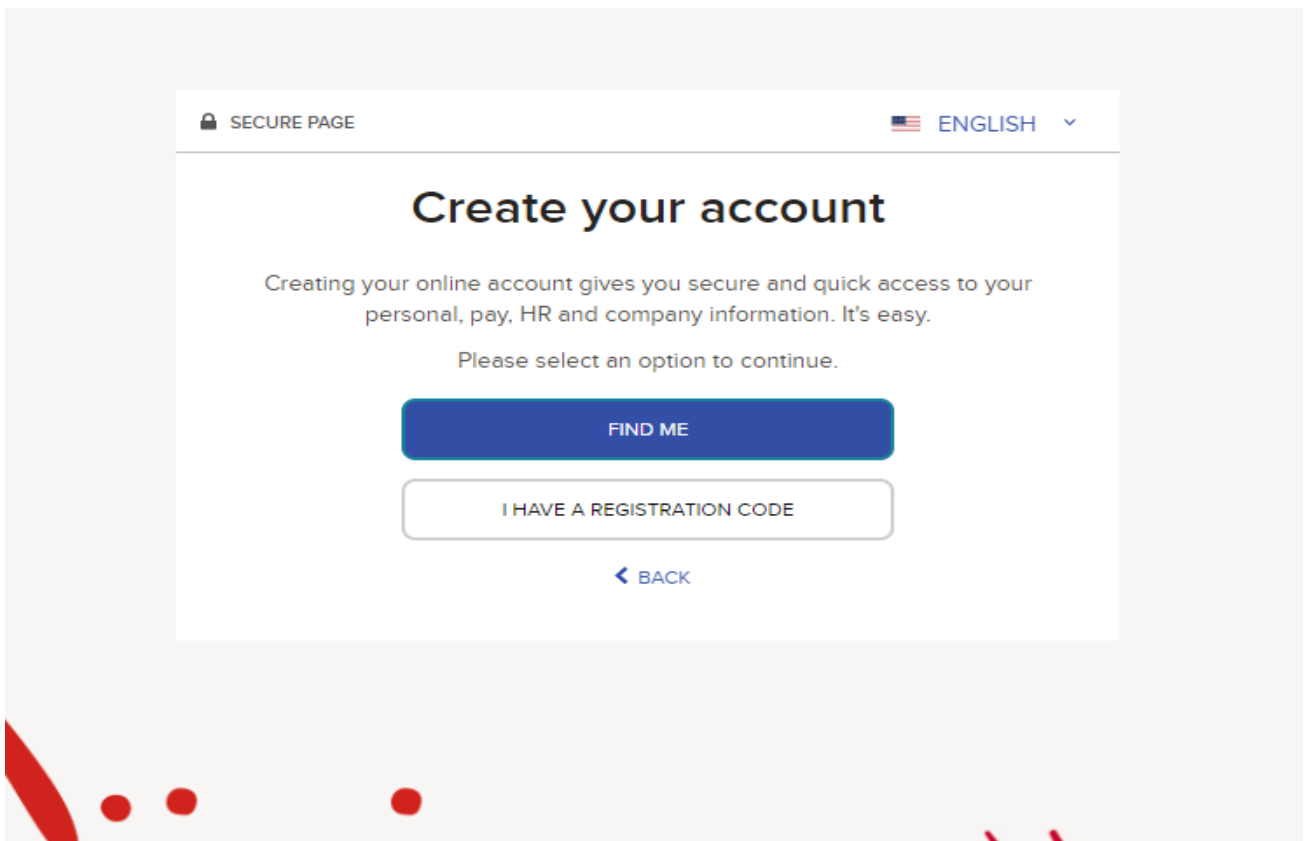
1. Navigate to the ADP Registration Portal using this web address <https://NETSECURE.ADP.COM>



A.) Click "CREATE ACCOUNT "

2. Begin Registration

A.) Click "I HAVE A REGISTRATION CODE"

