### **Step 1: Claiming Your Account**

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

Navigate to <a href="https://access.providence.org">https://access.providence.org</a>

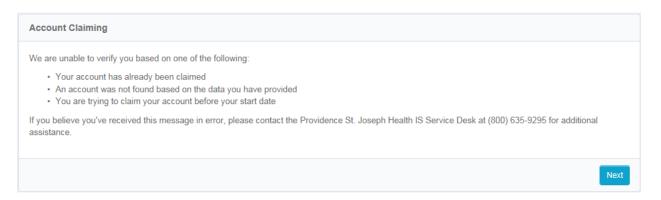
**Step 1a:** Click on "Claim Your Account"

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 Student Services Specialist at <a href="mailto:academicservices@kadlec.org">academicservices@kadlec.org</a>

## **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