

## STUDENT/TEMP ADP REGISTRATION INSTRUCTIONS

All employees are required to utilize ADP for time and attendance reporting. This system allows hourly employees to report time worked and supervisors to approve that time. In addition, there is a self-service component which will allow employees to view their payroll data, print pay statements, access historical pay data, change their address, and much more.

We are committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register and set up your user ID and password.

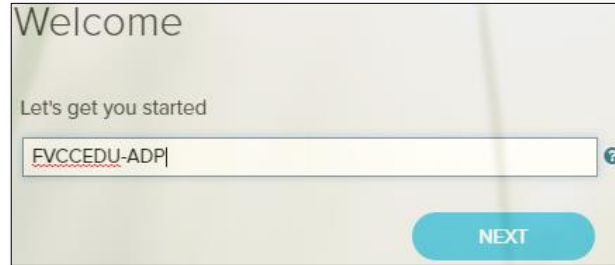
### INSTRUCTIONS:

Please go to <https://workforcenow.adp.com>. You may want to bookmark this site for convenient access.



The screenshot shows the ADP login page. On the right side, under the heading "First Time User?", there is a blue button labeled "REGISTER HERE" which is circled in red. Other elements include "User Login" and "Admin Login" links, input fields for "User Id" and "Password", and a "LOG IN" button at the bottom.

1. Under "First Time User?" click "REGISTER HERE"



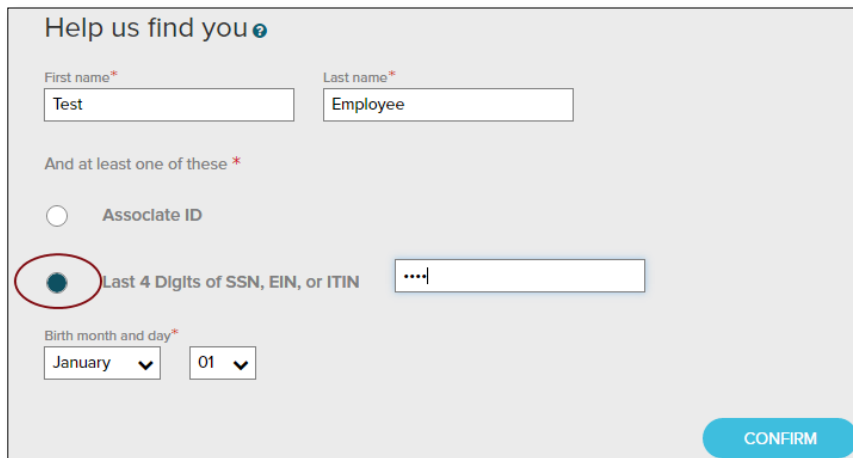
The screenshot shows a "Welcome" screen with the text "Let's get you started". A text input field contains the registration code "FVCCEDU-ADP". A blue "NEXT" button is located at the bottom right.

2. Enter the registration code FVCCEDU-ADP



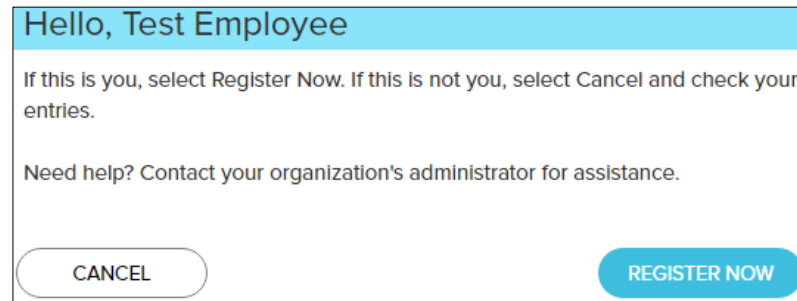
The screenshot shows a confirmation screen with the text "Do you want to set up an account with FLATHEAD VALLEY COMMUNITY COLLEGE?". There are two buttons at the bottom: a light blue "NO" button and a darker blue "YES" button.

3. Click "YES" to proceed



The screenshot shows a registration form titled "Help us find you". It includes input fields for "First name" (containing "Test") and "Last name" (containing "Employee"). Below these are radio buttons for "Associate ID" and "Last 4 Digits of SSN, EIN, or ITIN". The "Last 4 Digits" radio button is selected and circled in red. There is also a birth month and day selector with "January" and "01" selected. A blue "CONFIRM" button is at the bottom right.