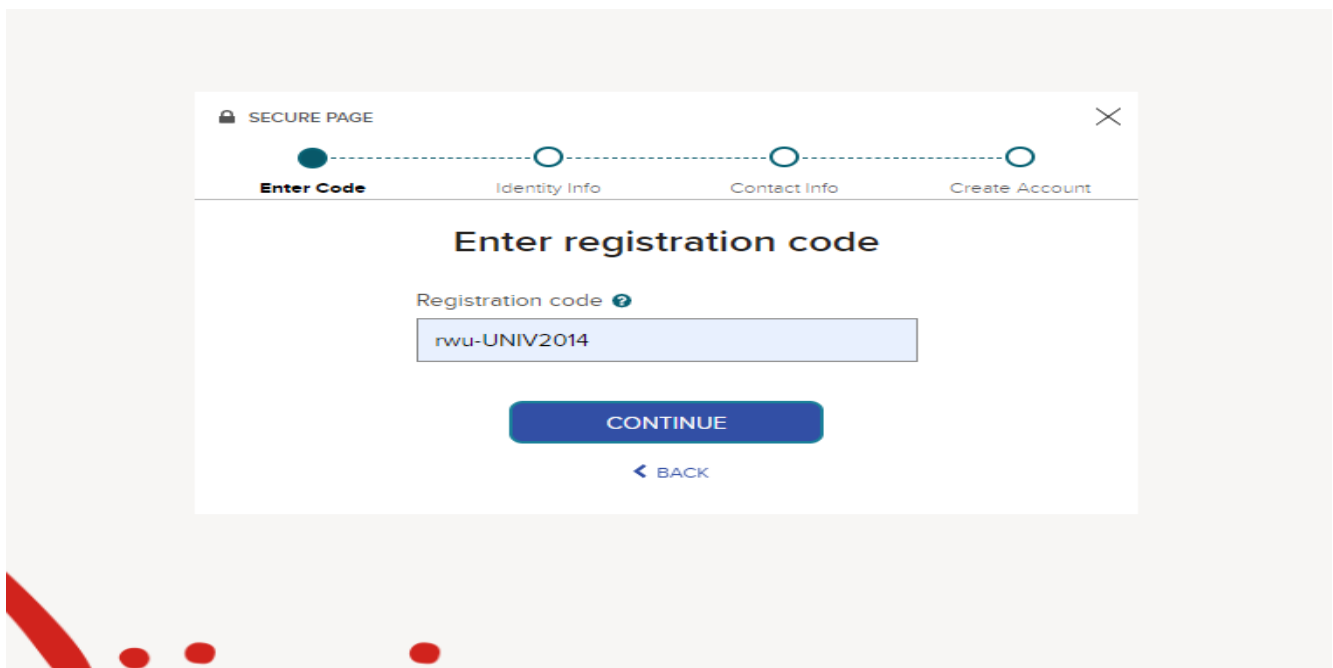


The screenshot shows a web interface for creating an account. At the top, there is a header with a lock icon and the text "SECURE PAGE" on the left, and a US flag icon followed by "ENGLISH" and a dropdown arrow on the right. The main heading is "Create your account" in a large, bold, black font. Below this, a paragraph states: "Creating your online account gives you secure and quick access to your personal, pay, HR and company information. It's easy." This is followed by the instruction "Please select an option to continue." There are two primary buttons: a solid blue button labeled "FIND ME" and a white button with a blue border labeled "I HAVE A REGISTRATION CODE". Below these buttons is a blue link with a left-pointing arrow and the text "BACK". The background of the page is light gray with some red decorative elements at the bottom left.

3. Enter Registration Code

A. rwu-UNIV2014

B. Click Next



The screenshot shows a web interface for entering a registration code. At the top, there is a header with a lock icon and the text "SECURE PAGE" on the left, and a close button (X) on the right. Below the header is a progress bar with four steps: "Enter Code" (which is the current step and has a filled teal circle), "Identity Info", "Contact Info", and "Create Account" (all with empty circles). The main heading is "Enter registration code" in a bold, black font. Below this, there is a label "Registration code" with a help icon. A text input field contains the code "rwu-UNIV2014". Below the input field is a solid blue button labeled "CONTINUE". At the bottom, there is a blue link with a left-pointing arrow and the text "BACK". The background of the page is light gray with some red decorative elements at the bottom left.

4. Enter personal information

A. Continue

The screenshot shows a web form titled "Let's get started" for creating an account with Roger Williams University. The form is part of a four-step process: Enter Code, Identity Info (current step), Contact Info, and Create Account. The "Identity Info" section includes fields for First name, Last name, Employee ID, and Birth month, day, and year. The "Birth month, day, and year" field is a dropdown menu with "Month", "Day", and "Year" options. A "CONTINUE" button is located at the bottom of the form. The background of the form has a decorative pattern of red and blue dots and stripes.

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

Let's get started

First, we'll need your information so that we can create your account with **Roger Williams University**

First name * ?

Last name * ?

Employee ID *

Birth month, day, and year *

Month Day Year

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.