

## Access the ADP App in Microsoft365 for current employees

1. Login to Microsoft365 with your ccboe credentials
2. Click on the Microsoft365 Apps Launcher

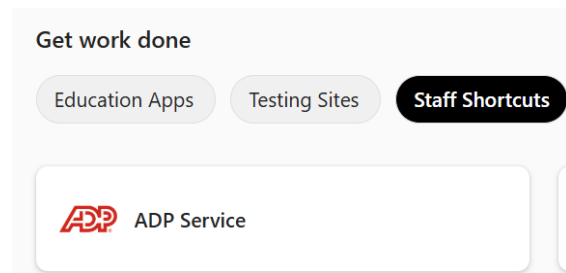


3. Click More Apps



More apps

4. Click Staff Shortcuts and Select the ADP Service app



5. You should be logged in automatically to view, download, and/or print your pay stubs and tax statements.
6. If you are not logged in automatically, follow the directions for access via APD website.