ADP Account Registration

In order to access the ADP system you will first need to register and create an account. You can begin by going to this link, https://workforcenow.adp.com/public/index.htm

Here you will find the ADP login screen, since this is the first time accessing the system you will need to register and create an account. From this screen click on the REGISTER HERE button. You will then need to enter a registration code, enter Ansoniaboa-123 in the Registration Code field and click Next.   On the next screen you will be asked if you want to set up an account with Ansonia Board of Education, click the Yes button. On the identify yourself screen enter your first name and last name as it appears on your paystub, in the corresponding fields. Click the button for Last 4 Digits of SSN, EIN, or ITIN and enter the last for digits of your social security number in that field. Select your birthdate from the dropdown menus then click the I'm not a robot box and then the confirm button in the lower right corner. You will then need to complete filling out the information to create an id and password, you will also be prompted to enter your other information along with creating security questions for accessing your account.

Once you've completed all of the steps and confirmed your account information you're all set. You can then use the same link in these instructions to access your account or you can use the link under Employee Resources on the Ansonia website (www.ansonia.org).

Make sure you record your User ID and Password and store it in a safe place, if you forget your user id/password simply click on the Forgot User ID/Password? Link under the password field and follow the prompts to retrieve your info.