

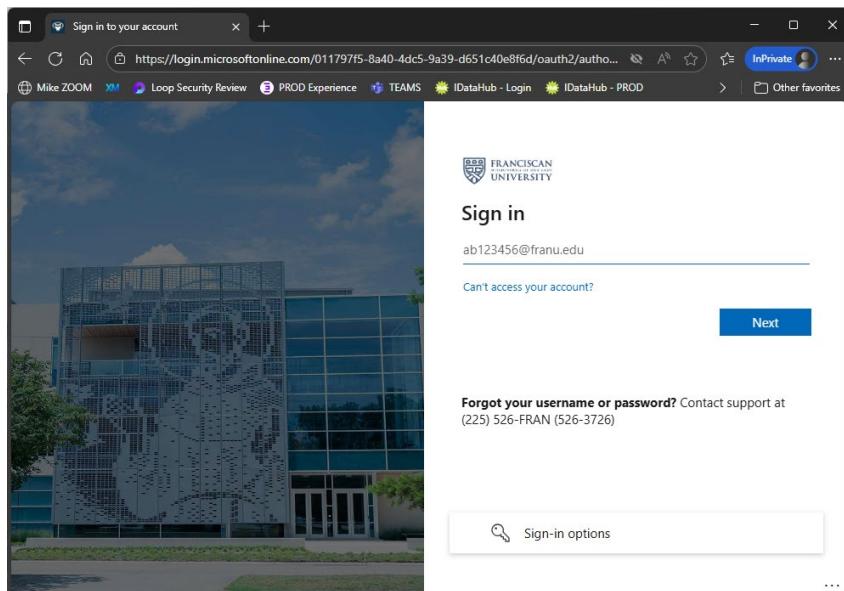


First Time Login to the FranU myPortal

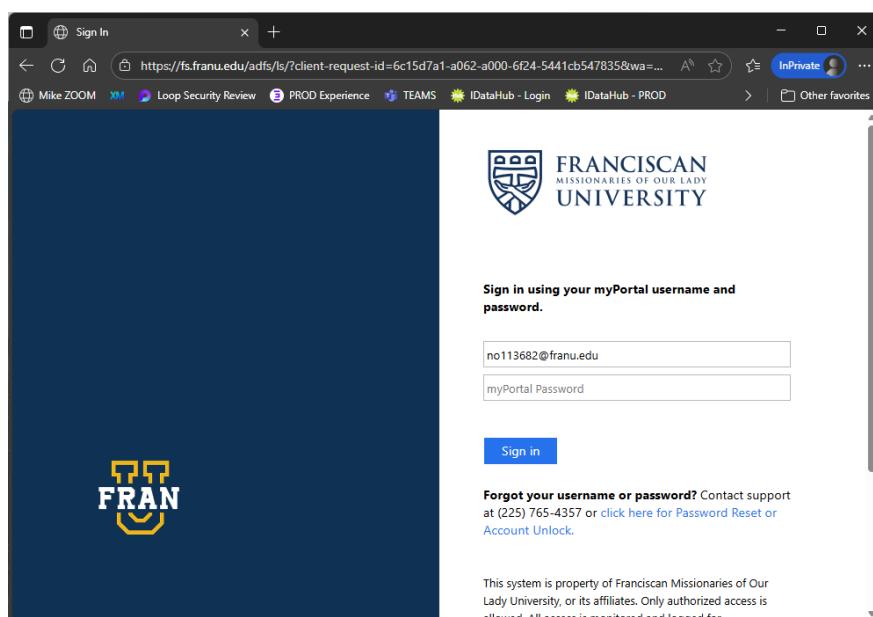
Welcome New Student!

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**.

