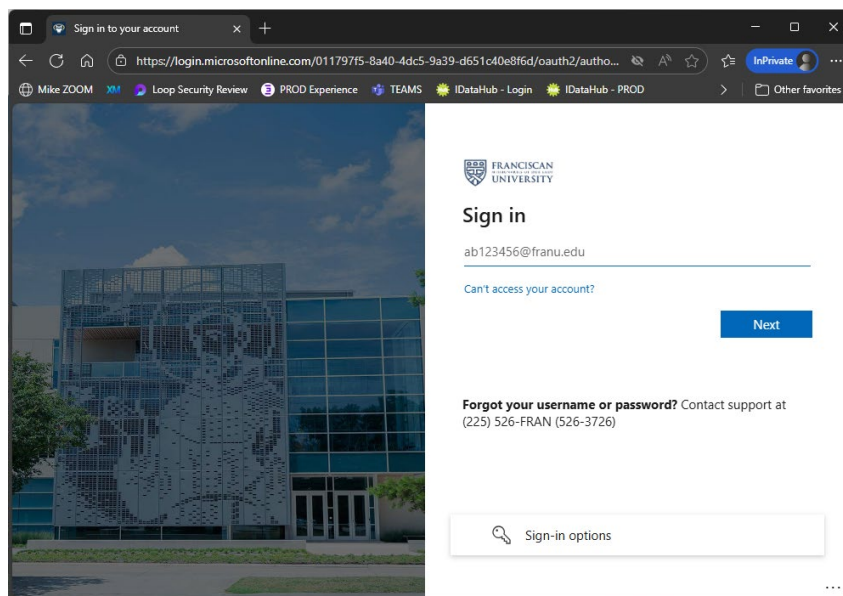


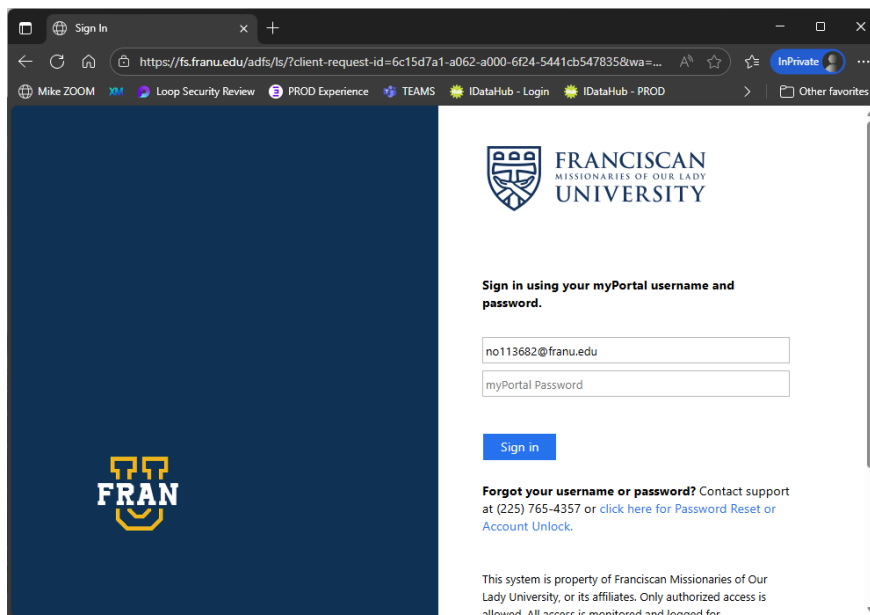
Welcome New Student!

This document provides instructions on how to set up your password for FranU myPortal. Access the portal directly using the following link: <https://myportal.franu.edu>. If you require technical assistance at any point during this process, please contact the IT Support Center at 225-526-FRAN(3726).

After clicking the link provided above, you will be presented with the sign-on screen, as shown below. Enter your myPortal Username (provided in your FranU welcome email) and click **Next**.

