



PROVIDENCE
COLLEGE

Graduate Assistant Program

Graduate Assistant Information about Getting Connected

All graduate students, regardless of whether they are graduate assistants, go through the same process for getting connected to the various PC communication and authentication systems.

The process of “getting connected” may take a week or so after your application is officially complete. Please keep in mind that your application is not considered complete until we receive your Reply to Offer of Admission form, which is available through your [online application portal](#).

1. After you complete your Reply to Offer of Admission form, your completed application is sent to the Registrar’s Office. That office then creates a Banner ID for you. This is your permanent PC ID and serves as the foundation for all other PC interactions.
2. After creating your Banner ID, the Registrar will contact the IT Department, which will send an encrypted email to you at the email address you provided with your application. This email will contain your:
 - a. Banner ID and temporary password
 - b. PC email address and temporary password
 - c. Sakai user ID and temporary password (same as email address/password)
3. Once you have your Banner ID you can use it to log into Cyberfriar and register for classes. If you have any trouble with this you can call the Registrar’s Office at 401-865-1033 or email them at scheduling@providence.edu.
4. Once you have completed all your GA paperwork, IT will issue you a second, GA-specific email address. This email supplements your PC student email address, it does not replace it. You should use your GA email address for business and your student email address for interactions with your instructors and program director. Please note that all official PC correspondence will be sent to your student email address, so be sure to check both email addresses regularly.