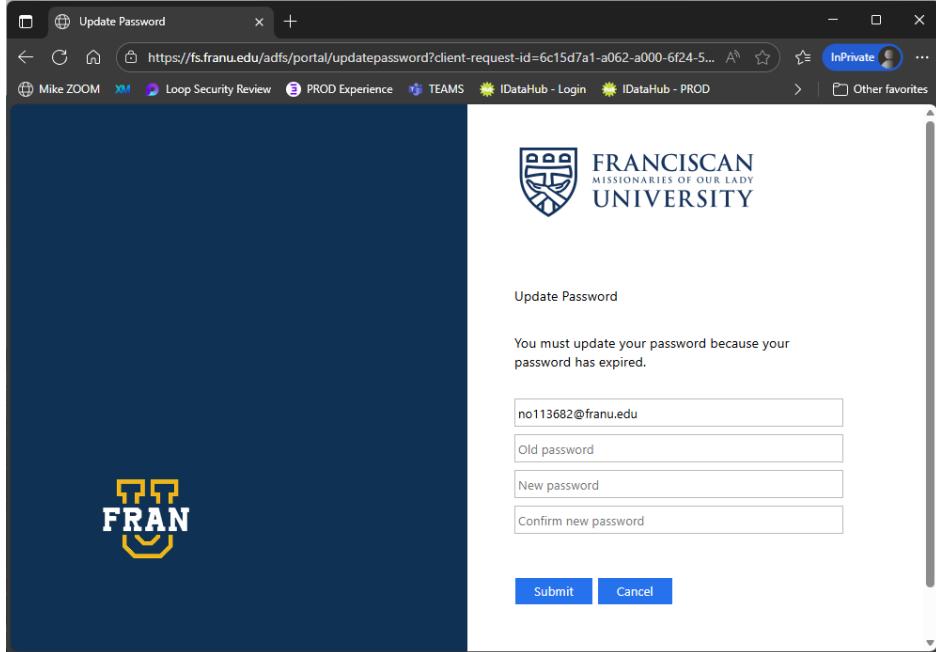


Enter TempXXXX (where XXXX is the last four digits of your social) as your temporary password then click **Sign in**.

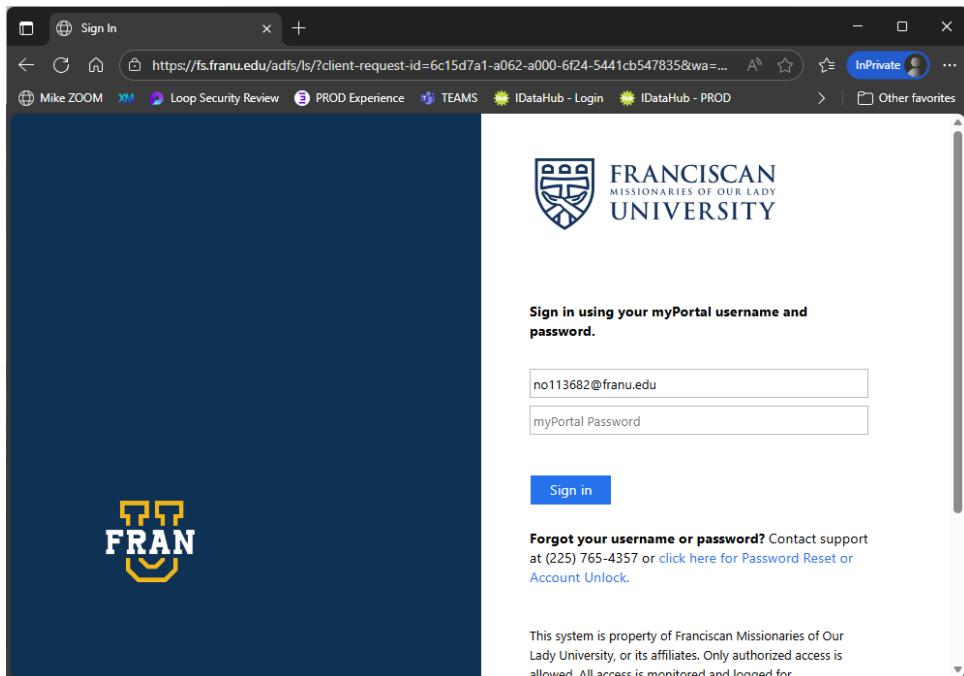


You will be asked to type in a new password. Please use a password that includes letters, numbers, and symbols. Once you have chosen a new password and confirmed it, click the **Submit** button.

