Our new Associated Students (AS) employee portal website is here! It provides all AS employees with unprecedented, swift and convenient access to your personal and pay information as well as up-to-date company information.

Please go to https://workforcenow.adp.com and register today!

Your Registration Pass Code: **csuchico-portal** (required for registration)
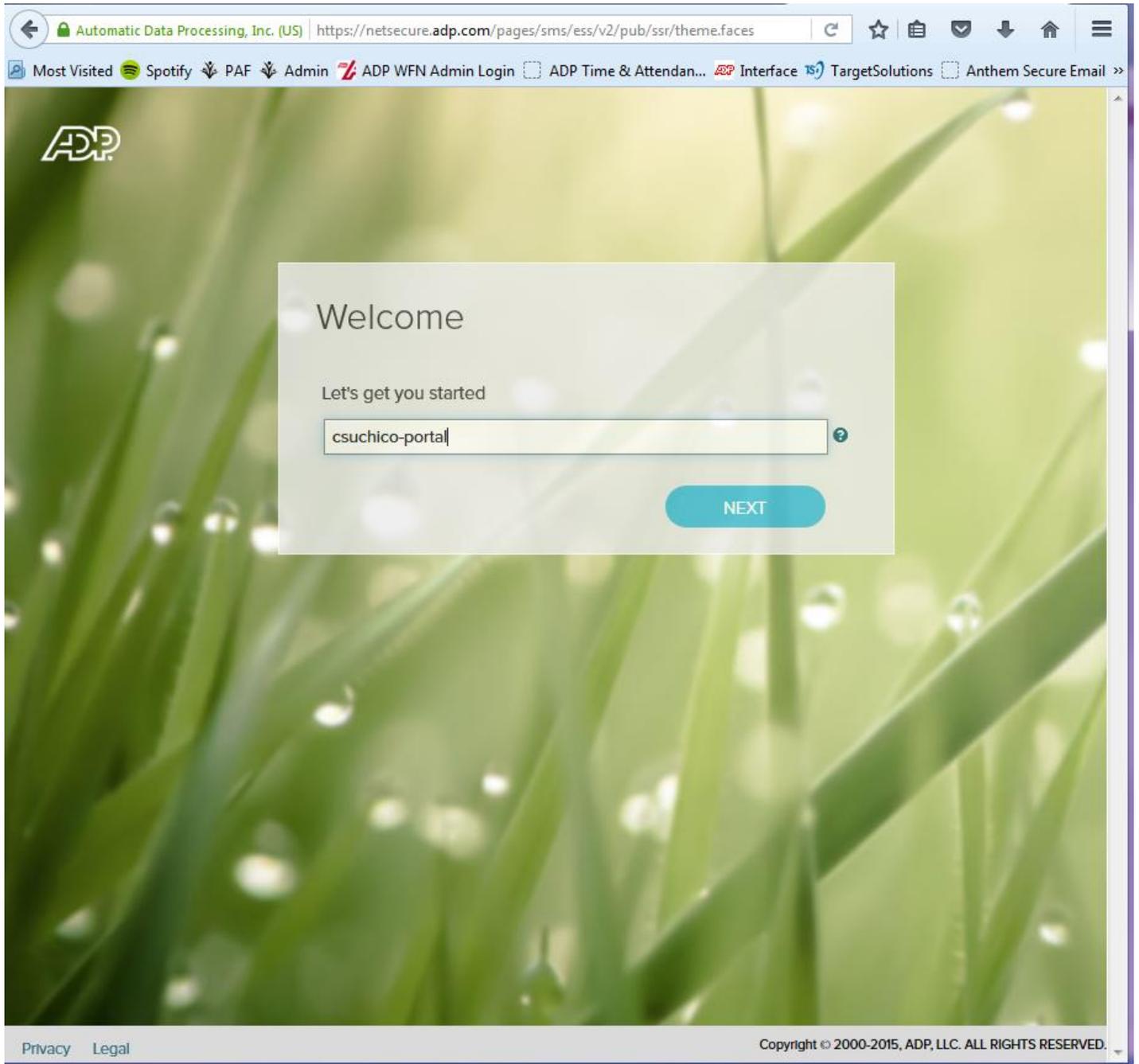
On our employee portal, you can do the following:

- View and update your personal information such as address, phone numbers and emergency contacts. (Please do ASAP!)

- View your pay statements, elect paperless statements, and annual statements. You can also view and update your filing status (W-4) and access financial calculators.

- View your attendance and paid time off information.

- View and update your work information, education, skills, memberships, licenses and certifications.

- Access company news, announcements, policies and more.

