Self Service Registration – Wesley College

Welcome! ADP is 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 with us before using our services.

You will need your registration code (WesleyCol-ADP) and the URL – https://workforcenow.adp.com of your ADP service web site. Click on the ‘Register Here’ icon.
Before you register, help us find you in our records.

Registration code: WesleyCol-ADP

What is this? Wesley College

First name: John
Last name: Smith

Select either Employee ID or SSN/EIN/ITIN:

- Employee ID: 1234

SSN, EIN, or ITIN:

Birth month and day:

Confirm

If Wesley College is not listed here, click 'Start over'.

Wesley College Employees will be using their SSN and Birthdate to register for ADP.
If your name is not being retrieved, contact Wesley Human Resources at HR@Wesley.edu
Notifications from Wesley Human Resources or ADP will be sent to this email/mobile phone. You may also use this information to retrieve your forgotten user ID or password.

Create a strong password to protect your Account. Passwords are case-sensitive.

Your user ID and security answers are not case-sensitive.

Enter answers that you will remember later. If you ever forget your user ID or password, you will be required to respond with the exact answers to confirm that you are the rightful owner of the account.
Your registration is complete. You can use your user ID and password to access your ADP service.

- You must activate your email and mobile phone number to receive important notifications from ADP.
- Manage your account information to keep it accurate.
Activate Your Email Address

Once you are registered, ADP will send you an email with instructions on how you can activate your email address. Click the link in the email you received from ADP to complete the activation.

Activate Your Mobile Phone

If you provided a mobile phone number during registration, look out for a text message from ADP. Reply with the code to activate your mobile number.

Note: The message will come from sender "90206"