How to Claim Your PSJH Network Account

This is the Account claiming process is for NEW accounts created through SailPoint only. If you have more than one Providence login and you Claim an Account to set your password it will reset the password on both accounts.

View a video of this process by clicking here.

Steps:

1. Navigate to **https://access.providence.org/** in your web browser.
   - Note – this URL can be access internally at a Providence location, or externally at a non-Providence location.
2. Click Claim Your Account.

3. In the Date of Birth section, use the dropdowns to select the Month and Day of your date of birth.

4. Next, type the Last 4 digits of your Social Security Number.

5. In the Legal Name section, insert your Legal First Name, Legal Last Name, then click Verify.
   - Note **–** these fields are not case sensitive, but they are space sensitive.

6. After clicking <u>Verify</u> you will be presented with your network logon ID, take note of your network logon ID and click <u>next</u>.
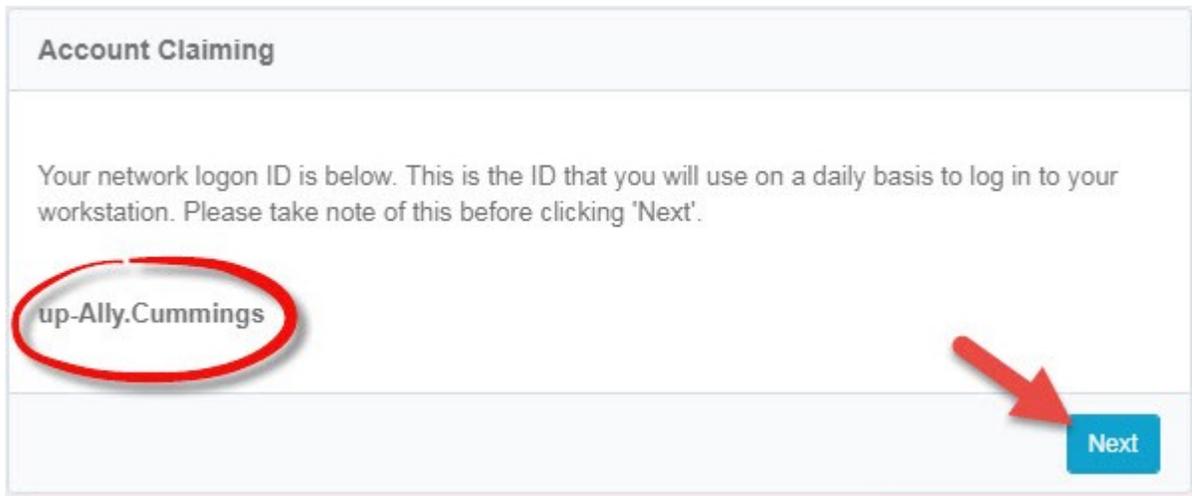
Account Claiming

Your network logon ID is below. This is the ID that you will use on a daily basis to log in to your workstation. Please take note of this before clicking 'Next'.

up-Ally.Cummings

Next

7. On the next page, you'll need to set <u>five different security questions and answers</u>.
   - <u>Note</u> **-** these answers are <u>not case sensitive</u> but they are <u>space sensitive</u>.
   <u>For example, if a caregiver has the answer High School, it can be typed as high school with the space in between high and school</u>.
   - You cannot enroll the same question twice
   - You cannot enroll the same answer twice
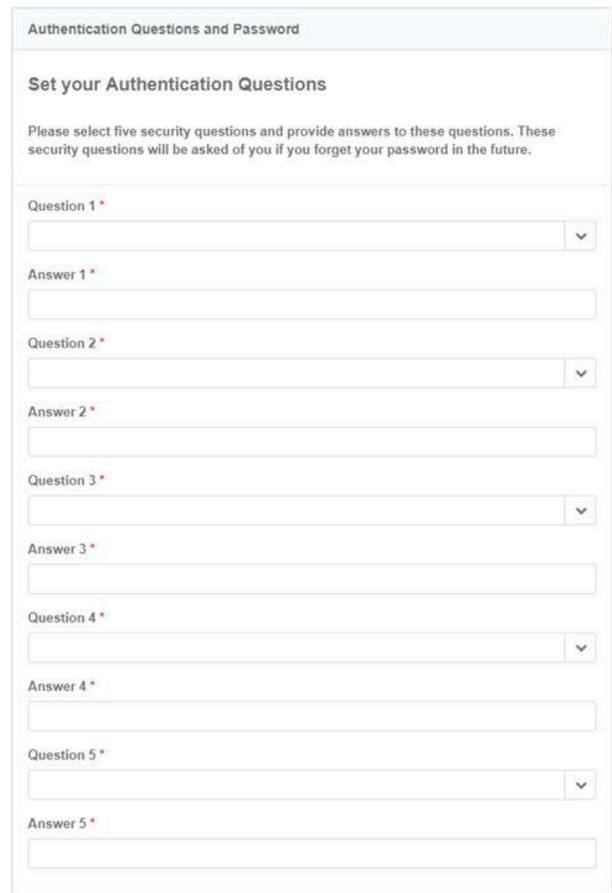
Authentication Questions and Password

Set your Authentication Questions

Please select five security questions and provide answers to these questions. These security questions will be asked of you if you forget your password in the future.

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

Question 4 *

Answer 4 *

Question 5 *

Answer 5 *

8. After setting your security questions, scroll down to the <u>Set Your Password</u> section, type a using the password policy requirements that are listed, and confirm it. Once you've confirmed your password, click <u>Submit</u>

Password Requirements

- Minimum Password Length: 8 characters.
- Password Complexity: Passwords must contain characters from three of the following four categories:
    - Upper case characters (A-Z)
    - Lower case characters (a…z)
    - Numeric digits (0-9)
    - Non-alphanumeric/special characters (e.g., !, $, #, %)
- Password Makeup
    - The password must not be a word found in a dictionary.
    - The password must not contain all or part of the user ID.
    - The password must not be the initials or the first or last name of the user.
- The password must not be information easily obtainable about an individual; this includes license plate number, social security number, telephone number, or street address.

Set your Password

Set the password for your account: up-Ally.Cummings. Please make a note of your NETWORK LOGON ID.

Password *

········

Confirm Password *

········

Submit

9. You're done! You have successfully claimed an account. Click **Next** to proceed, and then click **Home** to finish..