Step 1: Claiming Your Account

For security reasons, you will be required to claim your account to obtain your login ID.

- Navigate to https://access.providence.org

Step 1a: Click on "Claim Your Account"

Step 1b: Complete all fields (First Name, Last Name, Date of Birth, Last 4 of Social Security #)

Step 1c: Click the blue "Verify" button on the bottom right of the screen.

Step 1d: Read and agree to the Providence Acceptable Use Agreement (Click the blue "I Agree" button on the bottom right).

Possible Error Message:

If you receive this message, please try to login 1 additional time by first clicking the next button, then the home button. If issue persists, contact the IT Service Desk (askIT) at 844-922-7548.

Step 2: Setting Security Questions

Security Questions will be used to verify identity for password assistance if a call to the Service Desk is required. You will need to create your Security Questions and Answers.

Step 3: Creating Your Password

Providence Password Requirements:

- Minimum 10 characters
- The password must contain 3 out of 4 of the following:
    1. Lower case letters (a - z)
    2. Upper case letters (A - Z)
    3. Digits (0 - 9)
    4. Special characters (~!#$%^&*_-+=`|\(){}[]:;"'<>,.?/@)
- You cannot reuse previous passwords
- Proper names cannot be used

Click the blue "Submit" button.

Step 4: Receive Providence ID number

You will receive your Providence ID. This login ID will get you into the Kadlec computers.

Example: rachel.wabeke

Example: n5364874

Example: p432635