GlobalView – registration (sso)
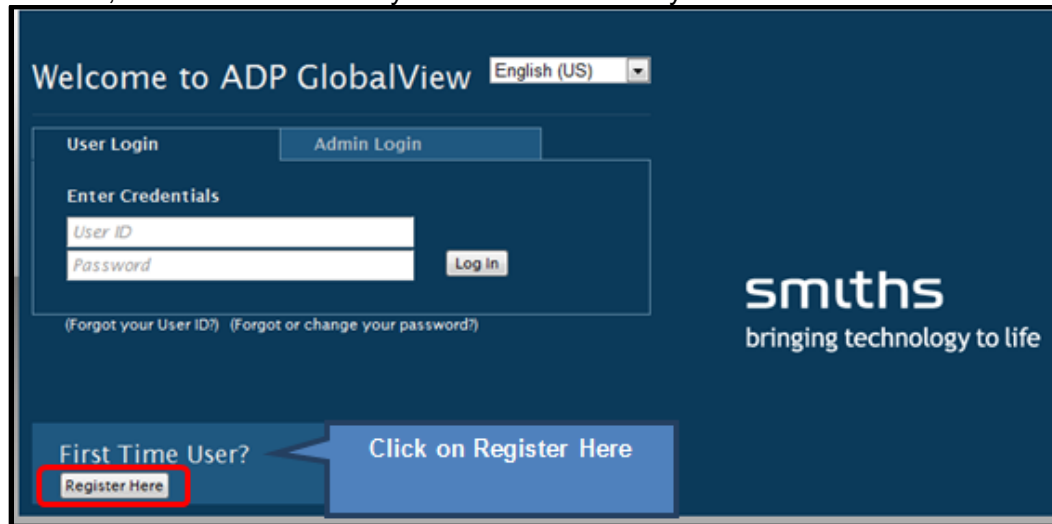
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A guide for GlobalView Single Sign-On (SSO) Registration

This guide shows you how to register for GlobalView Single Sign On; this is a one- time process. Once registered for GlobalView Single Sign On (SSO) you will be able to use GlobalView for performance management, and leave management as applicable. Guides on using GlobalView can be found on My HR at http://myhr.smiths.com
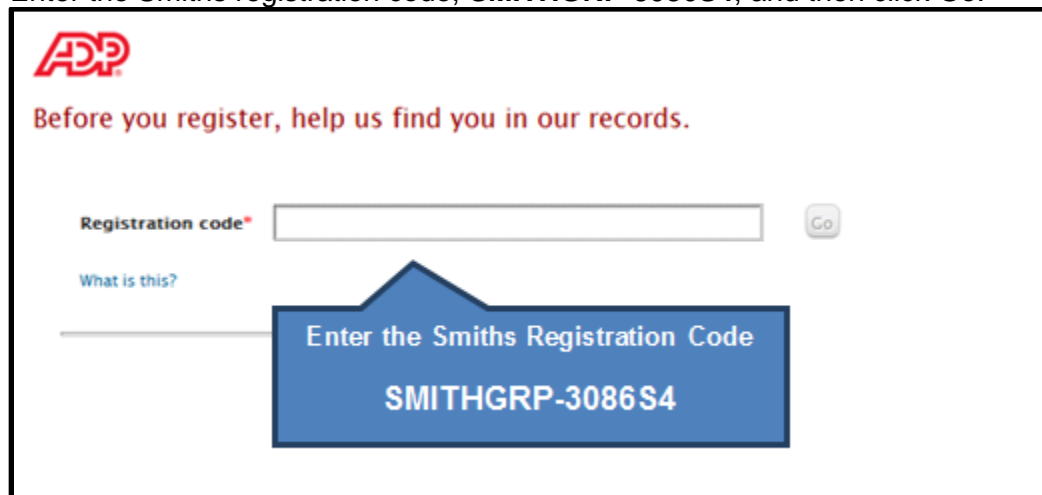
Start
Use this URL to begin the registration process - https://ssoportal.globalview.adp.com/login/smiths/
Click on Register Here to begin registration. This is the URL you will use to access GlobalView going forward, we recommend that you save this URL to your favorites.

