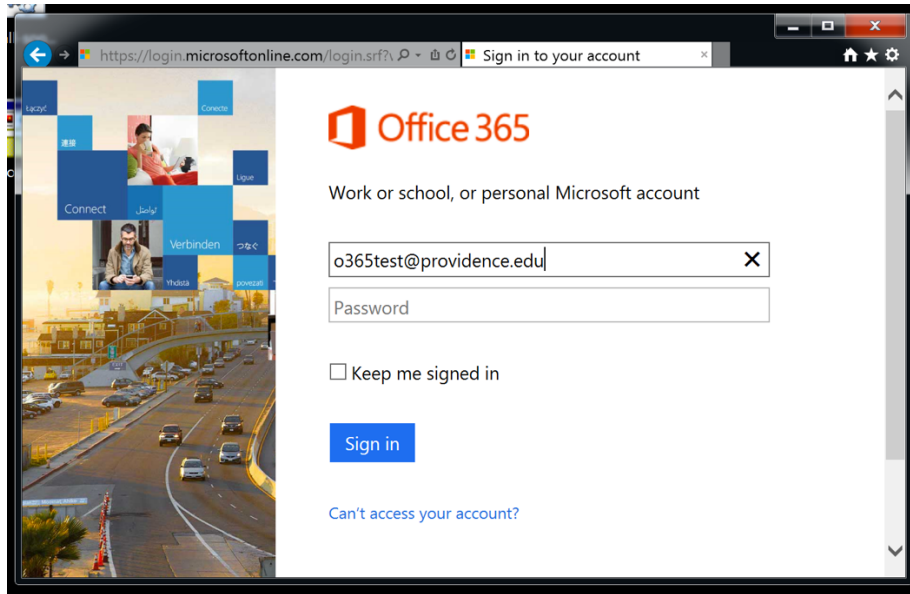
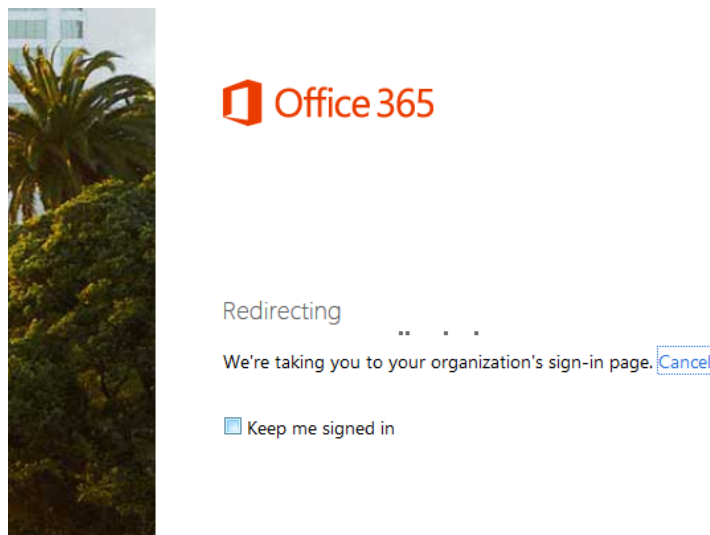


## Instructions for Logging into the MyPC Portal

1. Open up a web browser and navigate to <https://friarsprovidence.sharepoint.com/>. In the email field, please type in your complete Providence College email address, **username@providence.edu** (no password required at this point), now click **Sign In**.
  - a. If you see an option to choose between a 'work or school account' or 'personal' after using your PC email address, please select **work or school account**.



When you hit enter or click in the password box you will get a 'redirecting' warning. This is normal and is passing your email through our Authentication/ADFS servers.

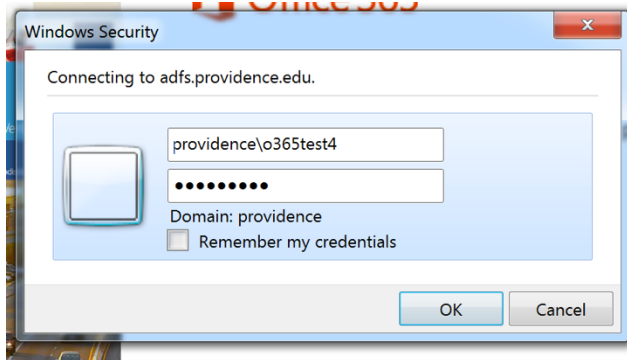


## Instructions for Logging into the MyPC Portal

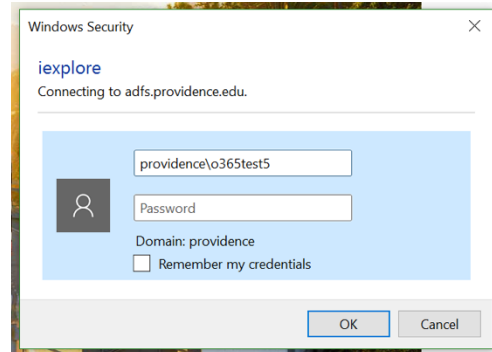
2. If you are directed to our Authentication/ADFS login screen you will have to authenticate by entering your username and your password, see below for screenshots. Please note that if you are on a device not owned by the college, you will have to type **providence\** before your username. **If you do not see the ADFS popup, please continue to Step 3.**

In Internet Explorer/Edge on Windows 10 this will appear like this depending on what version of the browser you are running.

