

 **National Account Services**

**Board of Regents of the
University System of Georgia
Application Access Guide for Parallel and
Production**

ADP Application Access Guide for USG

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Purpose of this Guide

WELCOME! This guide will provide everything you need to know and answer many common questions regarding ADP system access for parallel testing and going forward into production. **For any issues or questions relating to registration, user accounts, administrators, access, or digital certificates please send an email to USGaccounts@ssc.usg.edu.** Please include your full name, institution, EV5 Operator ID (if applicable), Portal user ID (if known), contact information and a full description of the issue.

User NetSecure Registration

Registering for the Employee Self-Service Site



Why do I need to register? Again?

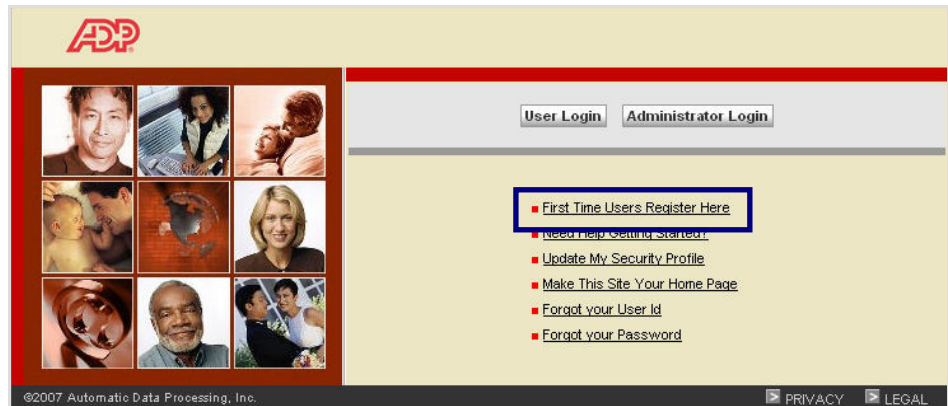
All employees must register in order to access any ADP web application. This is the first step every employee/user must complete, regardless of their role in the system. The reason some users will be registering a second (or third) time is because UAT had a separate site, just like the “Sandbox” was a separate site. The good news is that your new login (@USG) will be the one you use for parallel *and* production.

What information do I need?

You'll need the parallel (not UAT) registration passcode: USG-6775, your name, SSN, and birthday.

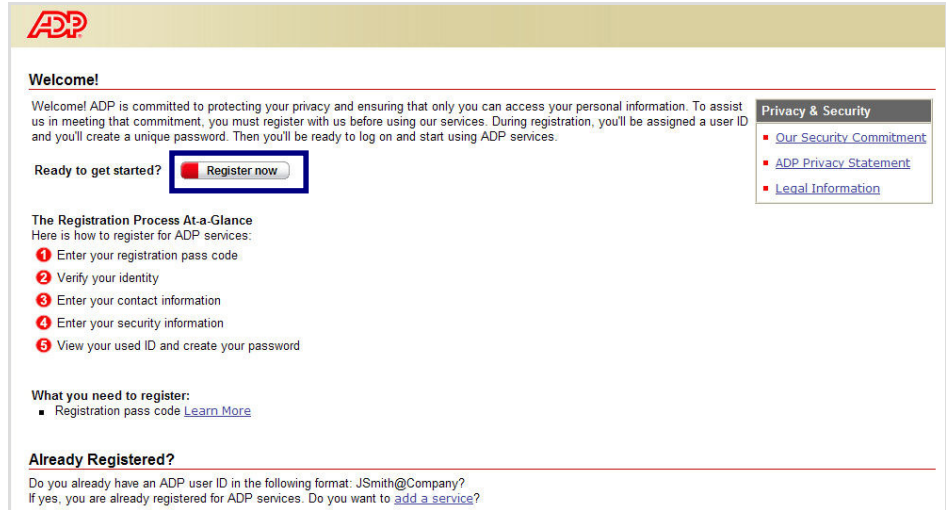
1. Open your registration website address:
2. Click *First Time Users Register Here*.