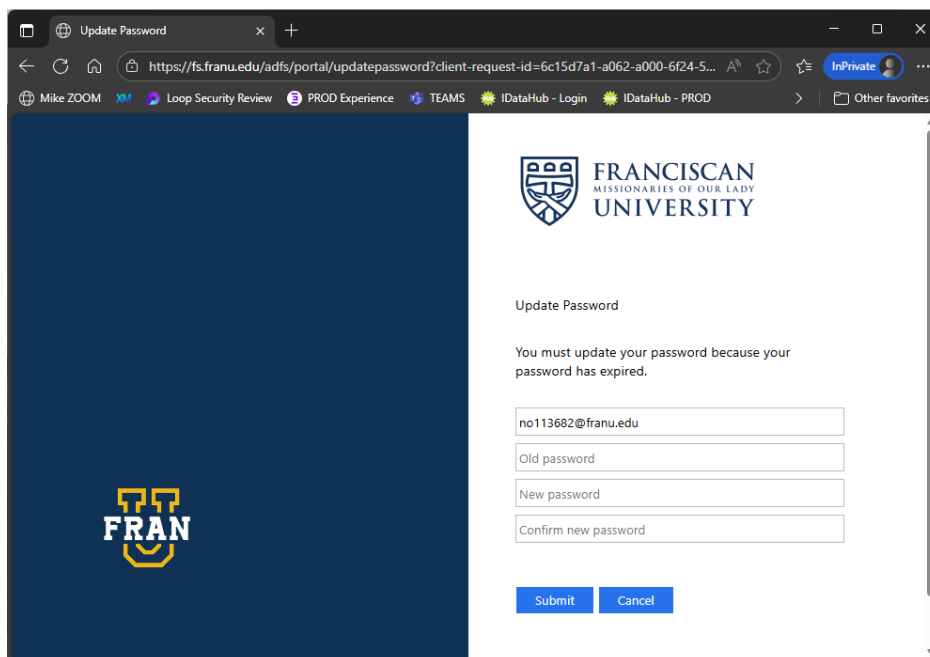


Enter TempXXXX (where XXXX is the last four digits of your social) as your temporary password then click **Sign in**.



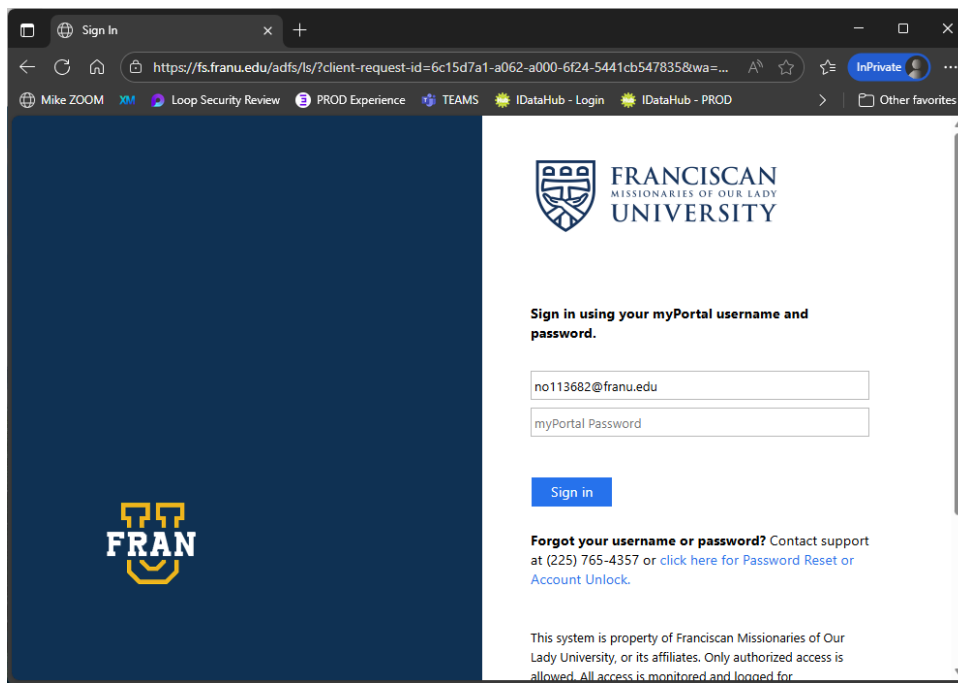
You will be asked to type in a new password. Please use a password that includes letters, numbers, and symbols. Once you have chosen a new password and confirmed it, click the **Submit** button.