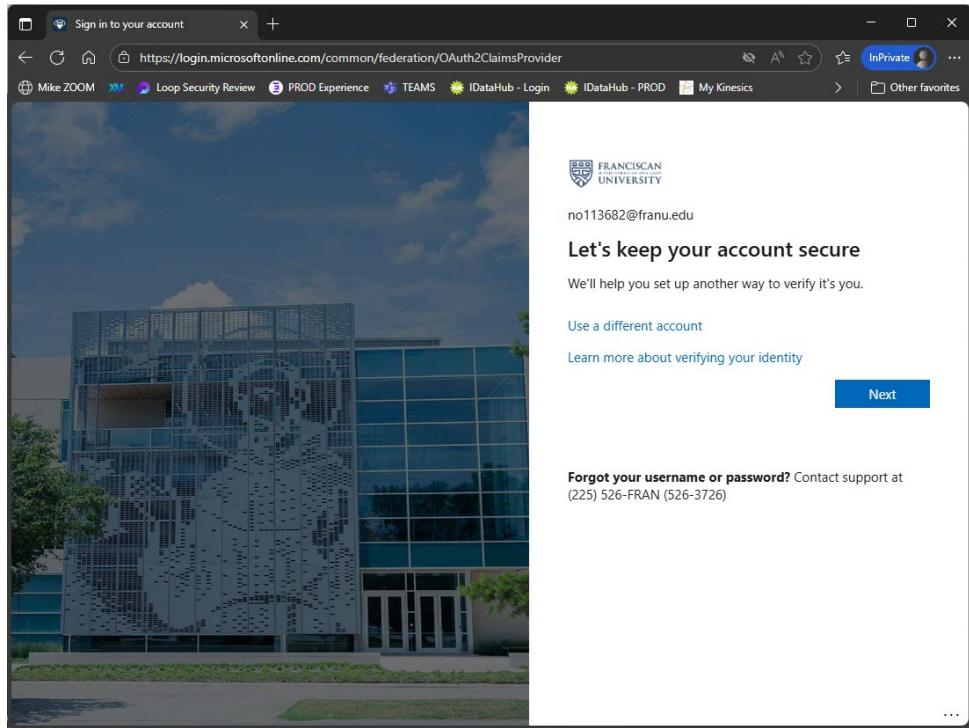
Note: This password is confidential and intended solely for your use. Please do not disclose this password to anyone, including family members, friends, or FranU staff. If you encounter any issues with your password, contact the IT Support Center at 225-526-FRAN(3726).



