

ADP Help



Logging into ADP

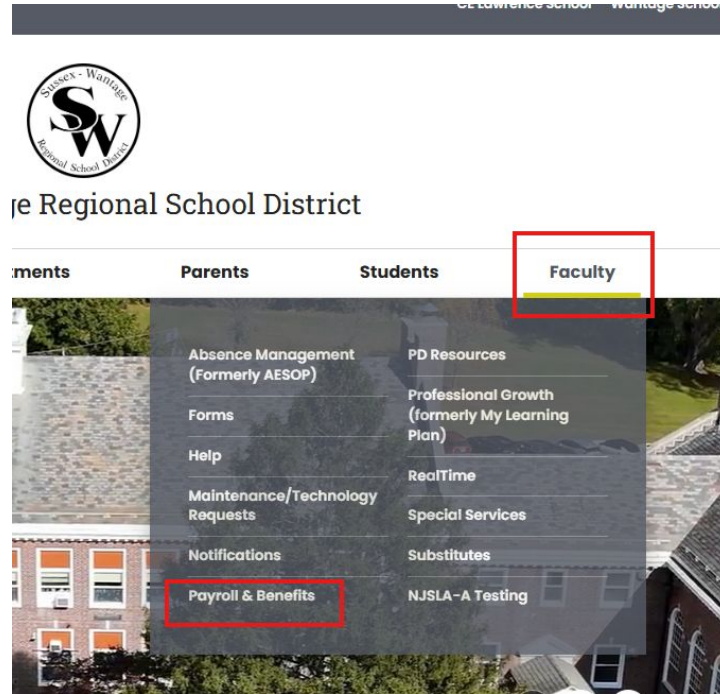
Logging into ADP

1. Navigate to this page on the district website <https://www.swregional.org/faculty/payroll-benefits/payroll> or go to Faculty > Payroll & Benefits > Payroll
2. Select the 'ADP' logo
3. Enter your username and password.
 - a. **Please note, your username will be your first initial + last name @sussexw71y**
 - i. e.g. John Doe - jdoe@sussexw71y
4. You will be prompted for 2 factor authentication after a successful login

Please refer to slides 4-7 for picture reference if needed



Logging into ADP cont.



Logging into ADP cont.

Payroll & Benefits

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Logging into ADP cont.

Sussex-Wantage Regional School District

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Absence Management (Formerly AESOP) +

Forms

Help +

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[Voucher Due and Payroll Schedule 2025-2026](#)

Affordable Care Act (ACA) Memo

State of NJ Div of Taxation Withholding

Federal W-4 Form 2025

[Click here for all Payroll forms](#)



Click above to login to ADP Lyric HCM

Logging into ADP cont.



Welcome to Lyric HCM

User ID

☐ Remember user ID [?](#)

[Need help signing in?](#)

Next

Resetting your password

Resetting your password

1. Navigate to this page on the district website <https://www.swregional.org/faculty/payroll-benefits/payroll> or go to Faculty > Payroll & Benefits > Payroll
2. Select the 'ADP' logo
3. Select **"Need help signing in?"**
4. Select **"Forgot password?"**
5. Input your user ID (referenced in "Logging into ADP")
 - a. If your user id is NOT working, please contact Nancy Sisto (nsisto@swregional.org) for assistance.
6. Input EITHER your phone number OR email address tied to your account and select "NEXT"
7. You will be prompted for security verification. You can send a code via text message OR your email address on file.
8. Once you input this code, you will be asked if you would like to continue to app OR Create a new password. In this case, select "Create a new password"
9. Input your new password and confirm it.
 - a. Please make sure to follow the password requirements as ADP won't let you create the password unless the guidelines are met

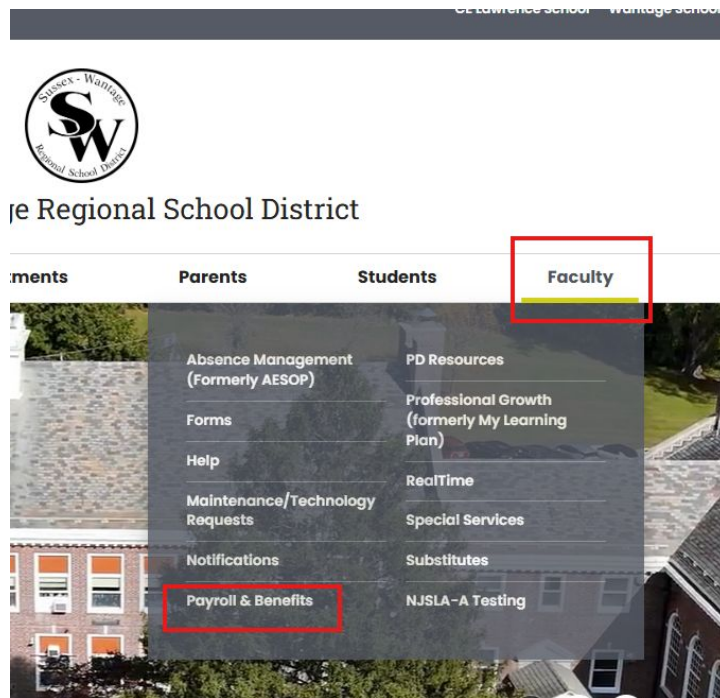
Password requires 8 characters and at least 3 of the following:

- **Uppercase letter**
- **Lowercase letter**
- **Number**
- **Symbol**

Please refer to slides 10 - 19 for picture reference if needed



Resetting your password cont.



