

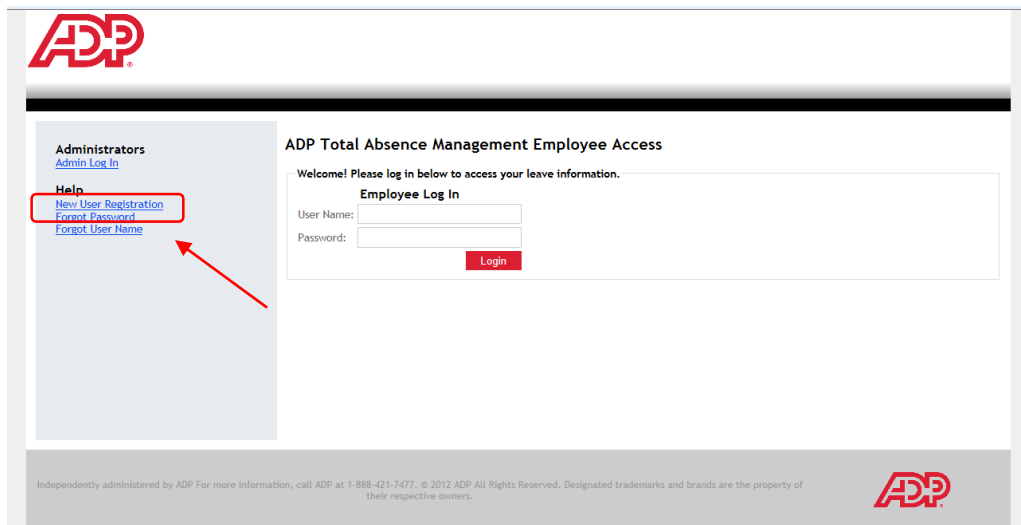
# EMPLOYEE NEW USER REGISTRATION GUIDE

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\*

[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.

Registration code\* HISCHD-123456 Start over

What is this?  
Houston Independent School Dst

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First name\*

Last name\*

Last 4 Digits of SSN, EIN, or ITIN\*

Type it again\*

Birth month, day, and year\* April / 16 / 2015

Confirm

4. Complete the fields

5. Select **confirm**



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

Registration code\* HISCHD-123456 Start over

What is this?  
Houston Independent School Dst

---

First name\*

Last name\*

Last 4 Digits of SSN, EIN, or ITIN\*

Type it again\*

We found you!

We have found  in our records. If this is you, click Register Now to begin your registration. If this is not you, click Cancel and check your entries.

If your entries are correct, but your name is not being retrieved, close your browser. Contact your organization's administrator for assistance.

Cancel Register now

6. A message stating your record was found will pop up. If not, please confirm you enter your social security number



## Register for ADP Services



Enter your contact information [How will this be used by ADP?](#)

**Email address\***   Work  Personal

**Mobile phone number**  Country code   Work  Personal

I authorize ADP to send me text messages regarding my account at the number I have provided, according to [ADP's Text Messaging Terms and Conditions](#).

View your user ID and create a password

**User ID\*** @HISCHD

**Password\***  Password Strength:

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

**Confirm password\***

In case you forget your user ID or password

**Question 1\***  Select one

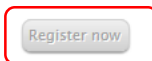
**Your answer\***

**Question 2\***  Select one

**Your answer\***

**Question 3\***  Select one

**Your answer\***



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 [redacted]oustonisd.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.

✓ Your user ID: [redacted]@HISCHD

✓ Your available ADP services

CRM Self Service

ADP Absence Management

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.