OVERVIEW

Use the ADP self service Portal to update your personal information:

- Home address
- Mailing address
- Primary email address
- Alternate email address
- Phone number(s)
- Emergency contact(s)

The mailing address and notification email address you provide are used to send you announcements, Open Enrollment information, medical cards, W-2s, and other important information.
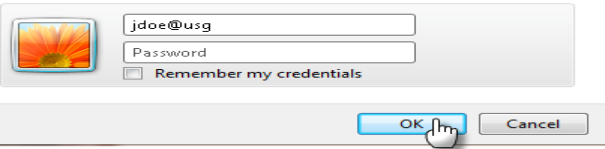
Important

If you hold positions at multiple institutions, this task will only update your primary job. Once you update your personal information, notify the Shared Services Center.

Need Assistance

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 a.m. – 5:00 p.m. except holidays. You can call us toll free at (855)-214-2644 or email us at helpdesk@ssc.usg.edu.

INSTRUCTIONS

1. Access the ADP Portal at https://portal.adp.com	
a) Click **User Login**.	
b) Enter your ADP Portal **User name** and **Password**. c) Click **OK**.	

University System of Georgia Shared Services Center   Page **1** of **3**
1005 George J. Lyons Pkwy, Sandersville, Georgia 31082
Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414
Email helpdesk@ssc.usg.edu • Website www.ssc.usg.edu
Normal Business Hours: Monday through Friday 8:00 a.m. – 5:00 p.m.
Self-Service support is available at https://answers.ssc.usg.edu

2. Portal Home Page

a) Depending on your access, you <u>may or may not</u> see the Employee/Manager tab on your home page. If the Employee/Manager tab is displayed, ensure **Employee** is selected.

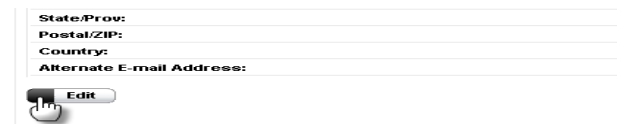If you are a Manager, point to the **Manager** tab and click **Employee**.

----Or----
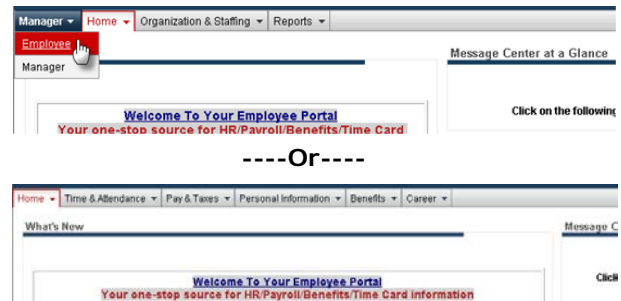
3. To Update an Address

a) Point to the **Personal Information** tab and then click **Addresses**.
Your current information will be displayed on the screen.

b) To update information, click **Edit**.

c) Update necessary changes to your:
   - **Notification E-mail Address**
   - **Home Address**
   - **Mailing Address**
   - **Primary E-mail Address**

d) Click **Save**.

Indicates a required field.

4. To Update a Phone Number

a) Point to the **Personal Information** tab and then click **Phone Numbers**.
Your current information will be displayed on the screen.
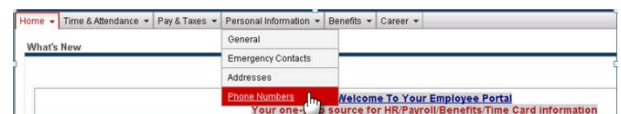
4.1. *Update an Existing Phone Number*

a) Select the telephone number type.

b) Update the number and click **Save**.

Indicates a required field.

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4.2. Add a New Phone Number

a) To add a new phone number, click **Add New**.	**Type** Home Telephone **Add New**
b) Select the phone number type in the **Type** field. c) Enter the phone number in the **Phone** field. d) Click **Save**.	Enter your telephone information in the following fields. Click Save to add your phone number. Type: ▶ Select Type International Country Code: International City Code: Phone: ▶ Extension/PIN: **Save** **Cancel** **Reset** ▶ *Indicates a required field.*

5. To Update an Emergency Contact

a) Point to the **Personal Information** tab and then click **Emergency Contacts**.
Your current information will be displayed on the screen.
	Home ▾ Time & Attendance ▾ Pay & Taxes ▾ Personal Information ▾ Benefits ▾ Career ▾
	What's New General
	  Emergency Contacts
	  Addresses
	  Phone Numbers **Welcome To Your Employee Portal**
	  Your one-stop source for HR/Payroll/Benefits/Time Card information

5.1. Update an Existing Emergency Contact

a) Select the contact's name.	**Name** **LastName, First**
b) Update the contact's information and click **Save**.	International City Code: Secondary Phone: **Save** **Cancel** **Reset** **Delete** ▶ *Indicates a required field.*

5.2. Add a New Emergency Contact

a) To add a new contact, click **Add New**.	**Name** **Add New**
b) Enter the contact's information. c) Click **Save**.	International Country Code: International City Code: Secondary Phone: **Save** **Cancel** **Reset** ▶ *Indicates a required field.*

☑ *Task Complete*

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