<https://portal.adp.com>



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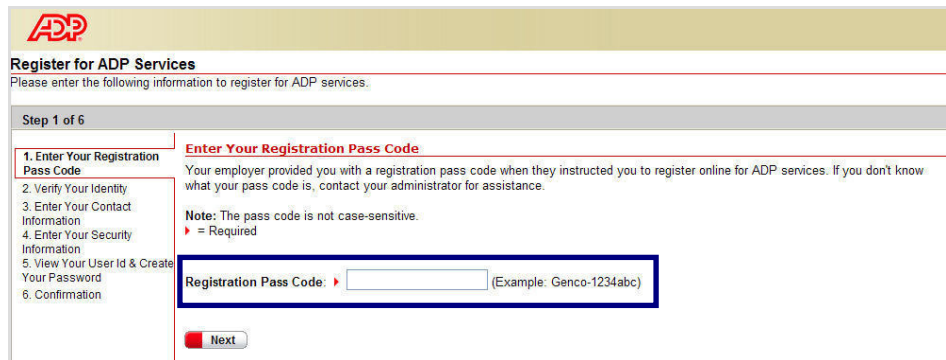
3. Click *Register Now*



The screenshot shows the ADP Welcome page. At the top left is the ADP logo. Below it is a "Welcome!" heading followed by a paragraph of text. To the right is a "Privacy & Security" box with links for "Our Security Commitment", "ADP Privacy Statement", and "Legal Information". In the center, there is a "Ready to get started?" section with a "Register now" button highlighted by a blue box. Below that is "The Registration Process At-a-Glance" with a numbered list of six steps. Further down is "What you need to register:" with a bullet point for "Registration pass code" and a "Learn More" link. At the bottom is "Already Registered?" with a question and a link to "add a service?".

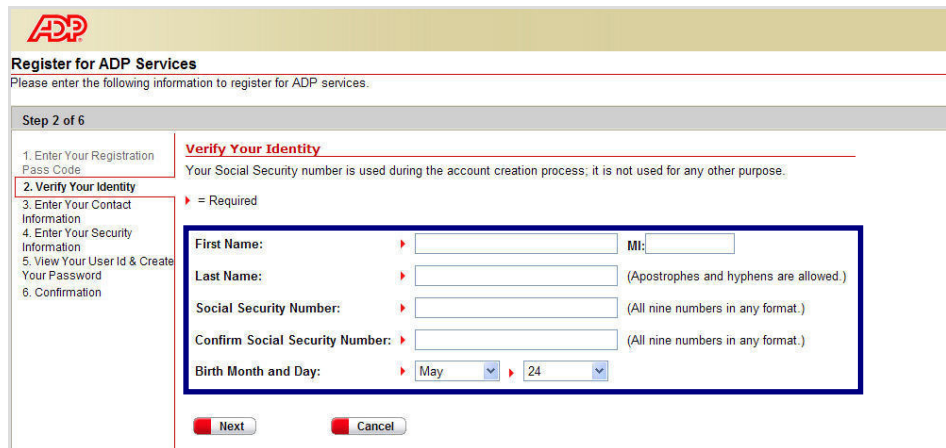
4. Enter the ADP Self Service Registration Pass Code:
USG-6775
(not case sensitive)

then click *Next*



The screenshot shows the "Register for ADP Services" page, Step 1 of 6. The heading is "Enter Your Registration Pass Code". Below it is a note: "Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance." A "Note" states: "The pass code is not case-sensitive." Below the note is a "Registration Pass Code:" field with a red arrow icon and a text box containing "(Example: Genco-1234abc)". A "Next" button is at the bottom. On the left, a sidebar shows a list of steps, with "1. Enter Your Registration Pass Code" highlighted in red.

5. Enter your name **exactly as it appears on your pay stub or in EV5***, Social Security number, and date of birth. Then click **Next**.



The screenshot shows the "Register for ADP Services" page, Step 2 of 6. The heading is "Verify Your Identity". Below it is a note: "Your Social Security number is used during the account creation process, it is not used for any other purpose." A "Note" states: "= Required". Below the note are several input fields: "First Name:" with a text box and "MI:" with a text box; "Last Name:" with a text box and "(Apostrophes and hyphens are allowed.)"; "Social Security Number:" with a text box and "(All nine numbers in any format.)"; "Confirm Social Security Number:" with a text box and "(All nine numbers in any format.)"; and "Birth Month and Day:" with a dropdown menu showing "May" and a text box showing "24". At the bottom are "Next" and "Cancel" buttons. On the left, a sidebar shows a list of steps, with "2. Verify Your Identity" highlighted in red.

* You can't use nicknames or middle names – you must use your legal name as it appears in the HR system.

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If this screen appears, you have not verified successfully. Please send an email to USGaccounts@ssc.usg.edu with your full name, your institution, and your phone number.

