

ADP Lyric: Registration Day

Aegis Living



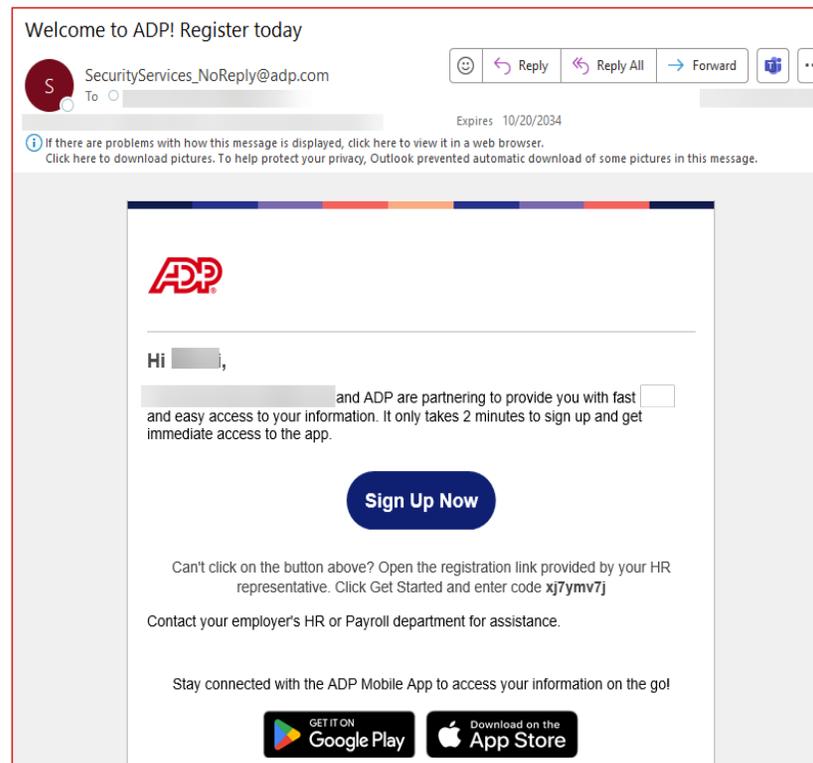
Registering in ADP Lyric HCM

Once you are hired into the system, you will receive an email instructing you on how to register for access to ADP Lyric HCM.

It's recommended to complete the initial registration via a desktop computer.

STEP 1

- Receive registration email from: SecurityServices_NoReply@adp.com
- Click **the sign up button**



Registering in ADP Lyric HCM

STEP 2

- You will be taken to the registration page
- Enter your personal identity information
- Click **CONTINUE**

The screenshot shows a registration window titled "Let's Get Started" with a progress bar at the top. The progress bar has four steps: "Enter Code", "Identity Info" (current step), "Contact Info", and "Create Account". The "Identity Info" step is highlighted with a blue dot. Below the progress bar, the text reads "First, we'll need some information to create your account with". The form includes the following fields:

- First Name * (with an information icon)
- Last Name * (with an information icon)
- SSN, EIN, or ITIN * (with an information icon and a lock icon)
- Birth Month, Day, and Year * (with three dropdown menus for Month, Day, and Year)

At the bottom of the form, there is a "Continue" button and a small empty input field.

Registering in ADP Lyric HCM

STEP 3

- Log in with your personal email or business email address that was used for your new credentials (personal email address is preferred)
- Provide Contact Information
- Receive a verification code
- Enter verification code

This screenshot shows the 'Contact Info' step of the registration process. The title is 'Help Us Protect Your Account'. It asks for 'Primary Contact Information' with fields for Email (set to 'Personal') and Phone (set to 'Personal, Mobile' with a country code dropdown for 'US'). There is a checkbox for 'Add backup contact information' and a 'Continue' button at the bottom.

This screenshot shows the 'Verify contact information' step. It asks the user to 'Select a way to contact you' with two options: 'Send me a text message (SMS text)' and 'Send me an email'. There is a 'Skip this step' link and an 'Edit contact information' link at the bottom.

This screenshot shows the 'Enter Verification Code' step. It states 'We emailed a code to [redacted]' and 'This code is valid for 15 minutes.' There is a 'Verification Code' input field, a 'Continue' button, and a '< Back' link. At the bottom, there is a link for 'Request a new code'.

Registering in ADP Lyric HCM

Step 4

- Your user ID will be provided.
- Create a **Password** based on the following requirements:
 - At least one uppercase letter
 - At least one lowercase letter
 - At least one special character
 - At least one number
 - At least eight characters in length
- Click the **Create Your Account** button to finalize your registration.