Please register today! We have included a step by step instruction on how to register. Please reach out to AS IT at asithelpdesk@csuchico.edu if you need additional help or have any questions

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To register, go to the link provided above.   Select "Register Here"
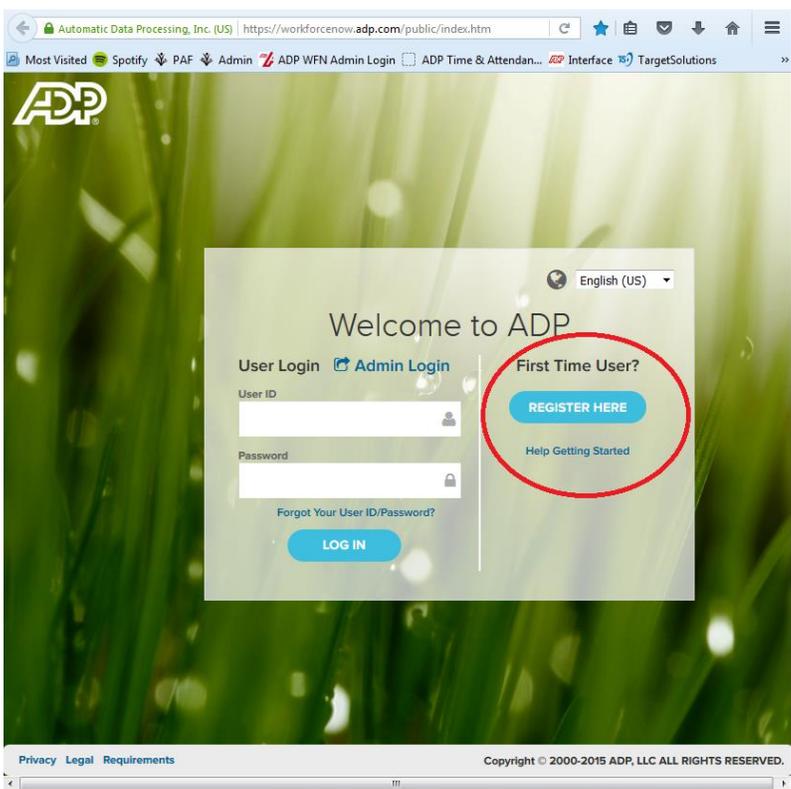
You will be brought to a page to enter in a registration code. Enter in the registration code provided above.

Click Next.

Click Yes to answer the following question:

Enter in your information (use your SSN) and follow the steps to complete registration.

Identify yourself ❷

First name*

Last name*

And at least one of these *

○   **Associate ID**

●   **Last 4 Digits of SSN, EIN, or ITIN**

Birth month and day*

| Month ⌄ | Day ⌄ |

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Once you have completed registration, you can log in.

To change your personal information (address, phone number, emergency contacts, etc.):

You will be brought to the home page, which is called the Employee Portal. This page has commonly used documents and has important updates. Check this page frequently.