Internet Explorer 11

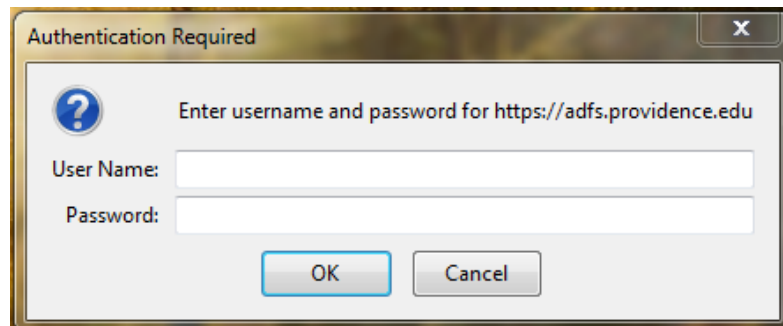


Internet Explorer on Windows 10

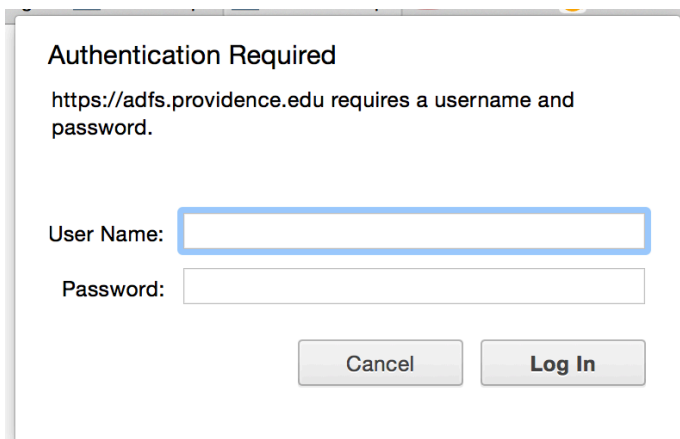


In Firefox, Chrome, and Safari on the Mac, the ADFS pop-up will appear like this, please enter your username and password:

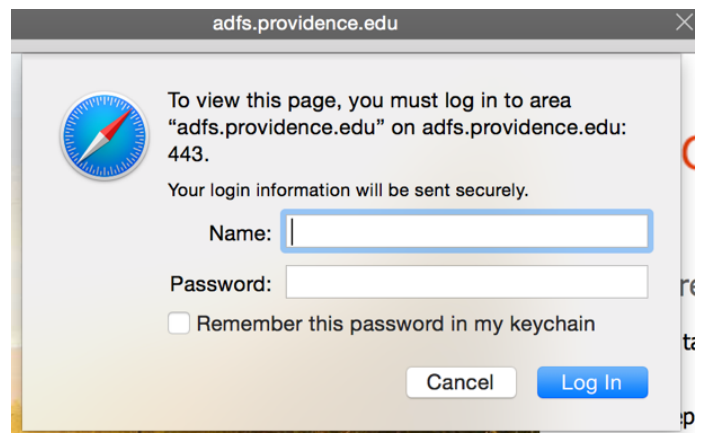
Firefox



Chrome



Safari



## Instructions for Logging into the MyPC Portal

- Now you will be given our MFA Challenge. We have enabled Multi-Factor Authentication across all Office 365 as a second layer of authentication in order to initially sign into the Portal.



For added security, we need to further verify your account



o365test6@providenc...



Your admin has required that you set up this account for additional security verification.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

- Click on **Set it up now**.
- Select **authentication phone** or **text message** on the “How can we contact you” screen.
  - Our recommendation is to set up “**Send me a code by text message**” with your mobile phone however there is an option “**Call me**” where you can be contacted via phone at a phone number of your choice.
  - After logging in on a new device, you will be contacted via a phone call or text message (at the number you wish to provide) that, upon replying, you will be signed into Office 365. After your devices are off campus for 30 days, you will need to perform this MFA challenge again.
- Click **Done** on the “Additional Security Verification” screen below. If you need help with this setup please see our **MFA Challenge Verification** instructions.

Microsoft Azure

### Additional security verification

Secure your account by adding phone verification to your password. [View video](#)

**Step 3: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

qgyddtsjfbpwcpk

[Done](#)

## Instructions for Logging into the MyPC Portal

- Once you have been signed into Office365 through MFA, you will have reached our new **MyPC Portal**. Please see our **MyPC Portal Help Page** located under **Quick Links** on the main MyPC Portal home page for help with activating your OneDrive and FAQ's for Office365!

The screenshot shows the MyPC Portal interface. At the top, there is a navigation bar with 'Office 365' and 'SharePoint' links, and a 'PROVIDENCE COLLEGE' logo. To the right of the logo are icons for a bell, settings, and a help icon, along with the user name 'Frias, Jennifer L'. Below the navigation bar is a search bar labeled 'Search this site'. The main content area is divided into two columns. The left column contains a 'WELCOME TO MYPC - THE NEW CAMPUS PORTAL.' section with text describing the system and a photo of a building. The right column contains a 'QUICK LINKS' sidebar with a red-bordered box around the 'MyPC Portal Help' link. Below the main content area is a 'NEWS & ANNOUNCEMENTS' section with a small image of a laptop and a Verizon advertisement.

Please note that at this point some browsers may try to block features of Office 365. Keep an eye out for warnings and make sure to **enable** or **allow** Office.

[More information on the MFA Challenge](#)

We suggest that you bookmark the MyPC Portal page: <https://friarsprovidence.sharepoint.com/>.