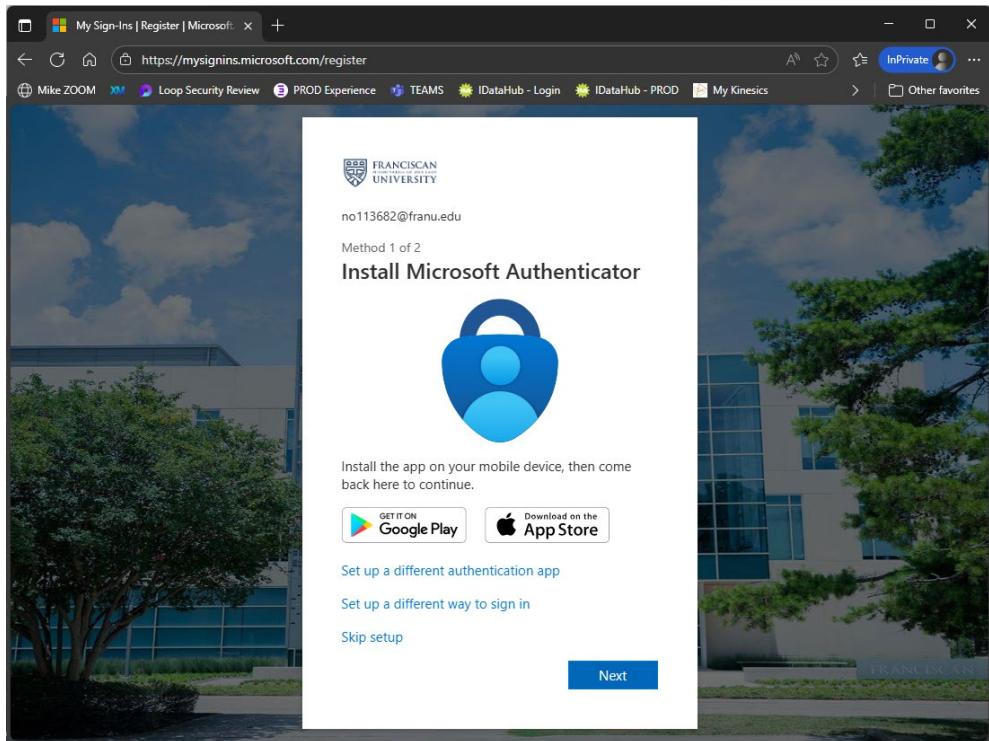
Next, the sign-in screen will appear. Type in your new password and sign in.



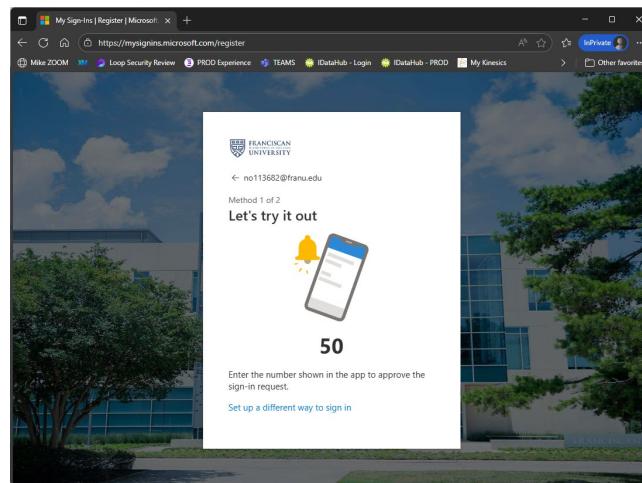
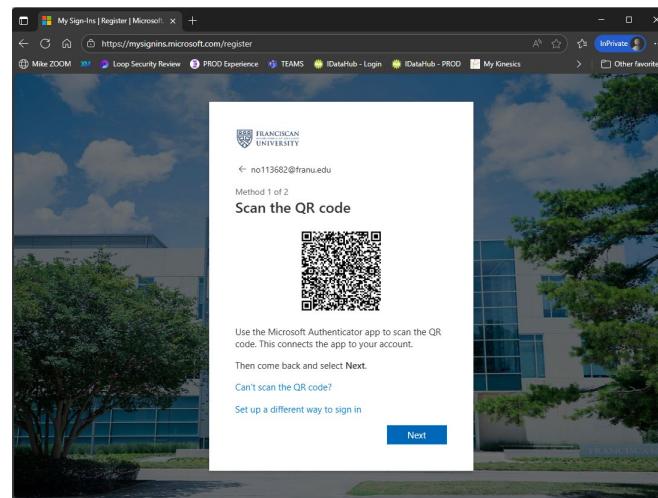
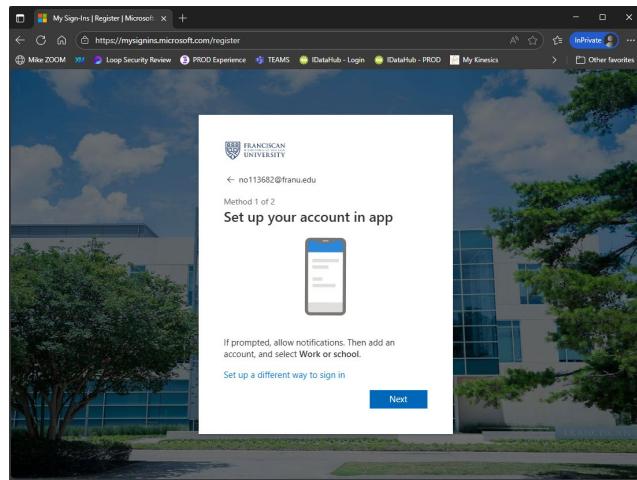
The "Let's keep your account secure" page enables you to submit details that assist with verifying your identity.