The screenshot shows the ADP registration interface at Step 2 of 6, titled "Verify Your Identity". The page instructs the user to provide information to verify their identity. A sidebar on the left lists the registration steps, with "2. Verify Your Identity" highlighted. The main content area includes a "Service" dropdown menu set to "ADP Self-Service" and a section for "ADP Self-Service Information" with input fields for "Employee ID" and "PIN". "Next" and "Cancel" buttons are at the bottom.

Note: This is an example; your page may look different

If this screen does not appear, proceed to the next step.

6. Enter your e-mail address and click **Next**. (Your phone number is optional).

The screenshot shows the ADP registration interface at Step 3 of 6, titled "Enter Your Contact Information". The sidebar highlights "3. Enter Your Contact Information". The main content area contains input fields for "First Name", "Last Name", "Business/Personal E-Mail", "Confirm E-Mail", and "Phone". A note states that the e-mail address is only used for notifications. "Next" and "Cancel" buttons are at the bottom.

7. Enter your place of birth, then select your security questions and answers and then click **Next**.

Important: The security questions and answers are used if you forget your credentials so be sure to use items you can remember.

The screenshot shows the ADP registration interface at Step 4 of 6, titled "Enter Your Security Information". The sidebar highlights "4. Enter Your Security Information". The main content area includes a "City/Town of Birth" field and two security question sections, each with a dropdown menu for the question and an input field for the answer. A note explains that two different security questions must be selected. "Next" and "Cancel" buttons are at the bottom.

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8. Your user ID is displayed. Create your password and click **Submit**.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 5 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password**
- 6. Confirmation

View Your ADP Services User ID
Your user ID is provided below. You'll use this ID and password to log on to ADP services. A confirmation e-mail containing your user ID will be sent to the address you provided.

Note: Your user ID is not case-sensitive.

User ID: fsmith@MPLX

Create Your ADP Services Password
Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.
* = Required

Create Password: (Example: Password01)

Confirm Password:

You have completed your online registration for Self Service – you will receive an e-mail confirming your enrollment. Now let's add **ADP eTIME** to your user profile. Start this process by clicking the **Add Another Service Button**.

ADP
Register for ADP Services
Please enter the following information to register for ADP services.

Step 6 of 6

- 1. Enter Your Registration Pass Code
- 2. Verify Your Identity
- 3. Enter Your Contact Information
- 4. Enter Your Security Information
- 5. View Your User Id & Create Your Password
- 6. Confirmation**

Thank you for registering!
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

Log On to an ADP Service
The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

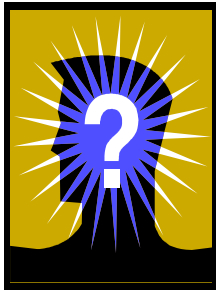
Your ADP Service

Add ADP Services
The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

ADP Service

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Adding eTIME to Your Profile



Why do I need to add eTIME to my profile?

All employees who need to enter and/or approve time (so, everyone!) will have to add the service to their user profile.

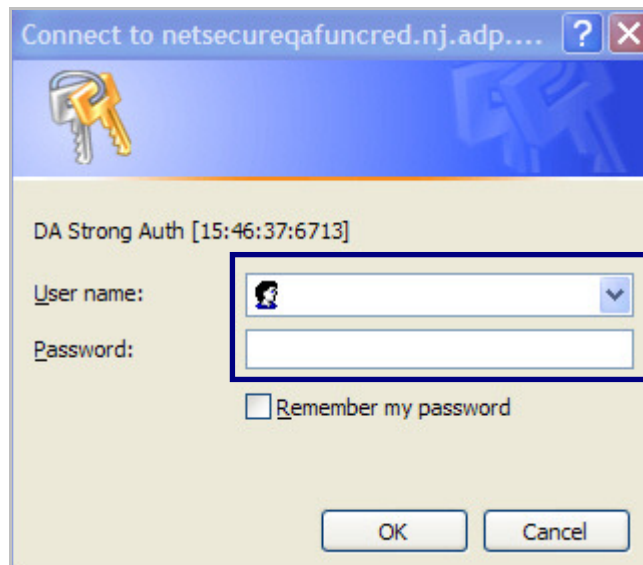
What information do I need?

You'll need your ADP Enterprise Employee ID – you or an administrator should be able to look it up in EV5 if you don't have it committed to memory.

After you've selected "Add Another Service", follow the steps below to add eTIME to your account.

1. You will be prompted to enter your **new Self Service User ID** (i.e. *JSmith@USG*) and **Password**.

Then click *OK*.



