Follett Alumni myHR Access

Access to myHR for Follett Alumni

As a Follett alumni, you can access myHR directly through registering with ADP. You will have access to resources that include:

- Your mailing and email addresses

- Unemployment information (U.S. only)

- Your past pay statements and W-2s (U.S. only)
  - W-2 available online up to a week earlier than will arrive by mail

Important: Payroll statements and W-2s are posted to myHR for a rolling three years, and are removed when you reach the three-year mark.
Software requirements for printing Pay Statements: Adobe Reader Version 7.0

myHR Alumni Registration

Register for Follett Alumni myHR access soon after leaving Follett.

1. Access the ADP Website: https://my.adp.com
2. Next to **New User?**, click **Get Started**
3. Select **I Have a Registration Code**
4. Type **FollettHCM-ess** *(case sensitive)* in the registration code field, hit **NEXT**
5. Enter the following identification information, then hit **Continue:**
   - **First name**, **Last name**
   - **Employee ID or SSN/EIN/ITIN**
   - **Birth month and day**
6. Enter the following contact information, then hit **Continue.**
   - **Email address**
   - **Phone number**
   - **Backup Contact Information** (optional)
7. Create your User ID and Password, then hit **Create Your Account**
8. You will see the message, **"Your registration is complete!"**
9. Activate your account through email or mobile phone within 24 hours of completing ADP registration:
   - **Email address**: Click the activation link in the email sent to you.
   - **Mobile phone:** Reply to the text message from sender 90206 (in the U.S.) with the activation code.

The last screen displays the message, "Your Registration is complete!"
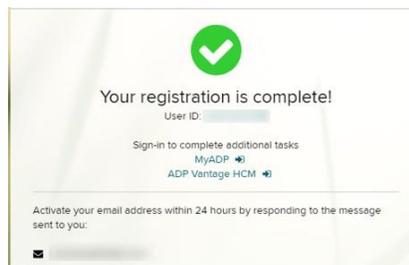
ADP Login Page - Click "Get Started"

New user ? Get started

Select "I Have a Registration Code"

Find me

I have a registration code

Type the Registration Code: FollettHCM-ess
Enter Registration Code

Registration Code ⓘ

FollettHCM-ess

Enter your identification information
Let's Get Started

First, we'll need some information to create your account with **Follett Corporation**

First Name *ⓘ

Last Name *ⓘ

And one of these*
◉ Employee ID

○ SSN, EIN, or ITIN

Birth Month and Day *

Month | Day

Continue

Enter Contact Information ➡ Create UserID & Password

Help us protect your account

One more step,

Your registration is complete!
User ID:
Sign-in to complete additional tasks
MyADP
ADP Vantage HCM

Activate your email address within 24 hours by responding to the message sent to you:

![Follett Higher Education logo]

Follett Alumni myHR Access
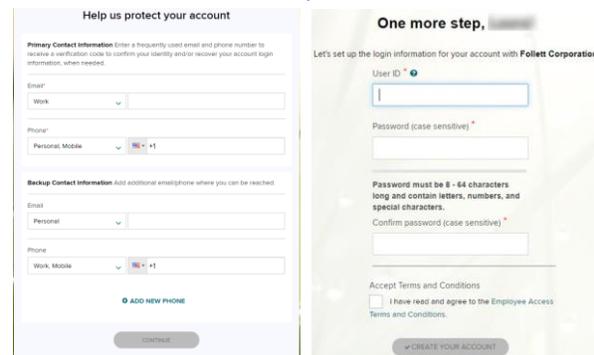
Access Information in myHR

Once registered, log into myHR:

Sign in to ADP

1. Access the ADP Website: https://my.adp.com

User ID

2. Enter the following information that you created during registration:

   - **User ID**

   ☐ Remember User ID ⓘ

   - **Password**

   Note: If you forgot your User ID or Password, select **Forgot Your User ID/Password?**

   [Next]

3. Click the **Sign In** button.

   Forgot your user ID?

   New user ? Get started

4. Your Dashboard displays dropdowns at the top**.** Modify or view information as necessary.

   | Home | Myself ▾ |

   Click **Myself > Pay**

   [Pay]

   ➢ **To view your tax statements** ➡ In the Tax Statements tile, select the tax year from the drop-down, then click **View Statement** to open your W-2, 1099, or 1095-C. Use **Download PDF** to save a copy or **Print PDF** to print.

   Tax Statements

   Tax year

   2022 ▾

   W2
   FOLLETT HIGHER EDUCATION
   View statement

   ➢ **To view your pay statements** ➡ In the My Pay tile, select the year from the drop-down, then click **View Statement** to view all pay statements in that year. Use **Download PDF** to save a copy or **Print PDF** to print.

   [🖨 Print PDF]   [⬇ Download PDF]

   ❓ Help and Support   🛍 Marketplace

   Click the **Picture or Initials at Top Right Corner > Profile**

   ➢ **To edit your personal information, such as address** ➡ Click the **Personal** tab, then the arrow symbol to review and make changes.

   👤 Profile

   | Professional | **Personal** | Compensation & Benefits |

   Personal Information   [>]

   Address

   | Legal Address | ✎ Edit | Mailing Address | ✎ Edit |
   | | | Same as my legal address | |

   Contact Information ❓

   | Personal Email | ✎ Edit 🗑 Delete | Home Phones | + Add |
   | | | None | |

   You can also view your previous work information by clicking on the **Professional** tab.