Note: This password is confidential and intended solely for your use. Please do not disclose this password to anyone, including family members, friends, or FranU staff. If you encounter any issues with your password, contact the IT Support Center at 225-526-FRAN(3726).



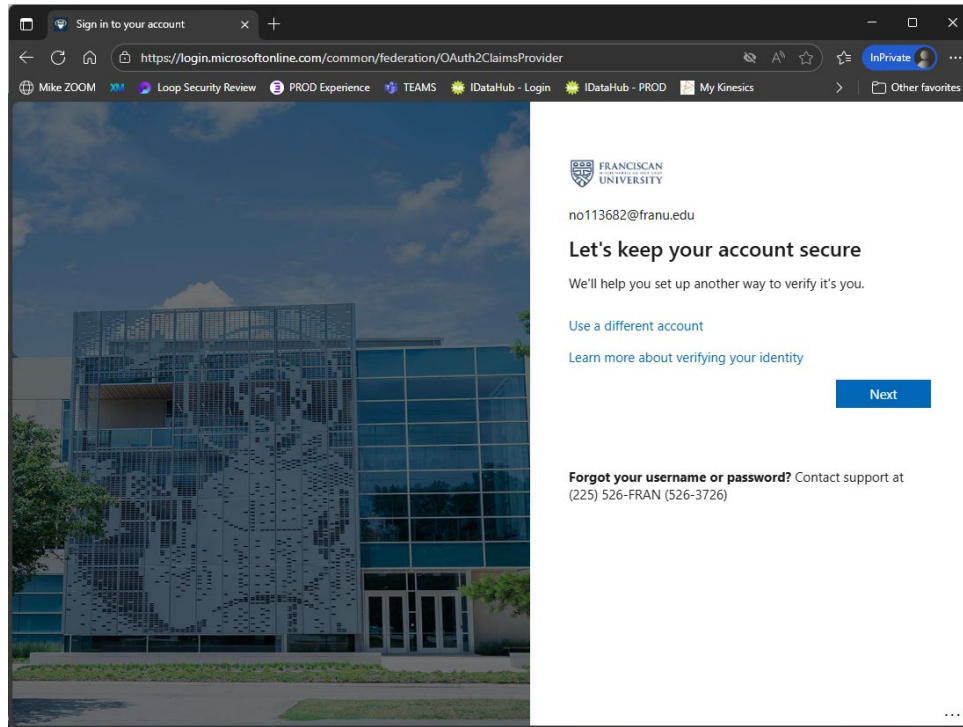
The screenshot shows a web browser window titled "Update Password". The address bar shows the URL: <https://fs.franu.edu/adfs/portal/updatepassword?client-request-id=6c15d7a1-a062-a000-6f24-5...>. The page features the Franciscan University logo on the left and the university's name on the right. The main content area is titled "Update Password" and states: "You must update your password because your password has expired." Below this, there are four input fields: "Username" (pre-filled with "no113682@franu.edu"), "Old password", "New password", and "Confirm new password". At the bottom, there are "Submit" and "Cancel" buttons.

Next, the sign-in screen will appear. Type in your new password and sign in.