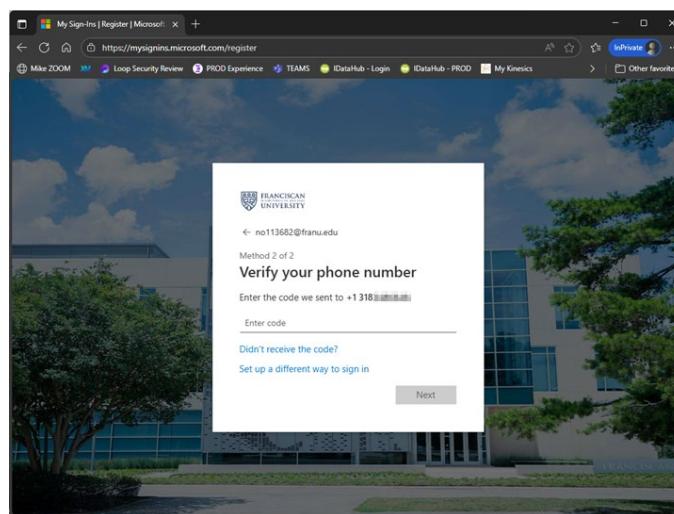
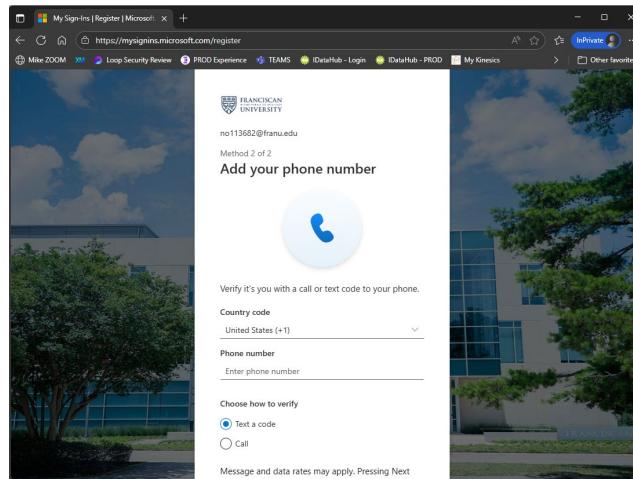
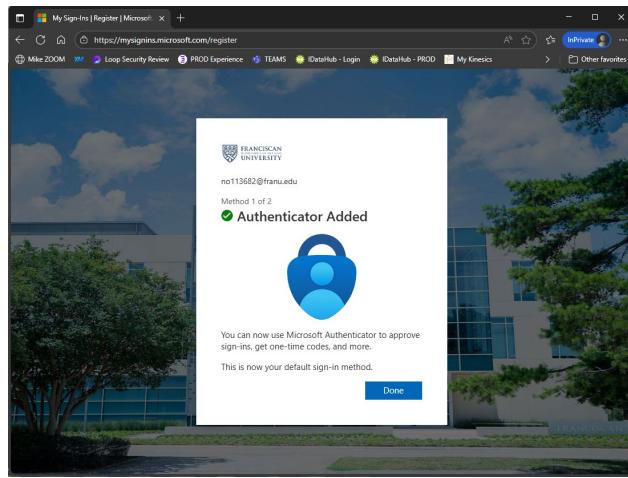


