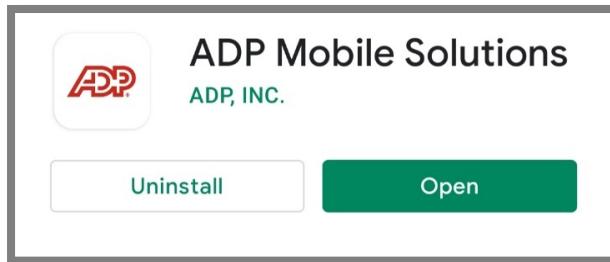


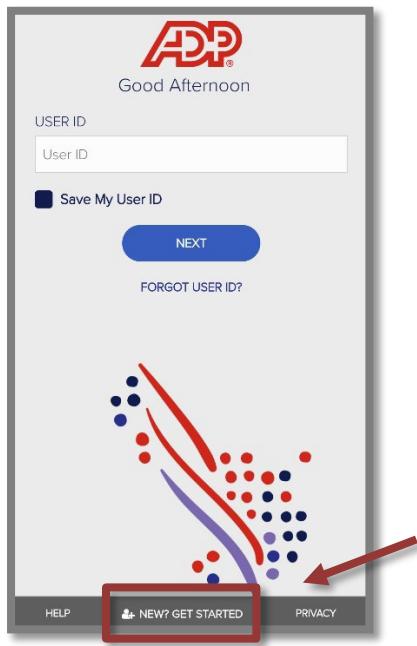
Register for ADP Mobile Application

Follow the steps below to install and register in the ADP mobile application. You may use this app, as well as the adp.westernu.edu website to clock in, clock out, request time off, and approve time off

- Download the ADP Mobile Solutions application from your mobile device's app store



- Open the app and select "New? Get Started" at the bottom of the screen



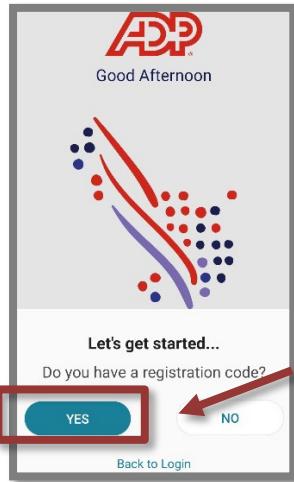
- You are a new user with your WesternU account. Select "Yes, I'm sure" when the app asks "Are you sure?"



Register for ADP Mobile Application

ADP Mobile Application instructions continued

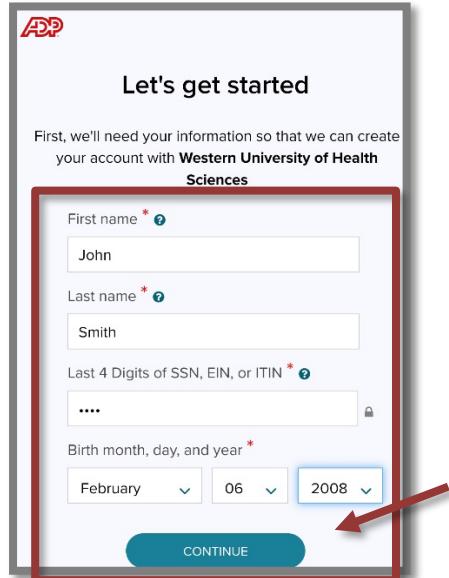
- Select “Yes” when asked if you have a registration code



- Enter the following registration code: **westernuni-8iy7026**
 - o This registration code is **not** case-sensitive



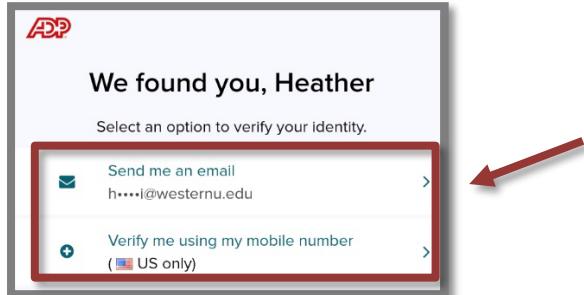
- Enter the required information and select “Continue”