The screenshot shows a Windows-style dialog box titled "Connect to netsecureqafuncred.nj.adp...". The dialog box has a blue header bar with a question mark icon and a close button. Below the header is a key icon. The main area of the dialog box is light gray and contains the text "DA Strong Auth [15:46:37:6713]". Below this text are two input fields: "User name:" and "Password:". The "User name:" field is a dropdown menu with a small icon of a person and a downward arrow. The "Password:" field is a standard text input box. Below the "Password:" field is a checkbox labeled "Remember my password". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

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2. On the “Manage My Services” page, click *Add*, for the service you want to add.

Note: only those services for which you have access will have the “Add” option.

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

Important: If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
CRM Self Service	
Self Service	
Enterprise eTIME	Add
Benefit Enrollment	

3. When this screen appears, please enter your ADP Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

Verify Your Identity

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

Enterprise eTime Information

Employee ID: ▶ (Your Employee ID is provided by your manager or system administrator.)

Submit Cancel

4. A confirmation message is displayed.

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

✓ <<Service Name>> has been added successfully.

CONGRATULATIONS!

You have completed adding all of your ADP services. You can now log on to Employee Self Service.

Logging into ADP Portal

ADP Self Service Login Page – A Closer Look

First Time Users Register Here – used for new registrations and adding eTIME to your profile.

Need Help Getting Started? – General help for logging in and registering

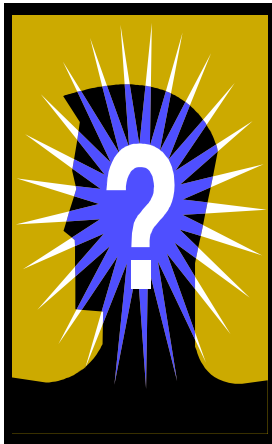
Update My Security Profile – you can access your profile and make changes to your user account.

Forgot Your User ID – offers your security questions in order to verify your ID

Forgot Your Password – Enables you to reset your own password.



Logging into ADP Self Service – Non-Practitioner



What's the difference between the User and Administrator login?

Logging in as “User” *does not require* a digital certificate and gives you the default ESS employee view. The Administrator login *does* require a digital certificate and gives you access to the Practitioner tab, where you can launch EV5 and other ADP applications without an additional login. See the next section for more on digital certificates.

Which login credentials do I use?

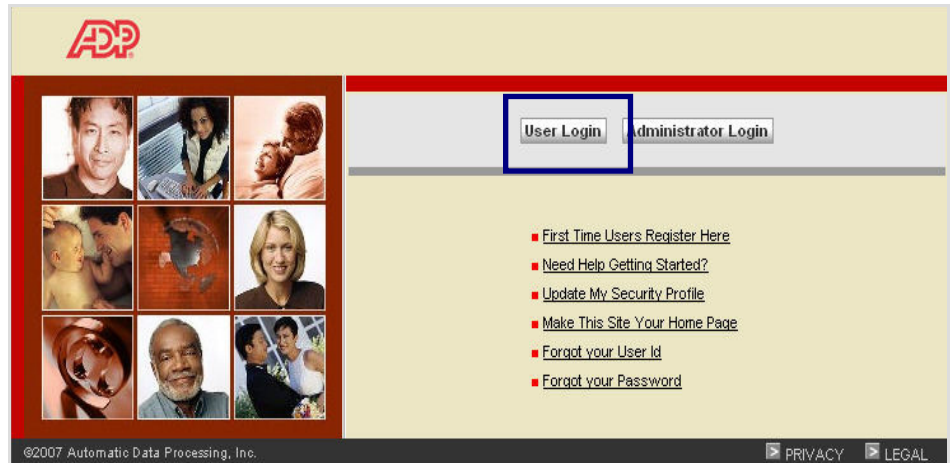
You'll be using your portal (Self Service) user ID (i.e. jsmith@USG) and password.

I'm a manager, which login do I use?

If you have an EV5 Operator ID and digital certificate installed, use “Administrator”, otherwise log in as a “regular” user to view the additional Manager tab and perform MSS functions.

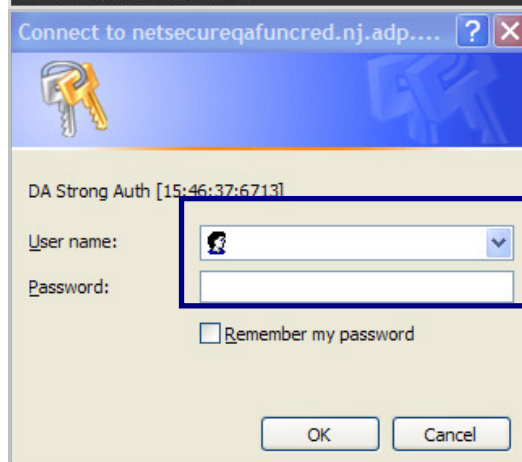
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1. Go to <http://portal.adp.com> and Click *User Login*.

