EMPLOYEE
NEW USER
REGISTRATION GUIDE

Houston ISD Absence Management Service Center
Welcome to Houston ISD Absence Management Service Center, serviced by ADP.

Please find new user registration steps below.

1. Navigate to web site: https://absence.adp.com/

2. Select New User Registration

Before you register, help us find you in our records.

Registration code: [Enter Code]

What is this?

3. Enter Houston Independent School District New User Registration Code: HISCHD-123456
Before you register, help us find you in our records.

4. Complete the fields

5. Select confirm

6. A message stating your record was found will pop up. If not, please confirm you enter your social security number
7. You will then be prompted to enter an email address, remember to use your HISD work email address.

8. Then set up three (3) security questions. Once done select Register Now button.
Your registration for ADP services is complete!

Things to do for your account

Activate your email and mobile phone

What is this?

ADP has sent you a confirmation message to customisd.org and +1 713-410-6940.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization’s administrator for assistance.

9. You will receive a message that your registration is complete.

10. Make note of your user ID as it is system generated with a combination of your first + last name + “@HISCHD”

11. Check your work email for an email from ADP to activate your email address.

Should you have additional questions, please contact ADP Absence Management Service Center at 1-877-780-4473.