

## ADP Workforce Now – Registration (setting up your account)

Step 1 – You will receive an email from ADP ([SecurityServices\\_NoReply@adp.com](mailto:SecurityServices_NoReply@adp.com)) which has your registration code. It also contains a link to the web page where you will enter this code.

Step2 – Once you receive your email, click on the link which will open a web browser (google chrome, firefox, etc).

Step 3 – On the web page you will see the login area. At the bottom will be a button called “Sign Up”. Click the button. Note: this is same page you will use to login once you have your username and password set up.

English (US) ▾

# Welcome to ADP

User ID [Administrator Sign In](#)

Remember My User ID ⓘ

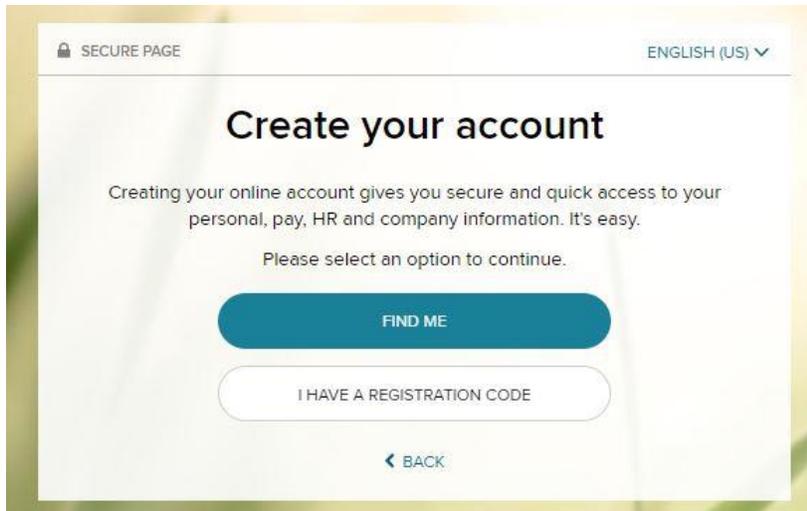
Password (case sensitive)

SIGN IN

[Forgot your user ID/password?](#)

Need an account? [SIGN UP](#)

Step 4 – Click “I have a registration code” on the next screen. See the next screen shot



Step 5 – Enter the registration code which was given to you in the email. Note: if the registration code does not work, come back to this screen and choose FIND ME. This will allow you to key in your information securely so WFN can locate you in the system. If choosing email it will either be [username@fsmail.bradley.edu](mailto:username@fsmail.bradley.edu) or [username@bradley.edu](mailto:username@bradley.edu)

Step 6 – Once the system accepts the code or finds you, the next step is to set up your password.

Step 7 – When you complete the password set up, click to finish. Write down your username which will look like this.... [username@wyjf8](mailto:username@wyjf8)

Step 8 – Now you are ready to log into WFN. If you forget your password there is a link on the login page to reset it.

Step 9 – If you have any issues reach out to your supervisor.