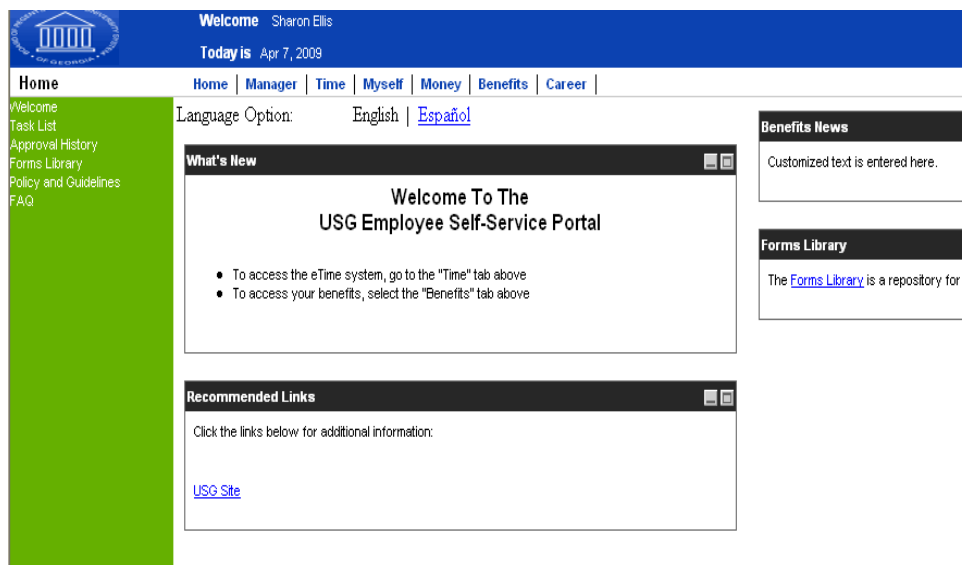


2. Enter your Self Service User ID (i.e. `jsmith@USG`) and Password.

Then click **OK**



3. The ADP Self Service home page is displayed.



Digital Certificates 101

What is a digital certificate?

A digital certificate is simply a security file on your desktop or notebook hard drive that identifies you as an authorized user of a program or web site. ADP uses digital certificates to allow access to the administrative and practitioner functions within the Portal (ESS/MSS).

Who needs a digital certificate?

1. “Practitioners” – employees that are or will be accessing ADP Enterprise and/or ADP Reporting
2. Non-Manager Workflow Approvers - employees that are part of an approval workgroup in the approval path who are not in the manager table.

Note: Managers *do not need* digital certificates to perform MSS functions.

How do I get one?

To get your digital certificate for the Parallel/Production site (@USG), you’ll need to fill out and submit the digital certificate user form located in **Appendix A** of this guide. ADP will generate your certificate and send you an email regarding download and installation.

OK, I just got an email about downloading my certificate. What do I do now?

Click on the link in the email and follow the instructions. Additional information can be found in **Appendix B** of this document.

I logged into the portal, but I don’t see the Practitioner tab.

It’s likely you have not installed your digital certificate on that particular computer. Remember, it’s a file which must be installed on the computer you’re working on at the time.

Can I copy my certificate to another computer?

Yes – you can export and import your certificate freely between computers. Full instructions can be found in **Appendix B** of this guide.