Enter Code Identity Info Contact Info **Create Account**

One more step, [redacted]

Let's set up the login information for your account with

Your UserId: [redacted]

Create Password *

Password must be 8 to 64 characters long and contain letters, numbers, and special characters.

Confirm Password *

✓ Create your account

Registering in ADP Lyric HCM

Step 5

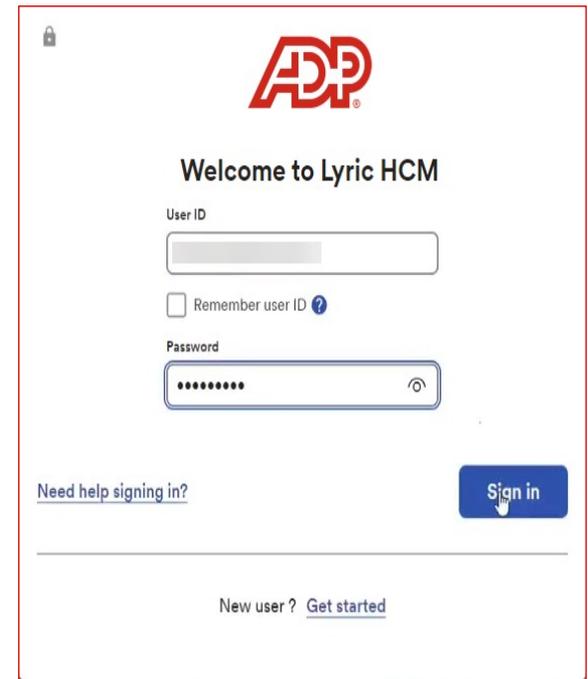
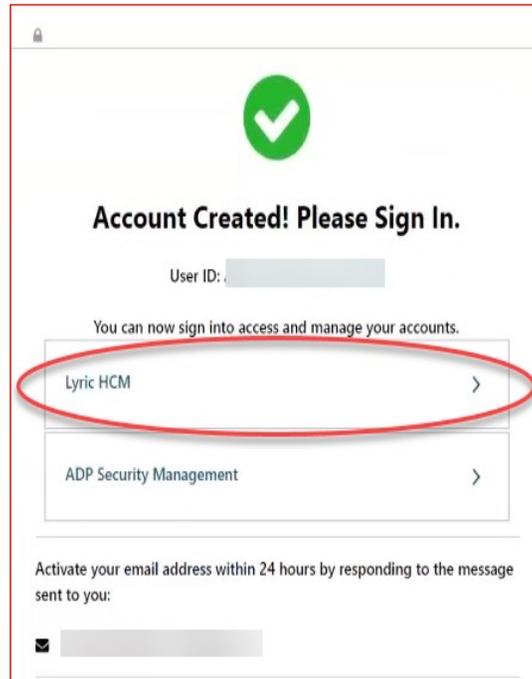
- Select security questions and answers to verify your identity if you forget your user ID and/or password

The screenshot shows a registration progress bar at the top with three steps: 'Identity Info', 'Contact Info', and 'Create Account'. The 'Create Account' step is currently active and marked with a checkmark. Below the progress bar, the heading reads 'Select security questions and answers'. A sub-heading states: 'To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password.' There are three question sets, each consisting of a dropdown menu for the question and a text input field for the answer. The questions are labeled 'Question 1*', 'Question 2*', and 'Question 3*'. Each dropdown menu contains the text 'Please Select' and a downward arrow. The answer fields are labeled 'Answer 1', 'Answer 2', and 'Answer 3'. At the bottom of the form is a 'Continue' button with a downward arrow.

