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.
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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](image1.png)

![Internet Explorer on Windows 10](image2.png)

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

**Firefox**

![Firefox](image3.png)

**Chrome**

![Chrome](image4.png)

**Safari**

![Safari](image5.png)
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3. 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.

   a. Click on **Set it up now**.

   b. 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.

   c. Click **Done** on the “Additional Security Verification” screen below. If you need help with this setup please see our **MFA Challenge Verification** instructions.
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4. 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!

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/.