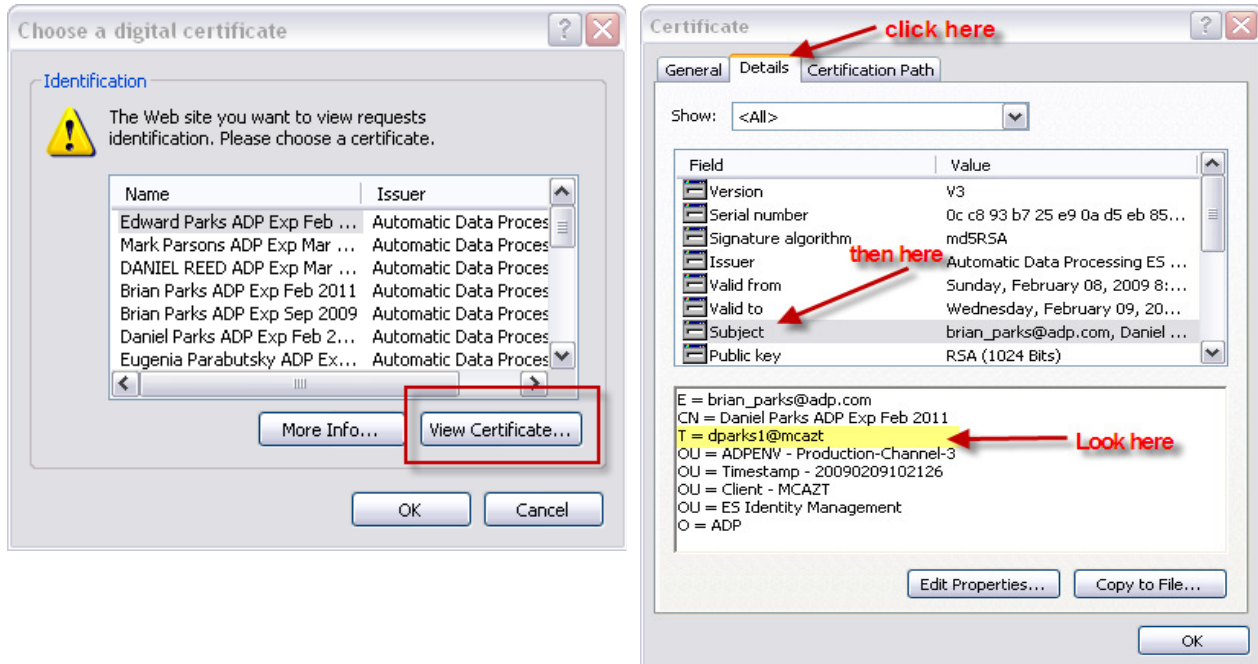
I’m getting an error trying to download and install my certificate.

This could happen for several reasons, but the most common are incorrect data entry and Internet Explorer issues. If you’re sure the information entered is correct and you’re still getting errors, please send an email to USGaccounts@ssc.usg.edu and include your name, user id, password and description of the issue.

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I have more than one! How do I know which one is which?

Here's the trick – start by highlighting the certificate in question and selecting “View Certificate”. Click on Details, then Subject – you'll see your user id in the line marked “T=”. For the sandbox environment, it's @USGT, UAT is @USGUAT, and parallel/production is @USG. Your user ID and your certificate must always match in order to log in as an administrator.



I tried to install my certificate and got an “1B6” error message.

Note: This is directed more to your IT people.

The “1B6” error message refers to an ActiveX program that must be installed on your computer from the ADP website. This program helps determine if your computer is capable of using a certificate, and to identify your computer to ensure that only the person who enrolls for a certificate will retrieve it once approved.

This is an essential security feature from ADP and it cannot be avoided.

This program would normally be installed automatically once you visit the enrollment page. However, once Microsoft released Windows XP Service Pack 2, it blocked the automatic installation of ActiveX components.

This has caused many users to get the “1B6” message. To fix this error, in most cases, you will see a yellow bar at the top of the browser page that you can click on and authorize the ActiveX program. You can also use this address to download a special application from VeriSign:
http://www.verisign.com/support/advisories/page_DEV021820.html

Logging into ADP Self Service - Practitioner



What's a "practitioner"?

ADP defines a practitioner as anyone who has an Operator ID in Enterprise and needs to access it as part of their job.

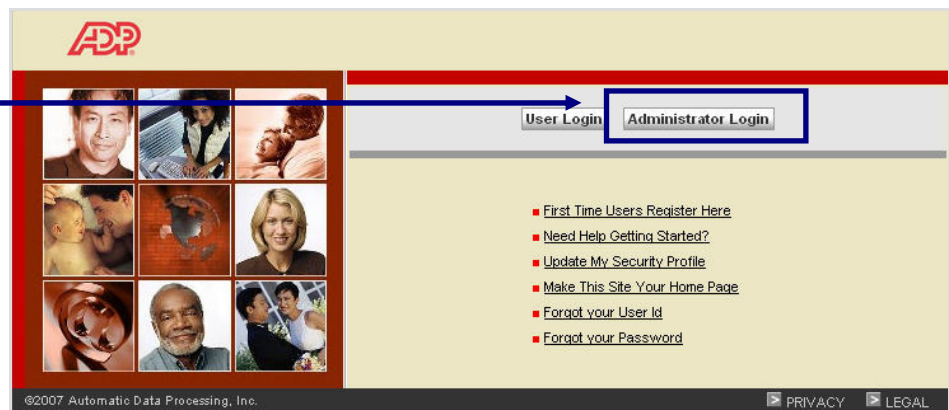
That sounds like me. What do I need to log in?