Registering in ADP Lyric HCM

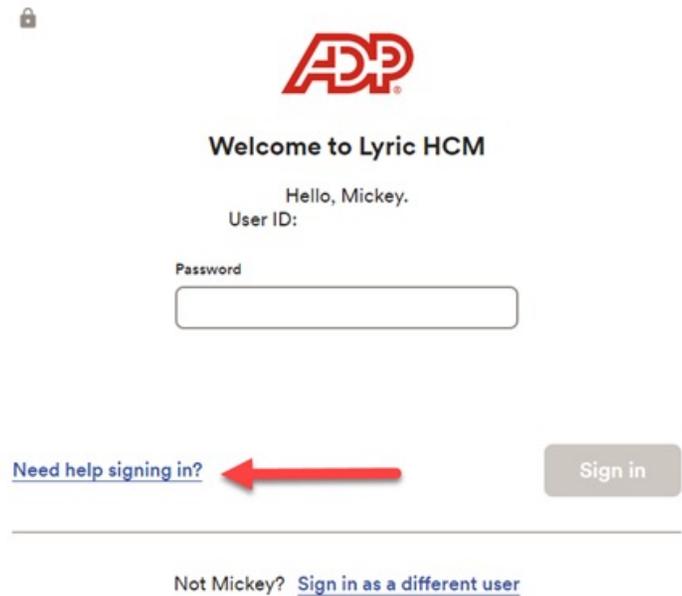
Step 6

- Congratulations – you have successfully registered for ADP Lyric HCM
- Please select Lyric HCM to log in using your credentials



Forgot Your ADP Lyric HCM Username/Password?

If you forget your login information, you can use the **Need help signing in?** link on the ADP Lyric HCM login page.







Welcome to Lyric HCM

Hello, Mickey.
User ID:

Password

[Need help signing in?](#) 

Not Mickey? [Sign in as a different user](#)

Forgot Your ADP Lyric HCM Username/Password?

- On the **Let's Make Sure It's You** screen, enter either your email address or your phone number
- Click: **Next**
- Select the option to confirm your identity

Let's Make Sure It's You

To help us identify you, enter the contact email (or mobile number) you shared with your employer.

Email or Mobile Number

Security Verification

Select an option to confirm your identity.

	Send me a text message	>
	Send me an email	>

Forgot Your ADP Lyric HCM Username/Password?

- Enter the verification code that was emailed or texted to you
- Click: **Submit**

Enter Verification Code

We sent a code by text message to 
This code is valid for 10 minutes.

Verification Code

Submit



[← Back](#)



Didn't receive the code? [Request a new code](#)

[✕ Cancel](#)

Forgot Your ADP Lyric HCM Username/Password?

- Create a new **Password** based on the following requirements:
 - At least one uppercase letter
 - At least one lowercase letter
 - At least one special character
 - At least one number
 - At least eight characters in length
- Click: **Submit**
- A new window will open letting you know your password has been successfully reset.

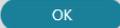
Create New Password

New Password (case sensitive)

Strongest  Password successfully reset

Confirm New

Submit 

 Cancel

ADP MOBILE

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ADP Mobile App

- ADP Lyric HCM is also accessible through the ADP Mobile App for on-the-go access to your information. You can download the app for free from either the Apple or Google Play app stores.
- As an **Associate** (Employee), use the Mobile App to:
 - View pay statements
 - Access tax statements
 - View your timecard
 - Track time and time off balances
 - Request time off



Logging In

Enter your User ID and your Password that you set up when you completed self-registration.

- 1) Log in with the same User ID you use for MyADP Web version
- 2) Click here to Reset Password
- 3) Click here to get User ID
- 4) Click here to set up Face ID

1

2

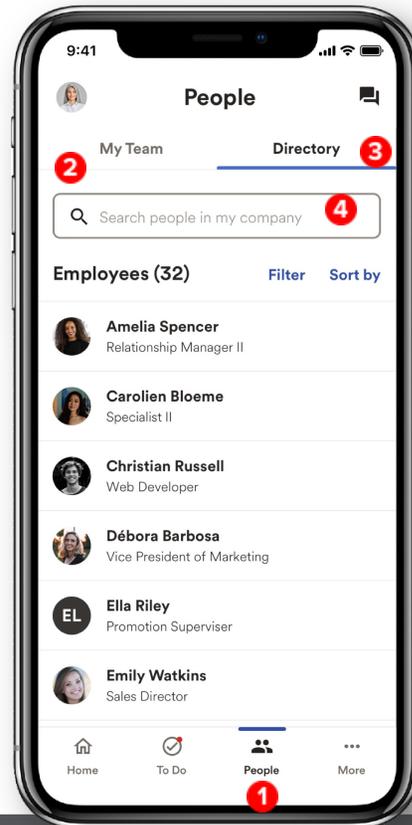
3

4

Using the Mobile Search

Enhanced Search feature returns robust search results.

