Below you will find instructions on how to sign up for the ADP Portal. This site is where you can see and/or print your paystubs. If you are a new adjunct your first check will be a real check. This check can be picked up on campus in the Express Center, Walsh Hall, 1st floor (please see the campus map below). Payroll is monthly and employees are paid on the last business day of the month.

Signing up for the ADP Portal

Open your internet browser (must be on a PC computer) and type https://portal.adp.com

1. Click: **First Time Users Register Here**
2. Click: **Register Now**
3. Enter the Self Service Registration Pass Code: **COSM-1111** and click: **Next**.
4. Enter your **First Name, Last Name and Social Security Code** and click: **Next**.
5. Enter your **e-mail** and click: **Next**
6. Enter your **City/town of Birth**. **Select and Answer both Security Questions**. Click: **Next**
7. **Your User ID will be displayed, write it down**. Create your **password**, **write it down**. Click: **Submit**.
8. Click: **Log On to access the ADP Portal**.

Tips:

- Your User Id will be your first initial and last name followed by @COSM – Example: jbloom@cosm
- If you forget your password or enter the wrong one too many time and get locked out of your account try using the Forgot your User ID and/or Forgot your Password on the portal.adp.com user login page. If this does not work and says to contact your administrator please send me an e-mail at slivingston@csm.edu to get your password reset.

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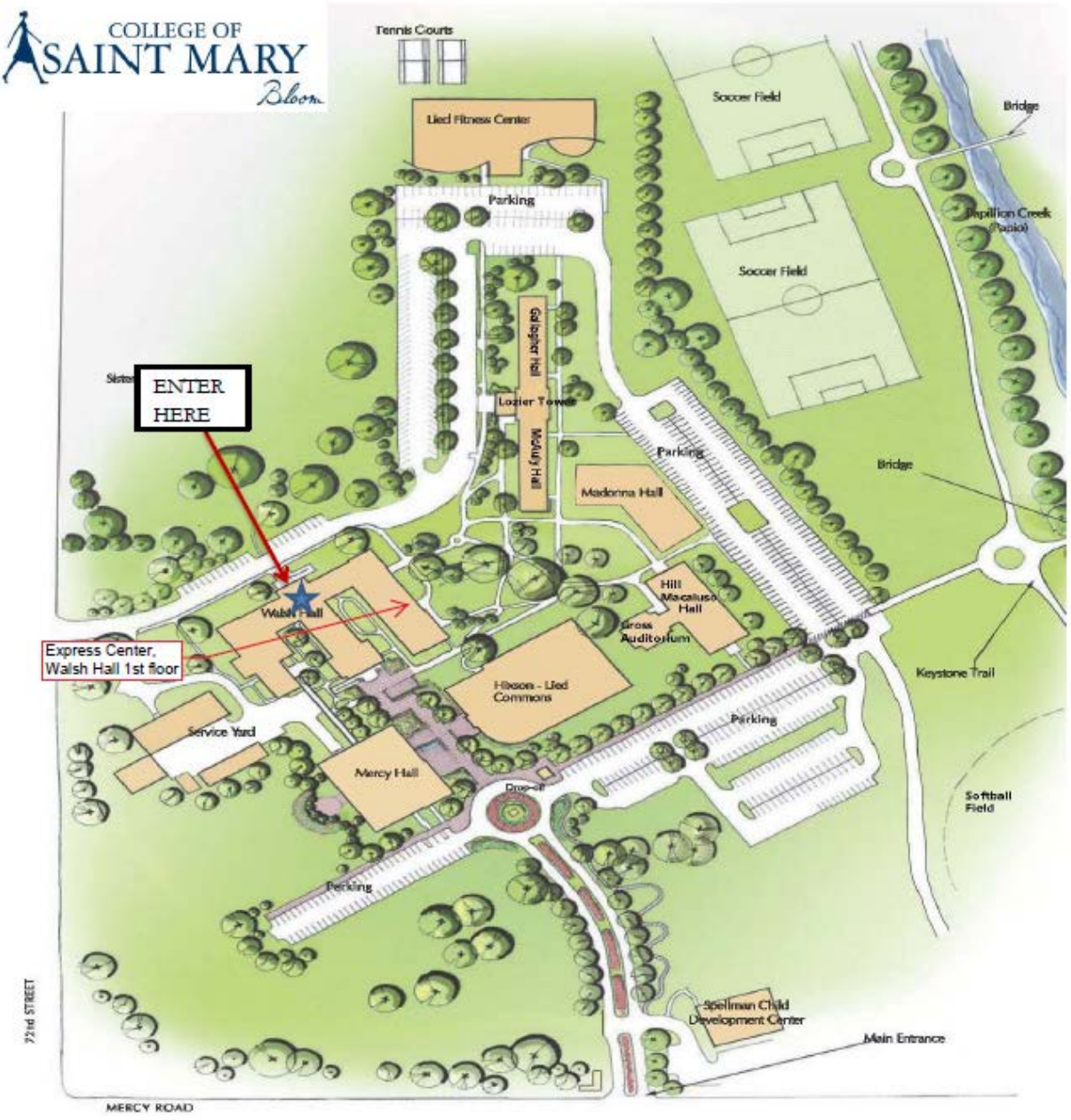
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