Board of Regents of the
University System of Georgia
Employee Self-Service Registration
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTERING FOR SELF SERVICE</td>
<td>3</td>
</tr>
<tr>
<td>ADDING ETIME</td>
<td>8</td>
</tr>
<tr>
<td>LOG ON</td>
<td>10</td>
</tr>
</tbody>
</table>
Registering for Self Service


2. Click the **First Time Users Register Here** link on the Self Service Login page.

3. Click **Register Now**.
4. Enter our Registration Pass Code: USG-6775 and click Next.

5. Verify your identity. Enter your data in the fields with the ➤. After completing these fields, click Next. Please Note— you must enter your name as it appears in the HR/Payroll system of record (no nicknames).
6. In rare circumstances, a second page (below) 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 verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact Colette Long in Payroll for assistance.

7. Complete the fields on your Contact Information and click Next.
8. Complete all the fields on your Security Information and click **Next**.

![Security Information Form](image1)

9. The View Your Userid & Create Your Password will appear. Your user ID is displayed.

   **Note**: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

![User ID Confirmation](image2)
10. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

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

12. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

The next step is to add Additional Services, so you have access to eTIME.
Adding eTime

1. Go back to the Portal main login page: http://portal.adp.com and select “First Time Users Register Here”

2. Click Add a Service.
3. On the Enterprise eTIME line, choose **Add**.

4. Enter your Employee ID number and click **Submit**.

5. Upon successful completion, you will see the following screen:
Log On

Access the eTime Timesheets link from the Employee Self Service Portal.

1. Go to the Portal main login page: http://portal.adp.com

2. Click ‘User Login’ button.

3. Enter User Name and Password and click OK.

4. The Netsecure Portal will appear. The application links allow you to enter into each application.