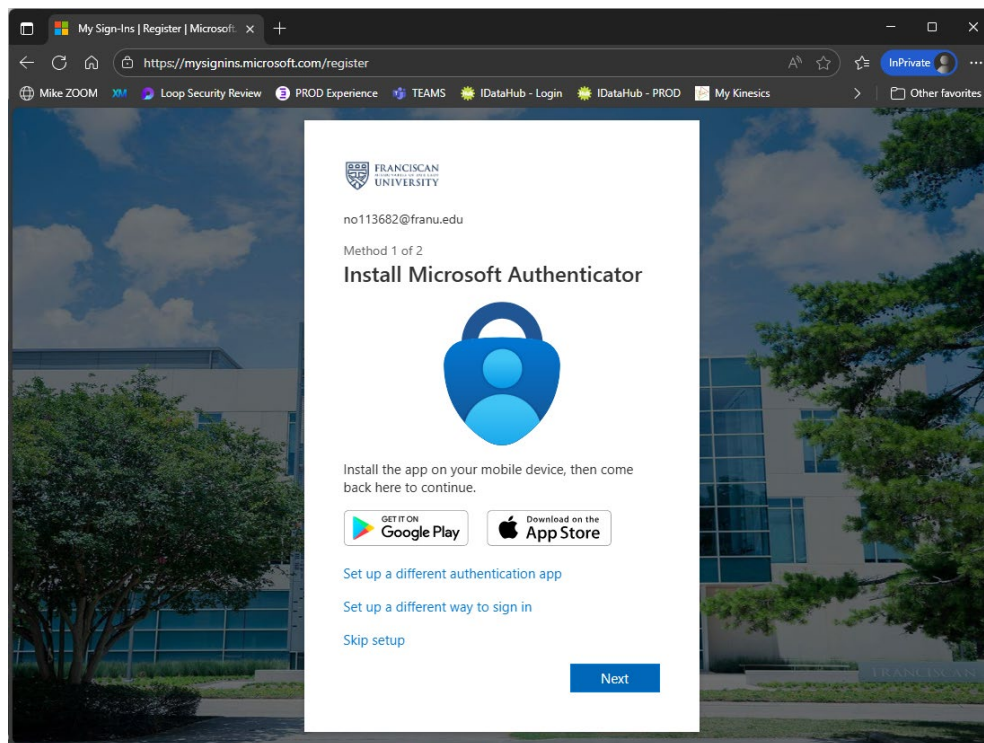


The screenshot shows a web browser window titled "Sign In". The address bar shows the URL: <https://fs.franu.edu/adfs/ls/?client-request-id=6c15d7a1-a062-a000-6f24-5441cb547835&wa=...>. The page features the Franciscan University logo on the left and the university's name on the right. The main content area is titled "Sign in using your myPortal username and password." Below this, there are two input fields: "Username" (pre-filled with "no113682@franu.edu") and "myPortal Password". At the bottom, there is a "Sign in" button. Below the button, there is a link: "Forgot your username or password? Contact support at (225) 765-4357 or click here for Password Reset or Account Unlock." At the very bottom, there is a disclaimer: "This system is property of Franciscan Missionaries of Our Lady University, or its affiliates. Only authorized access is allowed. All access is monitored and logged for..."

