

## **Step 1: Reset Password**

For security reasons, you will be required to claim your account to obtain your login ID. If you have never completed this process, please contact Erin Manukure [academicservices@kadlec.org](mailto:academicservices@kadlec.org).

- Navigate to <https://access.providence.org>

**Step 1a:** Click on “Reset Your Password/Unlock Your Account”.

**Step 1b:** Enter your user ID and click blue “Forgot Password” button.

**Step 1c:** Select challenge questions and answers.

**Step 1d:** Choose a new password.

### **Providence Password Requirements:**

- Minimum 10 characters
- The password must contain 3 out of 4 of the following:
  1. Lower case letters (a - z)
  2. Upper case letters (A - Z)
  3. Digits (0 - 9)
  4. Special characters (~!#\$%^&\* \_+=`\|(){}[];'"<>.,?/@)
- You cannot reuse previous passwords
- Proper names cannot be used

Click the blue “Submit” button.

## **Step 2: Log In to Healthstream**

You will log in to Healthstream to complete your online safety education assignments using the same user ID from above and adding an "s." at the front. You will need to remember the password you used for Healthstream previously. If you do not remember, you will need to request a temporary password.

- Navigate to <https://www.healthstream.com/HLC/Login/Login.aspx?organizationID=5c27bcaa-71bd-db11-bf7b-000423d6b5c1&BypassFederation=true>

**Step 1a:** Enter Login ID and password, then click “Sign In”.

**Step 1b:** Once logged in, click continue to be taken to your “To Do” list.