- 1) Use the People icon to Access the People screen
- 2) Use My Team to view Contact information for your teammates

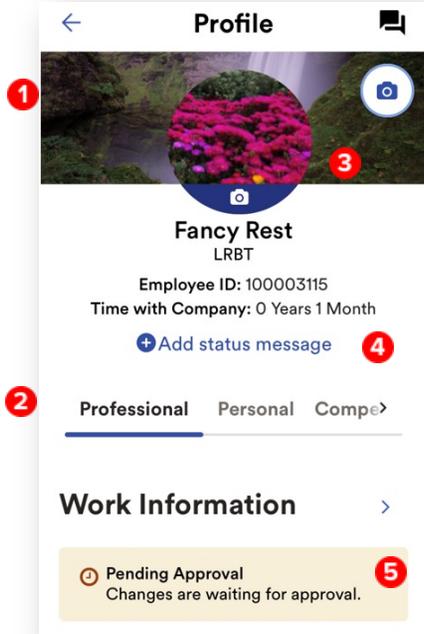


- 3) Use Directory to view Contact information for people in your company
- 4) Access to Search for people in your company

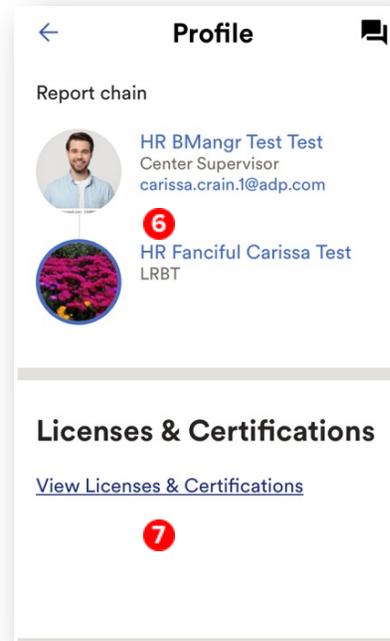
Managing Your Profile - Professional

The Professional tab of the Profile page, accessed through your picture icon on the home page, allows you to view/update work information, skills (memberships, licenses,, certifications), work contact details, and profile image, and org chart.

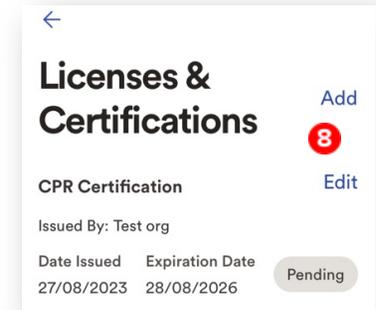
- 1) Current Profile Information
- 2) Access your work information on the professional tab



- 3) Access to upload photo and background image
- 4) Access to add a status message
- 5) Changes to Work Information may have to go to HR for approval.
- 6) Scroll down to Access the Org Chart



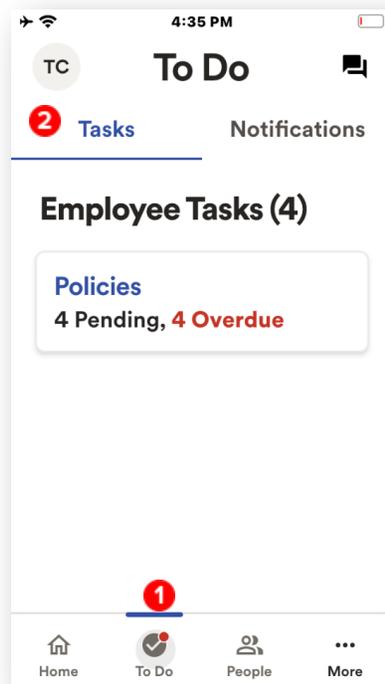
- 7) Scroll down to Access Licenses & Certifications link
- 8) Access to Add or Edit Licenses or Certifications



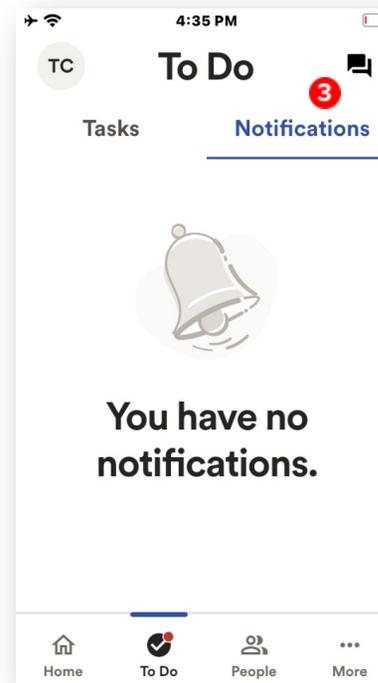
Managing Your “To Do” List

The To Do screen allows you to access current tasks and notifications.

- 1) Access to the To Do screen
- 2) Access your current Tasks that need action



- 3) Access to view notifications



THANK YOU!

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