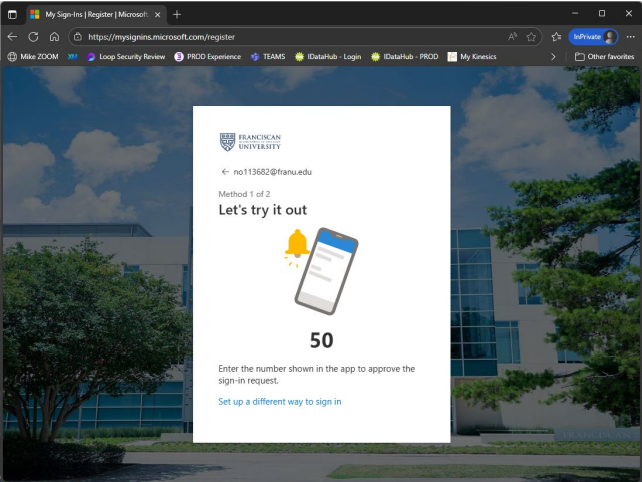
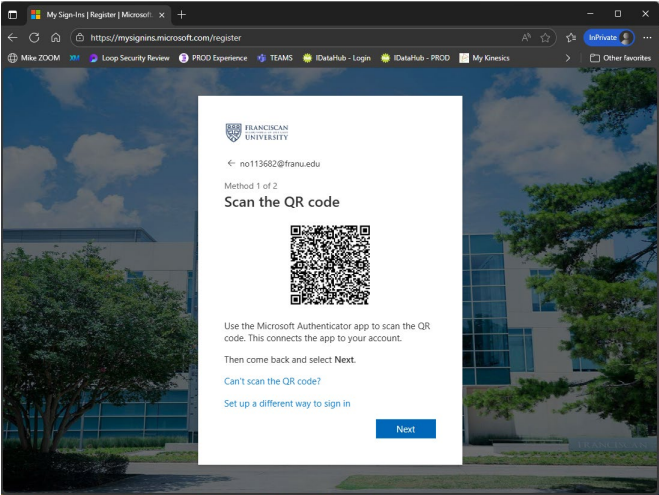
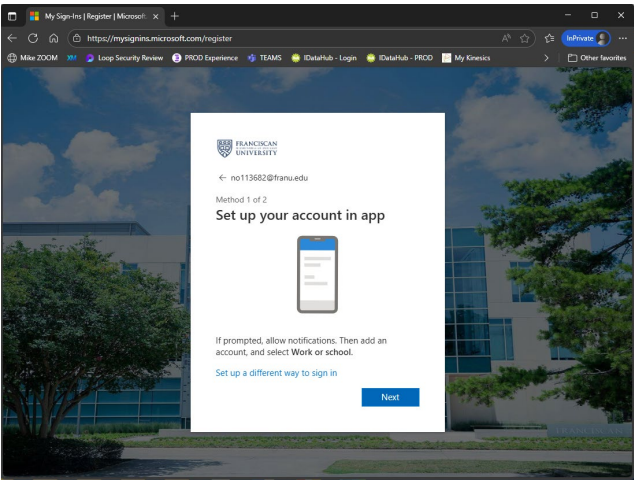
The **"Let's keep your account secure"** page enables you to submit details that assist with verifying your identity.

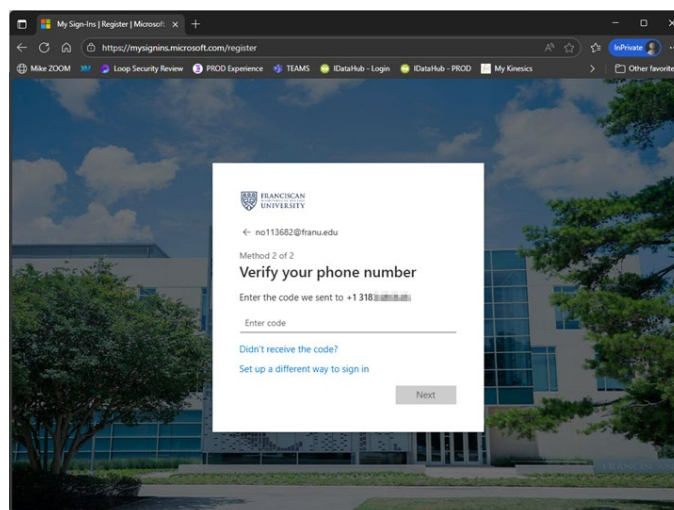
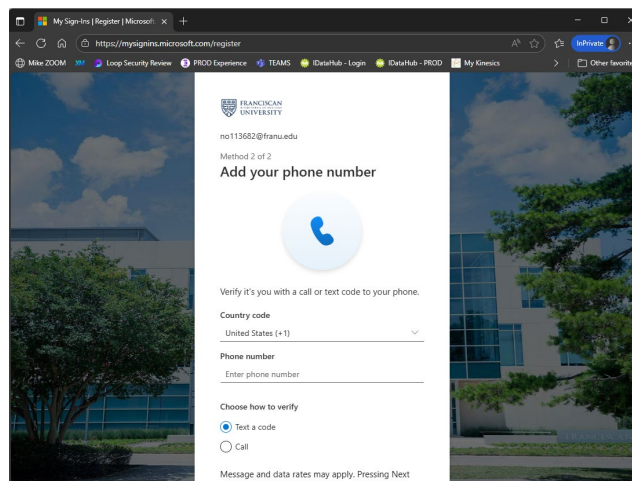
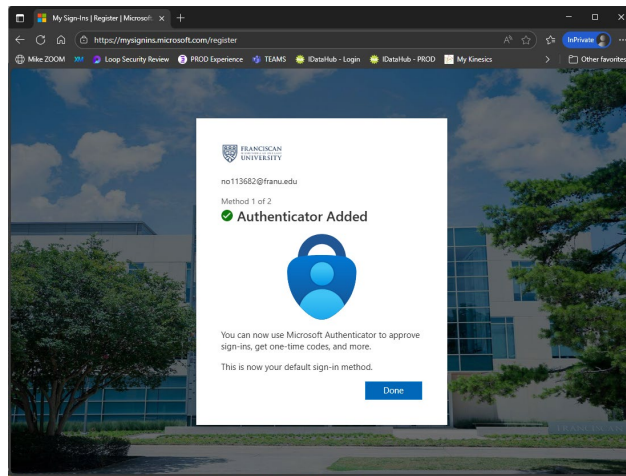


