Seneca
POLYTECHNIC

Dear Candidate Name,

Welcome to Seneca Polytechnic.

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@senecapolytechnic.ca
Username: firstname.lastname
Password: Auto-generated password

Please set-up your profile by following these steps:

1. Login at https://myid.senecapolytechnic.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 14+ or Android 10+ 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 ITS Service Desk.

You can log into the Employee Self-Serve feature in i3 at any time after your first day at work to review, edit or add personal details such as your addresses, contact details and your emergency contact. It is recommended that you visit the personal details page regularly to make sure your details are always up to date.

Please find information on the Employment Standards Act.

If you have problems activating or accessing your account, please contact our ITS Service Desk at servicedesk@senecapolytechnic.ca or by phone at 416.764.0411.

Thank you,
The Seneca Team