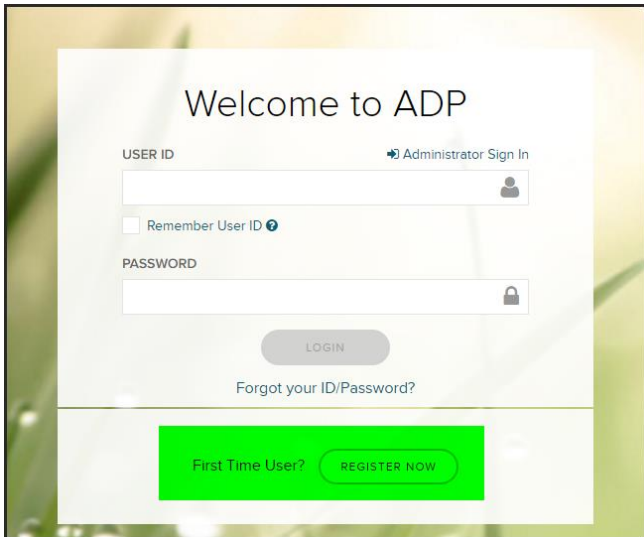


To access the ADP Enrollment Website

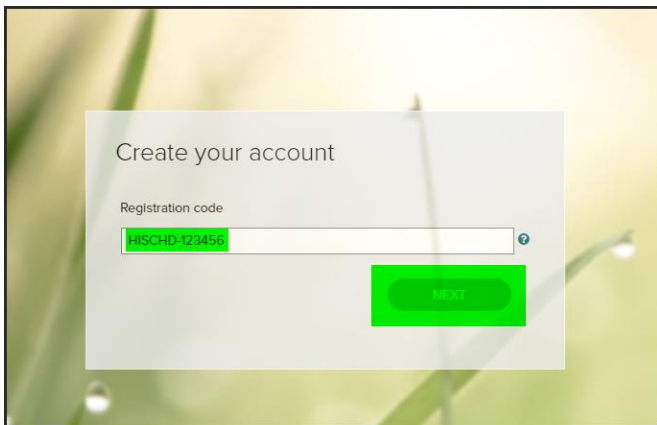
<https://mybenefits.adp.com/public/login/>

You will land on a page with this login. Click the “register now” button.



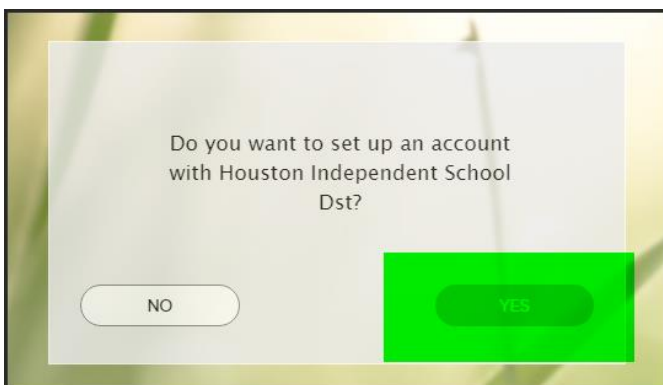
The image shows the ADP login page. At the top, it says "Welcome to ADP". Below that, there are two input fields: "USER ID" and "PASSWORD". The "USER ID" field has a small icon of a person and a link for "Administrator Sign In". There is a "Remember User ID" checkbox below the "USER ID" field. Below the "PASSWORD" field is a "LOGIN" button. Underneath the "LOGIN" button is a link that says "Forgot your ID/Password?". At the bottom of the page, there is a green button that says "REGISTER NOW" and a link that says "First Time User?".

Next, you will see a screen asking for registration code. Enter this code, HISCHD-123456, and click next.



The image shows the "Create your account" screen. It has a title "Create your account" and a label "Registration code" above a text input field. The input field contains the code "HISCHD-123456". Below the input field is a green button labeled "NEXT".

Click yes when you see the next question:



The image shows a confirmation screen with the text "Do you want to set up an account with Houston Independent School Dst?". Below the text are two buttons: a white button labeled "NO" and a green button labeled "YES".

Enter the information requested in the highlighted fields, take the “I’m not a robot” test, and click next.

ADP

Identify yourself

First name*

Last name*

Last 4 Digits of SSN, EIN, or ITIN*

Month Day Year

I'm not a robot

On this page click “Get Code,” and the system will email a code to your HISD email account or you can check the box next to “I want to answer identity questions instead” and answer the questions.

Enter your personal registration code

Personal registration code

Don't have a code?

I want to answer identity questions instead

Once you get to this page, complete only the required fields, and click next. The next page will ask you to create a password and create security questions. Once completed, go back the very first page and enter your user name and password. Once logged in, you should see an option to complete your new hire enrollment.

ADP

Enter your contact information

To avoid answering your security questions during your next password reset, you can:

- Enter an email address and phone number that are not shared with others.
- Authorize ADP to send you text messages about your account.

Enter your email address(es)*

Primary email address (used for verification)* Business Personal

Secondary email address Business Personal

And at least one phone number*

Primary mobile phone number (recommended) Business Personal

Alternate number Business Personal

It's OK to text me about my account