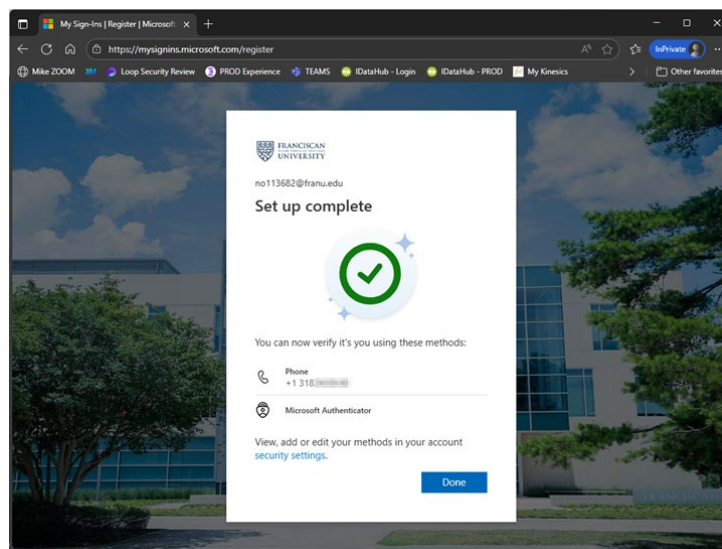
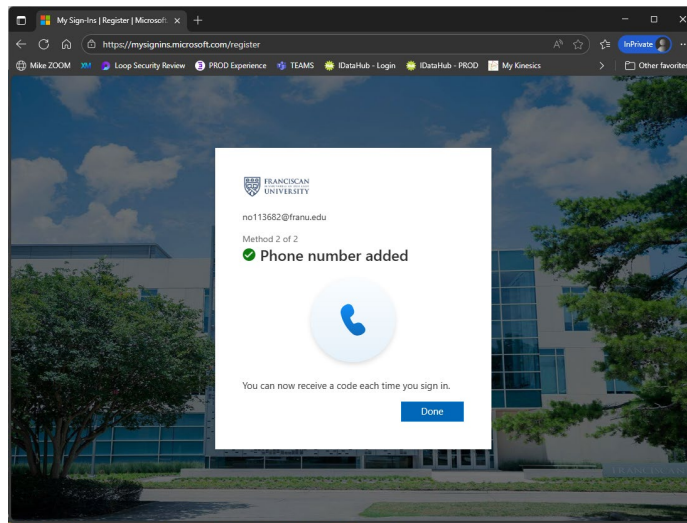
You will be required to install Microsoft Authenticator on your smartphone. This security feature helps prevent unauthorized access to your account.



The following screenshots show how you add your school account and phone number to Microsoft Authenticator. Follow the instructions on each page to complete your Authenticator setup.







Welcome to myPortal!



Please note that if you need assistance with password resets or encounter any technical issues, you may contact the IT Support Center at 225-526-FRAN (3726) at any time, day or night.