

## **How to Delete eTime Registration and Re-Register**

Go to <https://portal.adp.com>

Click "First Time Users Register Here"

To the right of "Already Registered?" click "Add a Service"

Enter your user name (something like JSMITH@USG) and your password.

Select "Delete" (to the right of the "Enterprise eTIME" line)

If you are asked for your ADP Employee ID number you can find it here:

[https://banner.northgeorgia.edu/pls/prod/HRS\\_F01\\_PKG.find\\_employee\\_id](https://banner.northgeorgia.edu/pls/prod/HRS_F01_PKG.find_employee_id)

Go back to the "Enterprise eTIME" line and select "Add".

You should now be able to access eTime. If you still have trouble accessing eTime please contact Human Resources.