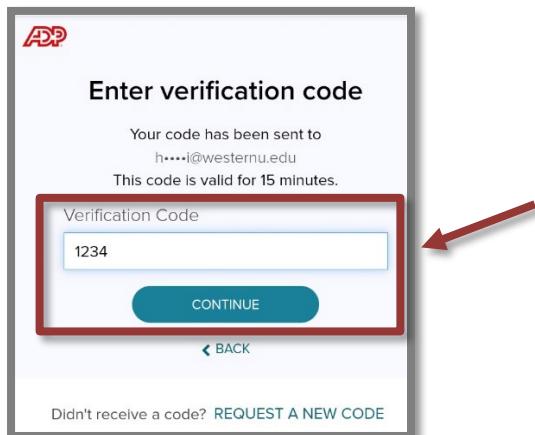
Register for ADP Mobile Application

ADP Mobile Application instructions continued

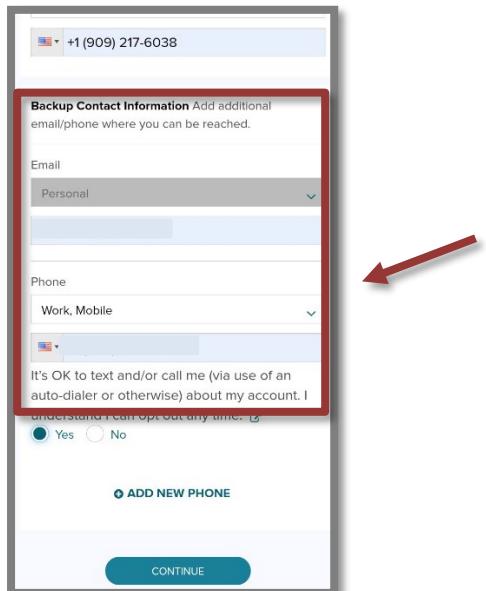
- Select where you'd like ADP to send your verification code
 - o If you select mobile number, you must use the mobile number on file with payroll



- Once you receive the code, enter it into the app and select "Continue"



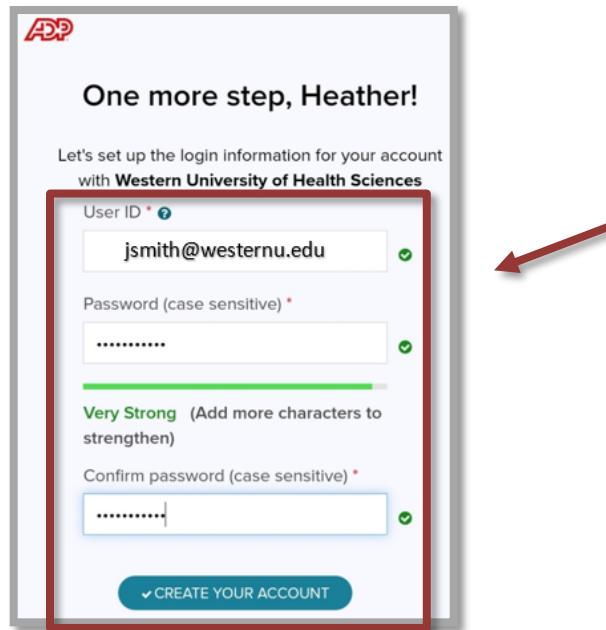
- Fill out your personal information and select "Continue"
 - o It is advisable to provide backup email and telephone information



Register for ADP Mobile Application

ADP Mobile Application instructions continued

- You will now set up your username and password, then select “Continue”
 - o Your username **MUST BE** your WesternU email address
 - o **IMPORTANT NOTE:**
 - While the website, adp.westernu.edu, will automatically connect with your WesternU network password, this mobile app does not automatically connect. The app requires you to create a password.
 - For security reasons, it is not recommended to use the same WesternU password for the app



- This will return you to the ADP mobile app login screen, where you will use the login information you just established