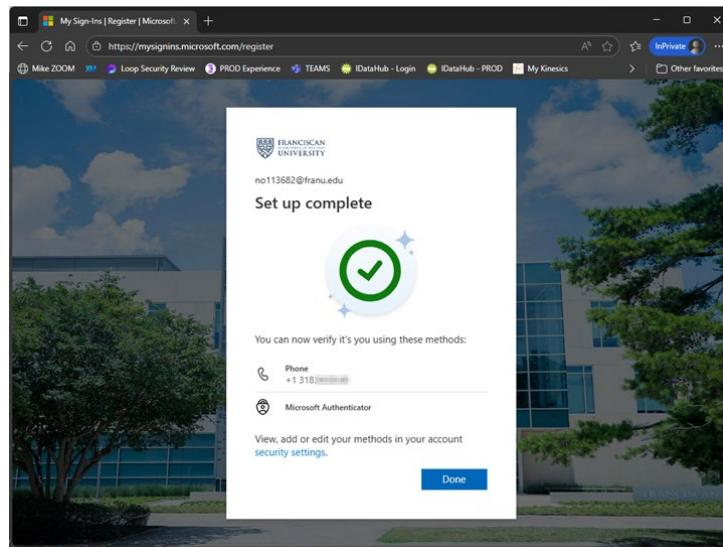
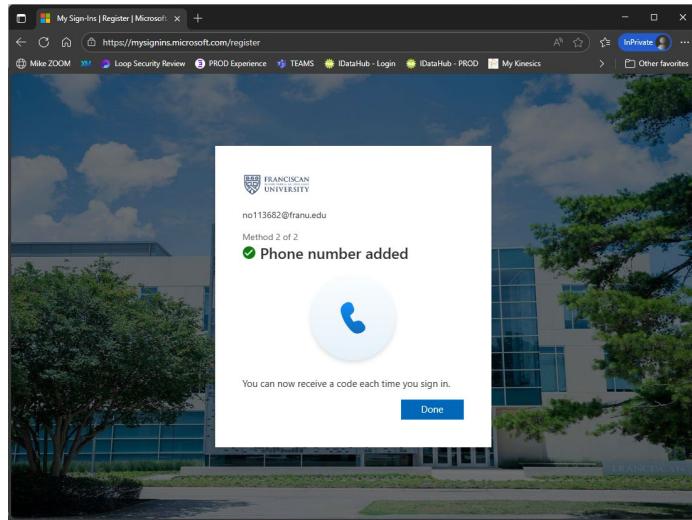
You will be required to install Microsoft Authenticator on your smartphone. This security feature helps prevent unauthorized access to your account.



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!

A screenshot of a Microsoft Edge browser window showing the Franciscan University MyPortal homepage. The URL is https://oblic.sharepoint.com/sites/myportal/. The page features the university's logo and the text "FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY". It includes a "Wolf Tracks" dashboard, "myResources and Links" (with buttons for Book an Appointment, Book a Study Room, Campus Map, Exact- (For School of ..., GivePulse, Handshake, IT Support, Library Databases, LRC Tutoring, and more), and "Announcements" and "myEvents" sections. The "myEvents" section lists several upcoming events: "National Radiological Technology Week" (Sun, Nov 2, All day), "MLS Jambalaya Fundraiser" (Fri, Nov 7, 11:00 AM), "Ladies Who Lunch" (Mon, Nov 10, 11:00 AM), "Weekly Campus Rosary" (Mon, Nov 10, 10:30 PM), "Veteran's Day" (Tue, Nov 11, All day), and "Mass on Campus, St. Francis Hall, La Vernia Chapel" (Wed, Nov 12, 10:45 AM).

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.