Resetting your password cont.

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[Health Benefits - Dental](#)

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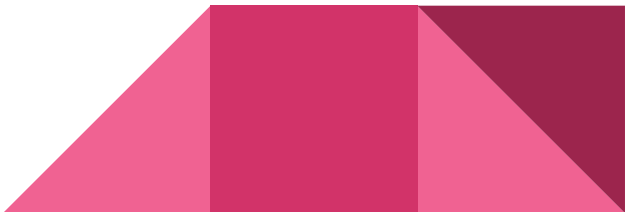
[Payroll](#)

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Resetting your password cont.

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Click above to login to ADP Lyric HCM

Resetting your password cont.



Welcome to Lyric HCM

User ID

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New user? [Get started](#)



Download the ADP mobile app

Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices.

[LEARN MORE](#) →

Resetting your password cont.

 **Forgot User ID** ×

To retrieve your user ID, enter the mobile phone number or email address associated with your account.

☒ Mobile Phone Number

US ▾

Enter phone number

☐ Email Address

Enter email address

[Forgot password?](#)

Cancel

Next

Resetting your password cont.

 **Forgot Password** ×

If you don't remember your password, enter your user ID and the mobile phone number or email address associated with your account.

User ID*

Enter user ID

☒ Mobile Phone Number

US ▾

Enter phone number

☐ Email Address

Enter email address

[Forgot user ID?](#) Cancel Next

Resetting your password cont.

 **Security Verification** ×

Select an option to verify your identity

☒ **Send me a text message**
•••••

☐ **Send me an email**
•••••3@gmail.com

Cancel Next

Message and data rates may apply.

Resetting your password cont.

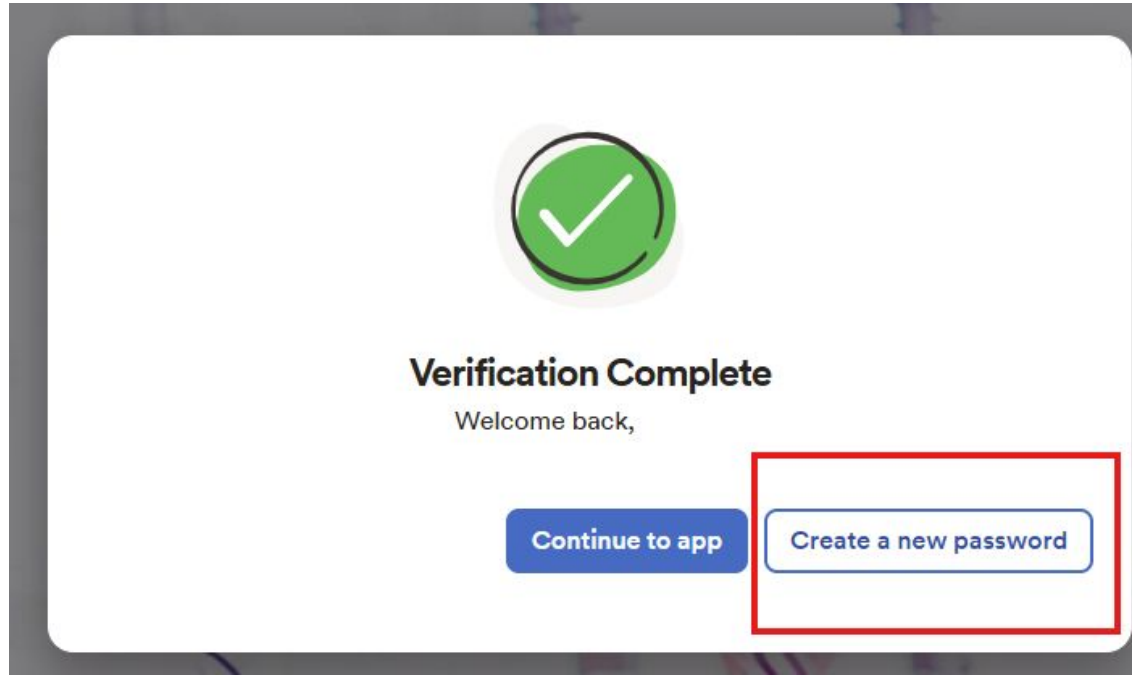
 **Enter Verification Code** ×

If your information is correct, we sent a text with your code to ●●●●●●
This code is valid for 10 minutes.

Code

Didn't receive the code? [Resend code](#)

Resetting your password cont.



Resetting your password cont.

 **Create New Password**

Create a new password to protect your account

Enter New Password

Password requires 8 characters and at least 3 of the following:

- ☐ Uppercase letter
- ☐ Lowercase letter
- ☐ Number
- ☐ Symbol

Confirm New Password