

ADP WORKFORCE NOW REGISTRATION INSTRUCTIONS

For New Student Employees and students that have not yet created their ADP Workforce Now account:

ADP Workforce Now allows students to access pay statements and tax statements.

A registration email has been sent to all newly hired students.

- The email will be from: "BALDWIN_WALLACE_UNIVERSITY.HR@ADP.COM"
- Students, please check your inbox, or your junk mail folder for the email
- Within this email, you will receive a Personal Registration Code as well as instructions on how to create your account. The Personal Registration Code expires in 14 days from receipt of email
- Go to this link: [ADP Workforce Now](#) You can also access the link on MYBW Portal under Campus Applications
- When asked for your email address, you will need to **use your BW email address**
- The system will create a unique username, please record the username it assigns
- You will then be asked to create a password
- Please note that this not a BW program and will not accept BW logon credentials

If you have already created your account, please log into [ADP Workforce Now](#) with your credentials.

Log in using your newly created log in credentials to view your pay statements and W-2 tax statement.

If you have forgotten your User ID, click "forgot your user ID." You must have access to your BW email account at the time of retrieving your user ID.

If you have forgotten your password, click "forgot your password." You must have access to your BW email account at the time of retrieving your user ID.

Forgotten username/password email will be sent from "SecureServices_noreply@ADP.COM"

REMEMBER, this is a highly secure site. When asked for email address, you will need to use your **BW email address**, this system will not register your personal email address.

Once you have successfully logged into ADP Workforce Now, you can see your pay statements and W-2s and you can download and print them for your records.

If you have any questions about creating your account, please contact the Student Employment Center at: secmail@bw.edu or 440.826.3177