Click "Myself" from the menu at the top. Then choose "Personal Information", then choose "Personal Profile."
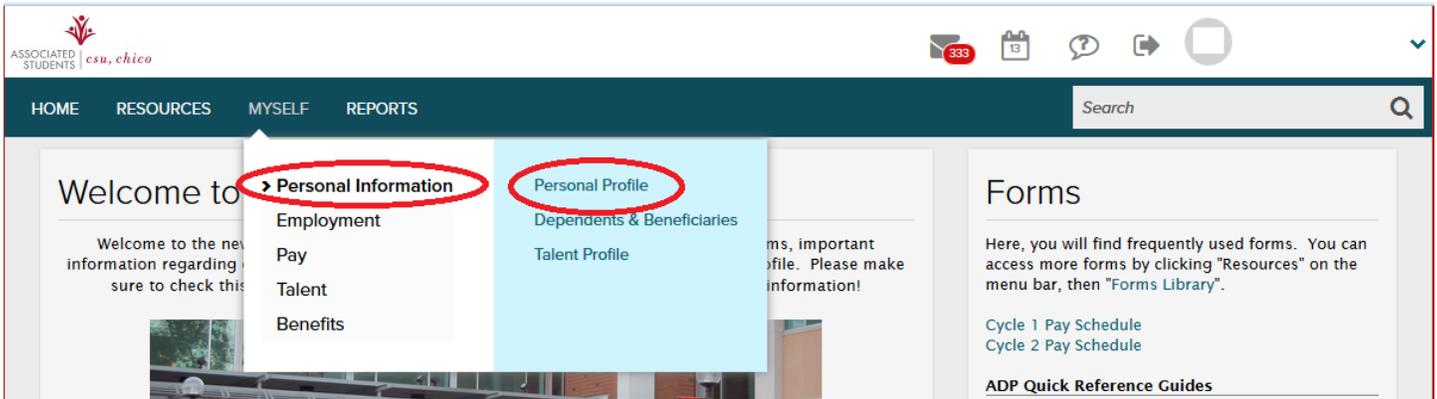
Once you are in your Personal Profile, hover your mouse over the "Addresses" box and a small black pencil will appear in the upper right of that box. Click the pencil to edit.
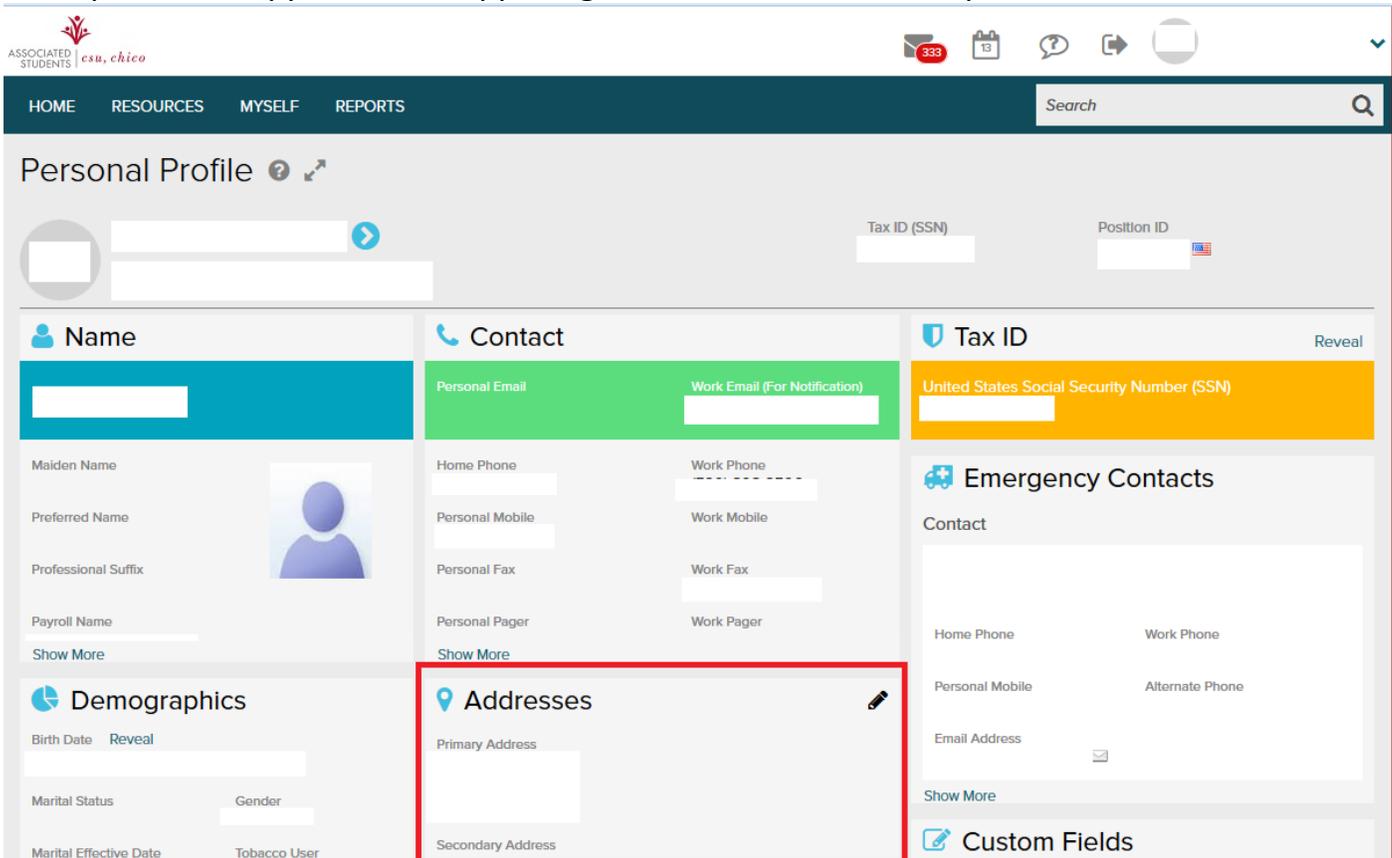
You can also update your phone number and emergency contact the same way in the corresponding boxes.