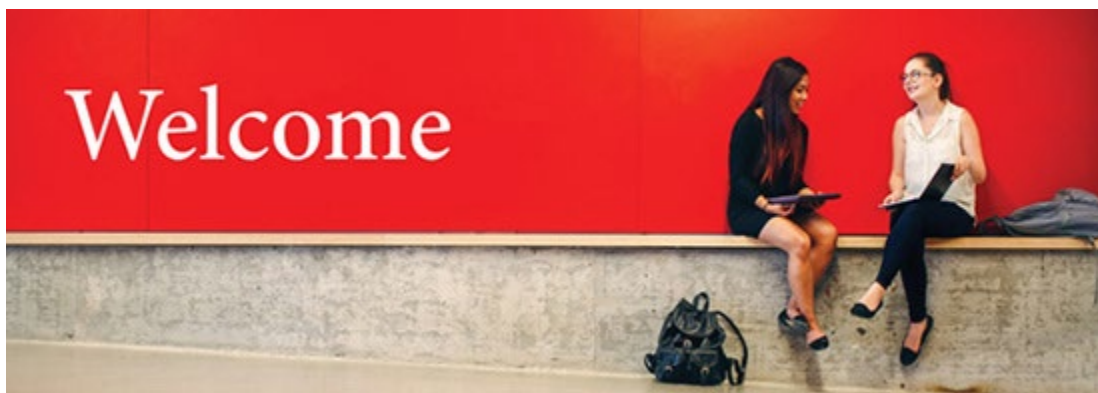


From: <[donotreply@senecacollege.ca](mailto:donotreply@senecacollege.ca)>  
Date: Mon, Jul 25, 2022 at 10:34 AM  
Subject: Your Seneca Login Information - Action Required  
To: <[candidate@gmail.com](mailto:candidate@gmail.com)>  
Cc: <[hiring.manager@senecacollege.ca](mailto:hiring.manager@senecacollege.ca)>

# Seneca



Dear Candidate Name,

Welcome to Seneca.

Your MySeneca account for access to email and other systems has now been created. To begin using the account, complete the set up using the following login information:

**Here is your Seneca username and temporary password:**

Email: [firstname.lastname@senecacollege.ca](mailto:firstname.lastname@senecacollege.ca)

Username: firstname.lastname

Password: testpassword

**Please set-up your profile by following these steps:**

1. Login at <https://myid.senecacollege.ca/ssprsetup> with the provided email and temporary password
2. Update your password
3. Login again using your new password
4. Update your personal email and add mobile number for future password recovery

For further instructions, please visit: [MyID Self Service Help](#)

Seneca requires Duo Security two-factor authentication (2FA), a secure way for you to log into your email and other Seneca's applications. After you have completed the steps above, on your first login to your Email account, you will be prompted to complete the Duo Security self-enrolment process.

**Note:** A compatible mobile phone or tablet running iOS 12+ or Android 8+ is required.

Please ensure you complete the self-enrolment from a workstation or laptop rather than a mobile device.

**Please complete Duo self-enrolment by following these steps:**

1. Login at <https://myseneca.ca/> with your username and updated password.
2. After login, you will be prompted to complete the Duo Security self-enrolment guide.
3. You will use the Duo Security Mobile App on your enrolled device to complete the 2FA login.

For further information, please visit: [Duo Security](#)

If you require Duo self-enrolment troubleshooting support, please contact [Seneca Service Desk](#).

**Important COVID-19 Information:**

As Seneca continues to provide more services in person, all employees must be prepared to come on campus. Therefore, as a requirement of employment, you must be fully vaccinated and comply with Seneca's [COVID-19 Vaccination Policy](#). To ensure continued employment, please upload your QR code to the [Seneca SAFE App](#) as soon as possible.

Please find information on the [Employment Standards Act](#).

If you have problems activating or accessing your account, please contact our Service Desk at [servicedesk@senecacollege.ca](mailto:servicedesk@senecacollege.ca) or by phone at 416.491.5050 ext. 22129.

Thank you,  
Seneca Service Desk

**Seneca Service Desk**

416.491.5050 ext. 22129

[servicedesk@senecacollege.ca](mailto:servicedesk@senecacollege.ca)

