

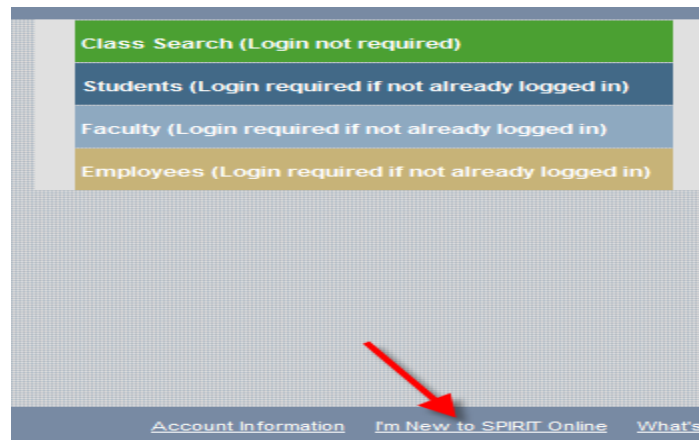
# How to Log-in to SPIRIT Online

(For first time users)

1.) Click on the drop-down box at the top-right of the college's website and select **SPIRIT Online**.



2.) Click on **I'm New to SPIRIT Online** on the bottom right of the screen.



3.) Follow the steps on the screen and then click **OK**. (Ignore step 2)

## New to SPIRIT Online?

Follow these four steps to log in for the first time.

1. Get your user ID
2. Reset your password
3. Check your e-mail to receive your password.
4. Log in

Click OK to proceed to step 1

OK

- 4.) Put in **your last name** and either of the following:
- Social Security Number
  - SPIRIT ID. (Your spirit ID is on the back of your One Card ID)

### What's my User ID?

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name\*

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SSN

OR

Spirit ID

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- 5.) On the next page, your **web ID** (your username) will be displayed.  
6.) On the Dropdown box, select your Saint Peter's College e-mail account.

Note: ***All college communication is emailed to your college email account. It's very important to check your college email on a regular basis.***

- 7.) Click submit.

### Select an e-mail address

\* = Required

Here's your Web ID

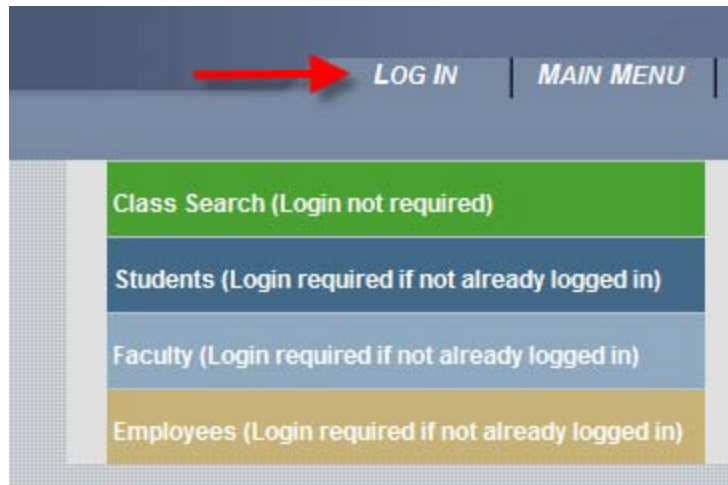
Send my temporary password to this email address\*

- 8.) Your **TEMORARY Password** will be in your e-mail. Click **OK**.

## Check E-mail

Check your E-mail for your new temporary password.  
Click LOG IN to proceed to Step 4 -->

9.) Click on **Login**



**Note:** Your **login name** is your **Web ID** mentioned earlier. It is the first letter of your first name and then your last name.

For example;

Actual name: **John Smith**

User Name: **jsmith**

Your TEMPORARY password is in your SPC e-mail.

A screenshot of the 'Log In' form. The title 'Log In' is centered at the top. Below the title are three input fields: 'User ID:', 'Password:', and 'Show Hint:'. The 'Show Hint:' field has a small square checkbox. At the bottom center of the form is a 'SUBMIT' button.

10.) You should be back at the main page of SPIRIT ONLINE after you've login & access your temporary password.