You'll need your *corresponding* digital certificate (see next section) installed on your desktop and your portal (Self Service) user ID (i.e. jsmith@USG) and password.

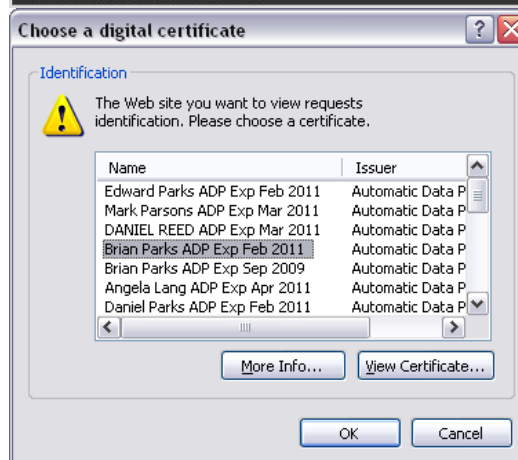
What about my Enterprise login ID? Do I need it?

You would only need your EV5 ID (i.e. USGCSMITH) if you are going *directly* to the Enterprise application via the web. If you've logged in successfully to the Portal, you will have "single sign-on" access to EV5 and will not need the additional login.

1. Click Administrator Login



2. Choose the correct digital certificate that corresponds to your intended login*. Click OK.

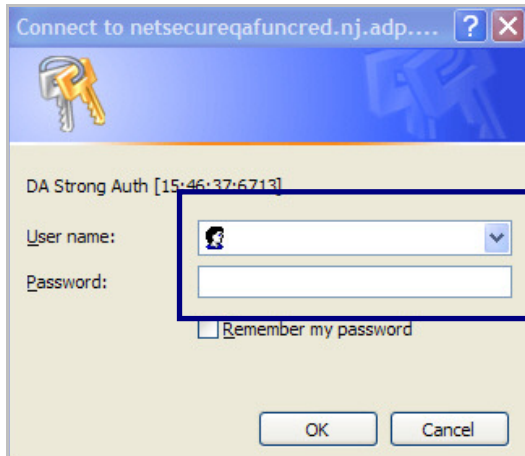


* refer to the section above to help determine which certificate to use.

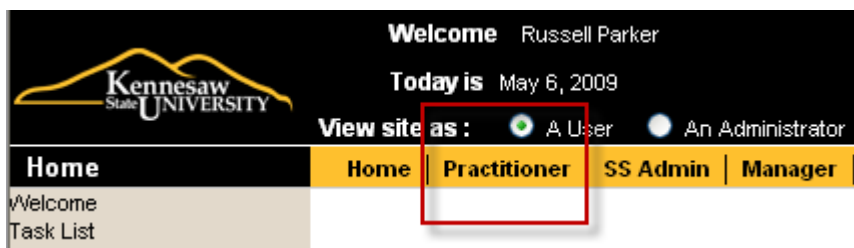
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3. Enter your *Self Service User ID and Password*.

Then click *OK*



4. The ADP Self Service home page is displayed with the Practitioner tab available.



Appendix A - ADP Practitioner/Administrator Form

Please fill out for each practitioner – add extra user sections as needed.

CLIENT ESS/MSS ADMINISTRATOR INFORMATION:

Institution Name: _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

First Name: _____ Last name: _____
Email address: _____
ADP EMPLID: _____
EV5 Operator ID: _____ Portal Login ID: _____
ADP Reporter Access _____

Appendix B - Digital Certificates Quick Reference Guide

This quick reference guides notes the system requirements for using ADP's digital certificates and explains how to do the following:

- Download your digital certificate.
- Export your digital certificate.
- Import your digital certificate.

System Requirements

Internet Browser: You must use Internet Explorer to download your digital certificate and to access ADP's Internet services.

Downloading Your Digital Certificate

1. Open Microsoft® Internet Explorer.
2. Copy the URL from the confirmation e-mail, paste it into the address field of the browser, and then click **Go**.
3. On the ADP Internet Administrator Registration page, enter the user ID, current password, and access code provided in the confirmation e-mail.

Important: If you copy and paste this information from the e-mail, make sure you don't copy extra spaces before or after the access code.