.
Registration Code Entry
Enter the Smiths registration code, **SMITHGRP-3086S4**, and then click Go.

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Registration

Enter your First Name, Last Name, GlobalView Number, and Birthdate. Please make sure you enter this data exactly as it is provided from your HR Service Center. Once everything is entered, click on Confirm.

Once you click Confirm, a box will appear confirming that you have been located in GlobalView. Review the message and then click Register Now.

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User ID Confirmation and Password Creation

Your Smiths email address as it appears in GlobalView, will automatically populate; do not change your email address. If your email address is incorrect, please contact your HR Service Center. If you don't have a Smiths email address, the HR Service Center email address is what will be auto populated. If you want to receive messages from ADP via text, add your mobile phone number and click the "I Authorize" box. Your User ID will be displayed, please make note of your User ID. You will use this User ID to log into GlobalView. Next, create your password for GlobalView; please make sure your password is at least 8 characters long, it must contain at least 1 letter and 1 number, passwords are case sensitive. Please make note of your Password, you will use this Password to log into GlobalView.

Enter your contact information How will this be used by ADP?

| Email address* | | ● Work ○ Personal |

Your Smiths Email address will automatically be populated, with your Smiths email. Do not change the email address.

Mobile phone number — Country code ▼ — ○ Work ● Personal

☐ I authorize ADP to send me text messages regarding my account at the number I have provided, according to ADP's Text M

If you would like messages from ADP to be sent to via text, add your mobile phone number and click the "I authorize" box.

Your User ID will be displayed here, the format for the User ID is:

First Initial, Last Name @SMITHGRP

View your user ID and create a password

User ID* —

Password* — ●●●●●●●● Password Strength: Good

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password* — ●●●●●●●●

Create your password by following these guidelines: 8 characters long, must contain at least 1 letter and 1 number, passwords are case sensitive.

Confirm your password by retyping the password in the confirm password box.

Make note of your Password and User ID. You will use the User ID and Password to log into GlobalView.

Security Question Selection

Select security questions from the drop down table. You must select 3 questions and provide answers to these 3 questions. **Please make note of your security questions and answers.** If you forget your User ID and/or Password, you will need to answer your security questions to reset your User Id and/or Password. Once you have answered all security questions, click on Register now to complete the registration process.

In case you forget your user ID or password

Question 1*	What was the first and last name of your first manager?	▼
Your answer*	Manager	
Question 2*	What is the first and last name of your oldest niece?	▼
Your answer*	Niece	
Question 3*	What is the first and last name of your oldest nephew?	▼
Your answer*	Nephew	

Select security questions from the drop down table by clicking on the arrow next to the question.

You must select 3 different questions and provide answers for each of the 3 questions.

Please make note of your questions & answers. If you forget your User ID or Password you will need to answer the security questions to reset your User ID and/or Password.

Register now

Once you answer all security questions, Click Register now to complete the registration process.

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Confirmation

Once registration is complete you will see a confirmation page below. You can click on GlobalView Employee Self Service link to begin using GlobalView.

Your registration for ADP services is complete!

➡ **Things to do for your account**

✔ **Your available ADP services**

GlobalView Employee Self Service

This is the confirmation, click on the GlobalView Employee Self Service to begin using GlobalView.

Add ADP Services
One or more ADP services require some information before you can use them. Click here now to provide your information.

Activate your email
ADP has sent you a confirmation message to JEAN.WILLIAMS@SMITHS-MEDICAL.COM.

Respond to this message within 24 hours so we can activate your contact information.

Did not receive a confirmation message? Contact your organization's administrator for assistance.

User guides for GlobalView are located on My HR.

If you have any questions, please contact your HR Service Center.

The contact details for HR Shared Services can also be found on MyHR at http://myhr.smiths.com

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