




Are you having issues getting into ADP via the ADP shortcut on your computer?

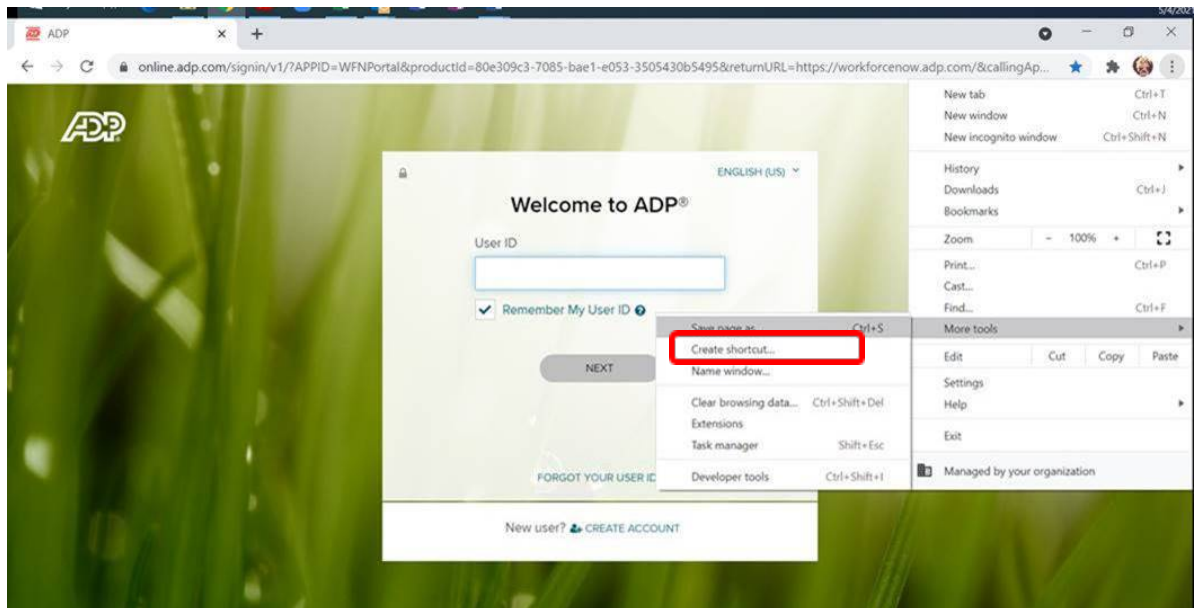
Please follow these three easy steps:

1. Open either the Google Chrome browser  or Microsoft Edge browser 
2. Enter: <https://workforcenow.adp.com> into the search engine (do not directly click on the hyperlink)
3. Login with your credentials!


But wait! Before you leave the ADP website, save this link as a new, updated shortcut on your desktop:

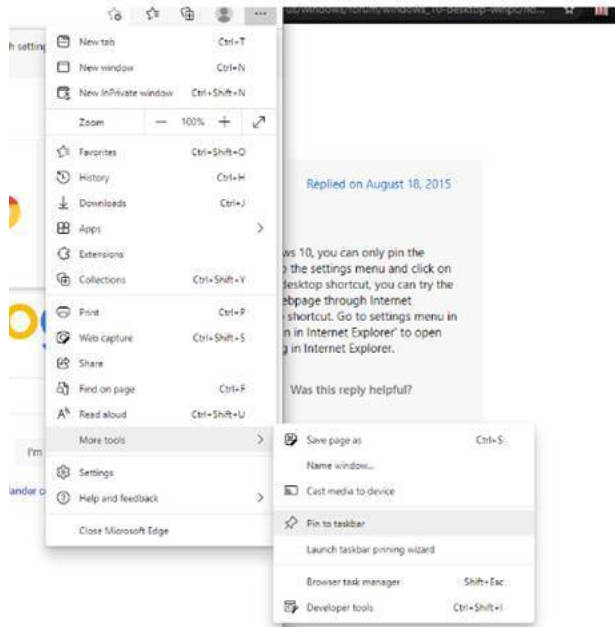
In Google Chrome:

1. While on the website, click on  menu in the far right corner
2. Select **More Tools > Create Shortcut**
3. Customize the link title if you like
4. Click **Create**



In Microsoft Edge

1. While on the website, click on  menu in the far right corner
2. Select **More Tools > Pin to Taskbar**
3. Your shortcut link will appear on the bar at the bottom of the screen



Any questions?

Send Desktop Support Analyst Markese Raley an email at mraley@hchmd.org or give him a call at 443-703-1271!