4. Click **Submit** to download your digital certificate. The certificate is stored on your computer and allows you to access your ADP Internet service from your computer only.

Note: Your digital certificate is valid for two years. You will receive an e-mail notification 60 days before the expiration date. The e-mail includes instructions for renewing your certificate.

Exporting Your Digital Certificate

Note: If you use Internet Explorer 5.5 or earlier, this procedure may vary slightly.

1. Insert an external storage device (e.g., USB flash drive, CD, disk) into the appropriate drive.
2. In Internet Explorer, select **Tools > Internet Options**.
3. Select the **Content** tab and click **Certificates**.
4. Select your certificate and click **Export**. Then click **Next** to start the wizard.
5. Click **Yes, Export the Private Key**. Then click **Next**.
6. Select **Include All Certificates in the Certification Path if Possible** and select **Enable Strong Protection**. Then click **Next**.
7. Enter a password and then confirm your password. (This password is your export/import password.) Then click **Next**.
8. Click **Browse** to specify where to save the certificate to on your external storage device.
9. In the Browse window, enter a file name and then select the **Personal Information Exchange (*.pfx)** file type. Then click **Save**.
10. Click **Next** and then click **Finish**.

Importing Your Digital Certificate

Note: If you use Internet Explorer 5.5 or earlier, this procedure may vary slightly.

1. Insert the external storage device that you saved your digital certificate to.
2. In Internet Explorer, select **Tools > Internet Options**.
3. Select the **Content** tab and click **Certificates**.
4. Click **Import**. Then click **Next** to start the wizard.
5. Click **Browse** to navigate to where you saved your certificate to on your external storage device. Select the **Personal Information Exchange (*.pfx, *.p12)** file type to help locate your file.
6. Select your certificate, click **Open**, and then click **Next**.
7. Enter the password you entered when you exported your certificate (the export/import password) and select **Mark the Private Key As Exportable**.
8. Click **Next**.
9. Click **Automatically Select the Certificate Store Based on the Type of Certificate**.
10. Click **Next** and then click **Finish**.

Appendix C – Windows Vista Certificate Reference Guide

If you use Windows Vista™ you must complete two tasks before you can download your digital certificate. This quick reference explains how to do the following:

- Download the ADP root certificate
- Add ADP to your list of trusted sites

Before You Begin

Your browser's security setting for Download Signed ActiveX Controls must be set to either Prompt or Enable. To check this setting, select **Internet Options** from the Internet Explorer Tools menu and select the **Security** tab. Click the **Trusted Sites** icon, click **Custom Level**, and then verify that the Download Signed ActiveX Controls setting is set to either Prompt or Enable.

Downloading the ADP Root Certificate

Important: You should print these instructions before continuing.

1. On the ADP Internet Administrator Registration page, click **Download Root CA**.
2. In the File Download - Security Warning window, click **Save**.
3. In the Save As window, accept the default file location and file name, and then click **Save**.
4. In the Download Complete window, click **Open**.
5. In the Internet Explorer Security window, click **Allow**.
6. In the Certificate window, click **Install Certificate**.
7. On the Welcome to the Certificate Import Wizard page, click **Next**.
8. On the Certificate Store page, click **Place all certificates in the following store**, and then click **Browse**.
9. In the Select Certificate Store window, click **Trusted Root Certification Authorities**, click **OK**, click **Next**, and then click **Finish**.
10. In the Security Warning window, click **Yes**.
11. In the Certificate Import Wizard window, click **OK**.
12. Click **OK** to close the Certificate window.

Adding ADP To Your List of Trusted Sites

1. From the Internet Explorer Tools menu, select **Internet Options**.
2. In the Internet Options window, select the **Security** tab.
3. Click the **Trusted sites** icon and then click **Sites**.
4. In the Trusted sites window, an ADP web site address (URL) will automatically be displayed; click **Add**.
5. You must now add additional URLs to your trusted sites. Refer to the following list for the URLs that you must add in order to access ADP products and services.
 - <https://netsecure.adp.com>
 - <https://lh.adp.com>
 - <https://netsecurecred.adp.com>
 - <https://netsecure2.adp.com>
 - <https://netsecure2cred.adp.com>
 - <https://agateway.adp.com>
6. To add each URL to your trusted sites, type it in the **Add this website to the zone** field and click **Add**.
7. Make sure that the **Require Server Verification For All Sites in this Zone** check box is selected, and then click **Close**.
8. Click **OK** to close the Internet Options window.

What To Do Next

Now you can download your digital certificate. For more information, see the Digital Certificates Quick Reference Card (QRC).