

Salve Credentials

Your login credentials will be used for all technology resources at Salve. Salve requires a two-factor authentication process (through an app or a text message) to keep you safe. Two-Factor authentication is required every 60 days or every time you use a new device. Please have your smartphone nearby for **two-factor authentication**.

- Remember your password --> you will need this to login to any Salve application (library, registration, email, etc.)
- **If you have trouble logging in, contact Technology Services Center at 401.341.7777 . They can assist you with two-factor authentication issues and changing your password.**

Two-Factor Authentication

Two-Factor Authentication will be required when you first log in. You can set up two-factor authentication using a mobile app or text message. Contact Technology Services Center for assistance 401.341.7777.

Multi-factor authentication (MFA) provides an additional layer of security to protect your Salve Microsoft 365 account credentials from unauthorized access. In addition to your username and password, a confirmation request is sent to a trusted device that a login is being attempted on your account. Once you use your preferred method of multi-factor authentication you will have access to your account. This login method confirms your password and another form of authentication to prove who you are and protect your identity.

How do I set up multi-factor authentication (MFA) on my account?

The Office of Information Technology automatically enables multi-factor authentication on all Salve Microsoft 365 accounts. At first login, you will be requested to set up “Additional Security Verification” on the Microsoft 365/Azure portal the next time a login occurs. Multi-factor authentication can occur through a combination of the following methods:

- An SMS text message with a numeric code to your mobile phone.
- A phone call to a mobile phone or another phone number of your choosing.
- A notification/alert is sent to the “Microsoft Authenticator” app installed on an iOS, Android, or Windows 10 device.
- A six-digit code is generated by the “Microsoft Authenticator” app.

The Office of Information Technology recommends enabling and configuring as many methods as possible to complete multi-factor authentication, in the event of your preferred method is unavailable during a challenge event. We believe most end users will be content with the SMS text message or Microsoft Authenticator app options as their default method for completing multi-factor authentication challenges from Microsoft 365.

How do I change my initial multi-factor authentication (MFA) settings?

If at any point you want to change your multi-factor authentication settings, such as the phone number you receive alerts at, or update the device and settings the Microsoft Authenticator app uses, you can go to this address: <https://mysignins.microsoft.com/security-info>

Additional instructions are provided on the Setup Security Info page based on the selection of options you want to update or change.

Contact Technology Services Center for assistance 401.341.7777.

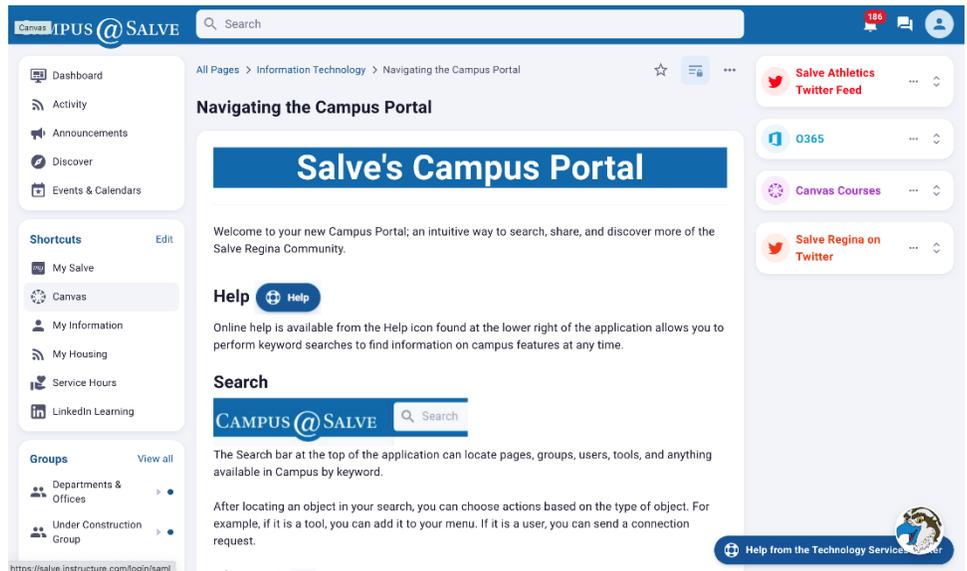
Campus@Salve

Campus@Salve is the university's portal. You will be able to access all applications here including your email, cloud drive, registration platform (MySalve), parking decal application, housing forms, and much more.

Access the portal here:

[Campus.salve.edu](https://campus.salve.edu)

Bookmark this page as you will need to use this portal throughout your time at Salve.



Need help using the portal?

- <https://campus.salve.edu/pages/getting-started-campus> is a FAQ on how to use your Campus Portal.
- To learn how to navigate the portal, visit <https://campus.salve.edu/pages/oit-using-campus>.

Campus@Salve for your phone

- The Campus@Salve mobile app is available for both Apple and Android devices and can be downloaded using the links below.
 - iPhones: <https://apps.apple.com/us/app/campus-salve/id1524405350>
 - Androids: https://play.google.com/store/apps/details?id=com.ucroo.salve&hl=en_US&gl=US&pli=1

How to set up your email on your phone and computer

About Salve Email:

Now that you are a Salve student, the university asks that you only use your Salve email to communicate with the Salve community. Salve staff and faculty are instructed to not respond to personal emails. Additionally, all important information regarding Orientation, Foreign Language Placement exam, Salve News, and much more will be sent to your Salve email. You will need access to your Salve email for a few items on the transfer student checklist. An email in your inbox is a receipt from somebody providing you with information. You are expected to read all emails. You are responsible for all information provided to you via email.

To access your Salve email on your computer:

- Log into **Campus@Salve** portal: campus.salve.edu
- On the left side, find the box labeled *Tools*.
- Click “Office 365”
- Click “Outlook Mail”
- If this prompts two-factor authentication: see instructions in this booklet.

To access your Salve email on your mobile device:

You should be monitoring your Salve email daily. To do this, we encourage you to download the Outlook Mail application onto your smartphone.

- [Instructions on how to add your Salve email to a smart device.](#)

