Biometric Enrollment

1. Tap on the **menu button** in the bottom right of the ADP Time Kiosk [⊙]

2. This opens the navigation menu. Tap on the **supervisor icon** [👥]

3. Login with your **ADP credentials** when prompted

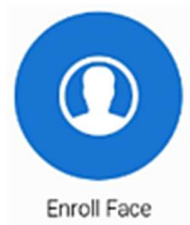4. Choose **Employee Management** from the menu options
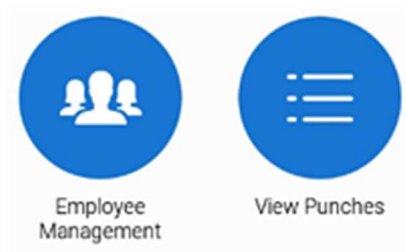
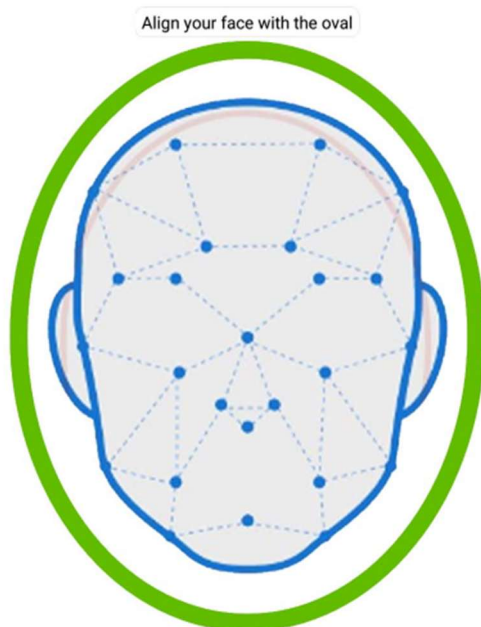5. Tap on Enroll Biometrics inside the employee's tile
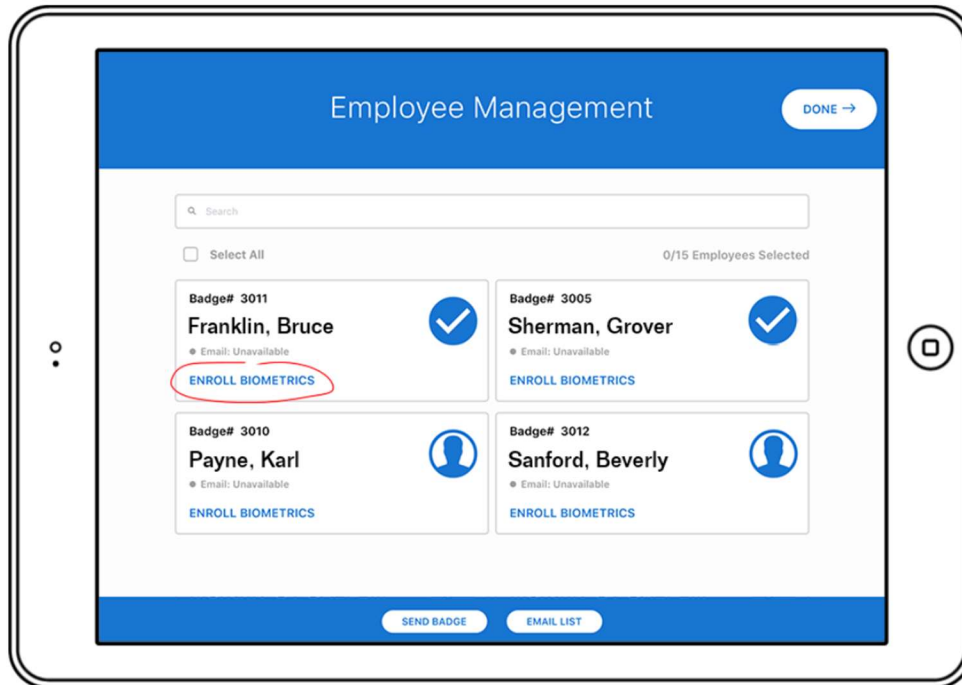
6. Tap on the **Enroll Face** button

Enroll Face

7. Have your employee **stand in front of the camera** and follow the instructions to move their face

when directed by an arrow. Make the oval go green 3 times to enroll:

Align your face with the oval

8. The enrollment is now complete