

ADP First Time Login

Note: The following will only need to be done once. The next time you log in you will simply use your User ID and Password.

1. Click on the ADP logo on the Resources Page of Quality-web (<http://nt2/quality-web/resources.htm>).
2. Click on the “Bookmark ezLM” button. This will place a link into your Favorites.
3. Go to Favorites and click-drag the new link onto your desktop. This will create a shortcut.
4. Double-click the new shortcut and the ADP page will come up. The first time you log on to ADP, you will see that there is only a single box that says “Client Name or ID”. There is no password box. This time only, type in InskoInsulationSupply (case-sensitive with no spaces) and click “Submit”.
5. You should now see a new login page with both a “User ID” and a “Password” box. Enter your first initial and complete last name, lower case and no spaces, and click “Login”.
6. You should now be on a page that asks for your old password and new password. Again, your old password is first initial and complete last name, lower case and with no spaces. Enter a new strong* password and repeat it in the third box before clicking submit.
7. Now, be thankful that you don’t need to do that again!

* Strong passwords contain at least 6 alpha AND numeric characters. It will be YOUR responsibility to keep this password safe and secret. Do NOT share this with fellow employees and NEVER allow a co-worker to clock in for you. Messing with time reporting isn’t worth losing your job over.