

## **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:**

**Account Claiming**

We are unable to verify you based on one of the following:

- Your account has already been claimed
- An account was not found based on the data you have provided
- You are trying to claim your account before your start date

If you believe you've received this message in error, please contact the Providence St. Joseph Health IS Service Desk at (800) 635-9295 for additional assistance.

[Next](#)

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