PEABODY PUBLIC SCHOOLS

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Dr. Josh Vadala
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Dr. Kelly Chase
Assistant Superintendent

Dr. Mark Higgins
Assistant Superintendent



AFTER YOUR FIRST PAYCHECK!

Please see the below link to the ADP site and instructions for easy access to your personal payroll profile. Take a look at your profile and update your address, telephone, and other data that is essential for the School District ability to contact you. It will enable you to view your pay and benefits. Also, you have the opportunity to go green by electing not to have your pay statements printed and distributed. The only site we use to open your ADP account is: workforcenow.adp.com or you can download the Mobile app to your phone.

Step-by-Step Instructions

- **Go to the portal or app:** Visit MyADP on a web browser or open the ADP Mobile app.
- **Select "Create Account":** Click **"Register Now"** or **"Get Started"** (or look for "New User / Sign Up").
- **Enter your registration code:** Choose **"I have a registration code"** if your employer or HR department gave you a personal or organizational code.
- (If you do not have a code, you can click **"Find Me"** or search using your personal and employment details).
- **Verify your identity:** Input your legal name, date of birth, and a government-issued ID (such as the last 4 digits of your SSN, EIN, ITIN, or your Employee/Associate ID).
- **Add contact information:** Provide a frequently used email address and mobile phone number to receive verification codes and security notifications.
- **Enter the verification code:** Type in the code sent to your email or text message.
- **Create login credentials:** Choose a unique **User ID** and a **strong password** (8–64 characters, including letters, numbers, and special characters).
- **Accept terms and finish:** Review the Employee Access Terms and Conditions, submit your setup, and save your new User ID.

Follow these instructions to set up your account. If you are running into a specific issue—Contact Stephen Farrell: farrells@peabody.k12.ma.us