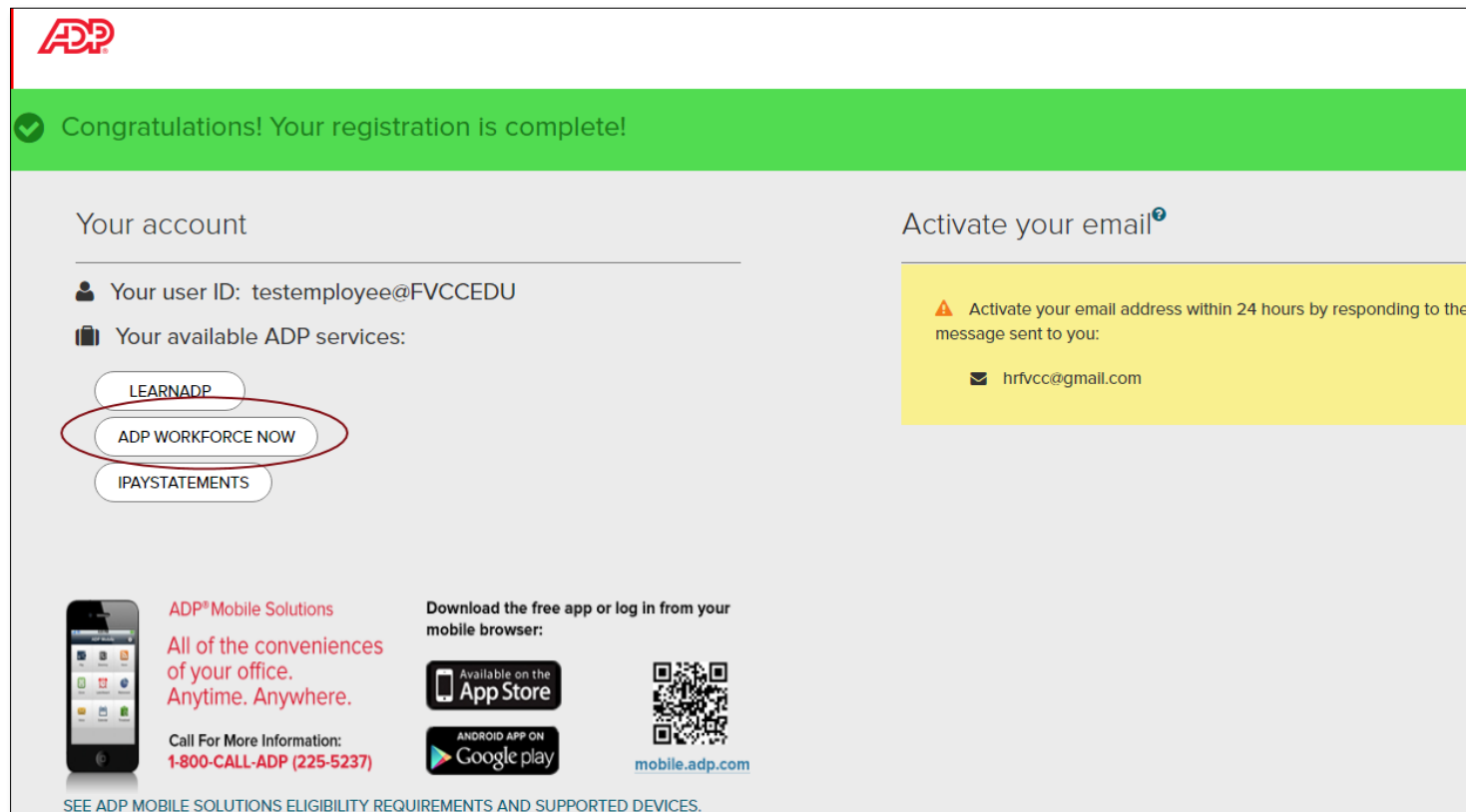
4. Enter your First and Last name, select the radial button for Last 4 Digits of SSN and enter them, then select your birth month and day



The screenshot shows a confirmation screen with a blue header "Hello, Test Employee". The text reads: "If this is you, select Register Now. If this is not you, select Cancel and check your entries." Below this is a line of text: "Need help? Contact your organization's administrator for assistance." At the bottom are two buttons: a light blue "CANCEL" button and a darker blue "REGISTER NOW" button.

5. Click "REGISTER NOW"

6. After you click “REGISTER NOW” you will be prompted to enter your e-mail, create your user ID and password, and select your security questions.
  - Make sure that the e-mail address is current, you will be required to confirm your e-mail address after your registration is complete.
  - Your user ID needs to be in the format that includes first name, middle initial and last name@FVCCEDU per the following example. John W. Smith would create the username: johnwsmith@FVCCEDU
  - Select three security questions and enter security answers to protect your account. Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember or write them down.
  - Read and accept the Terms and Conditions and then click “REGISTER NOW”
- You will then be taken to a confirmation screen. If you would like to login now you can click on “ADP WORKFORCE NOW” or at any time you can go to <https://workforcenow.adp.com>



- You will receive 2 e-mails from ADP. One to confirm your registration including the user ID you created and a second which will include a link for you to activate your e-mail address to receive notifications from ADP.
- If you provided your cell phone number, you will also receive a text message which will allow you to activate your phone to receive text message notification from ADP

*If you have any questions about this process, please contact Human Resources. Thank you!*