


Setting up your Spalding Portal Account

First time users, please visit <http://spalding.edu/portalsetup> to create your account. You will need your Social Security Number and Spalding student ID # (a 7 digit number printed on bills, schedules and the student ID card).



Use this process to set up or reset your my.spalding.edu account password. To begin, please enter the information requested below so we can access your account. All fields are required.


Last Name:

Seven digit student/staff ID:

Last four digits of SSN:

Once you have entered that information click “Next”. You will be presented with your domain and username. The domain is the campus group you belong to (all new users will be assigned to the Spalding domain by default). Your username is chosen from your first initial and last name and possibly a number if that username has been assigned in the past.

You will be prompted for a password next. The password must be at least 8 characters and have at least three of the following: capital letter, lower case letter, number, keyboard symbol (i.e. \$,% &, *,!)



Your username is listed below. You'll use this username to log in to the my.spalding.edu portal, which will allow you to access services provided by Spalding University.

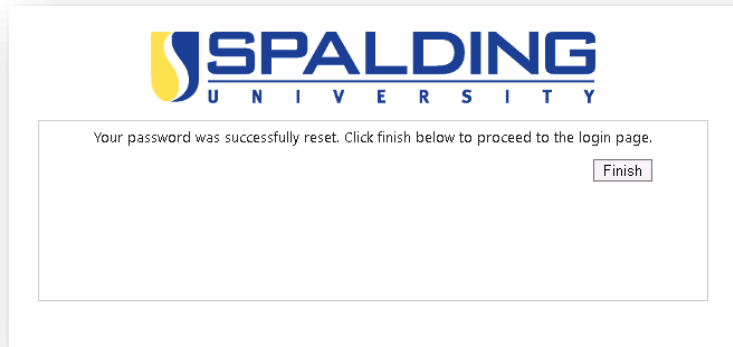
spalding\cspalding02

Use the fields below to establish a new password.

Password:

Retype Password:

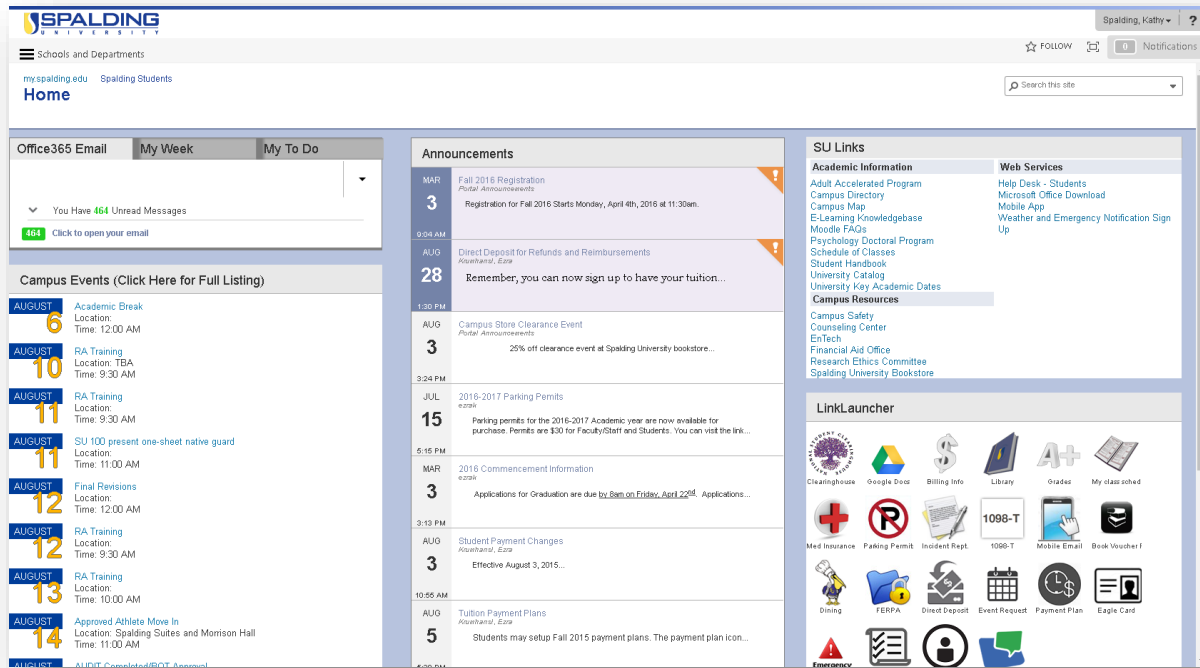
Once you have entered a valid password twice you will see the following.



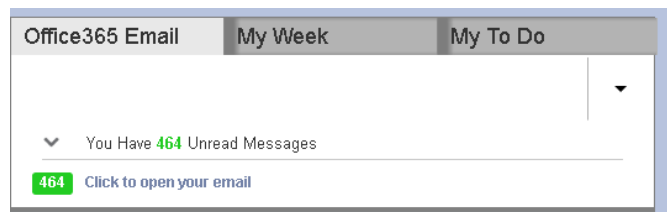
Click finish and you will be taken to the portal login page (<https://my.spalding.edu>). Enter your username and new password and click 'Sign In' to be logged in to the portal.



Once on the Spalding Portal you should see the screen below.



To access your email, find the 'Office365 Email' section at the top-left corner of your portal home screen. Click the link labelled 'Click to open your email'



If you have already enrolled in courses and your instructors have made them available, you will be able to access them from the 'Moodle Classes' section at the bottom of the center column of your portal home screen (below the 'Announcements' section):

