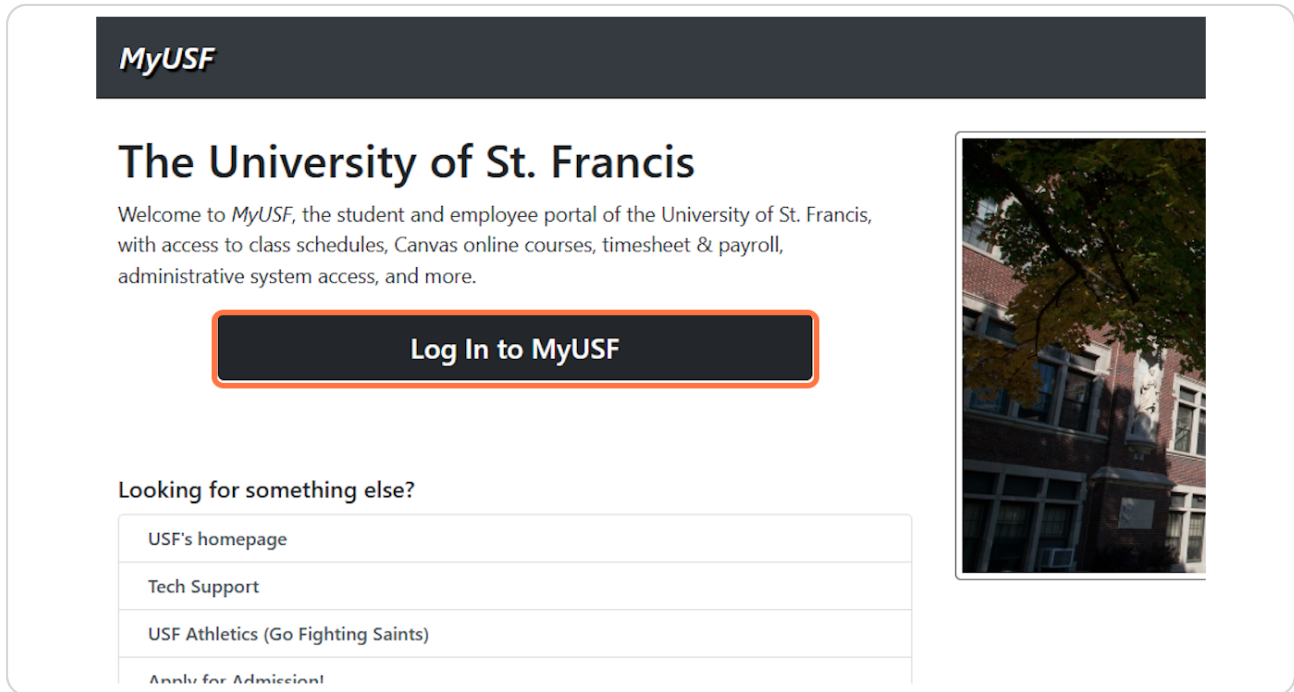


STEP 1

Navigate to myusf.stfrancis.edu

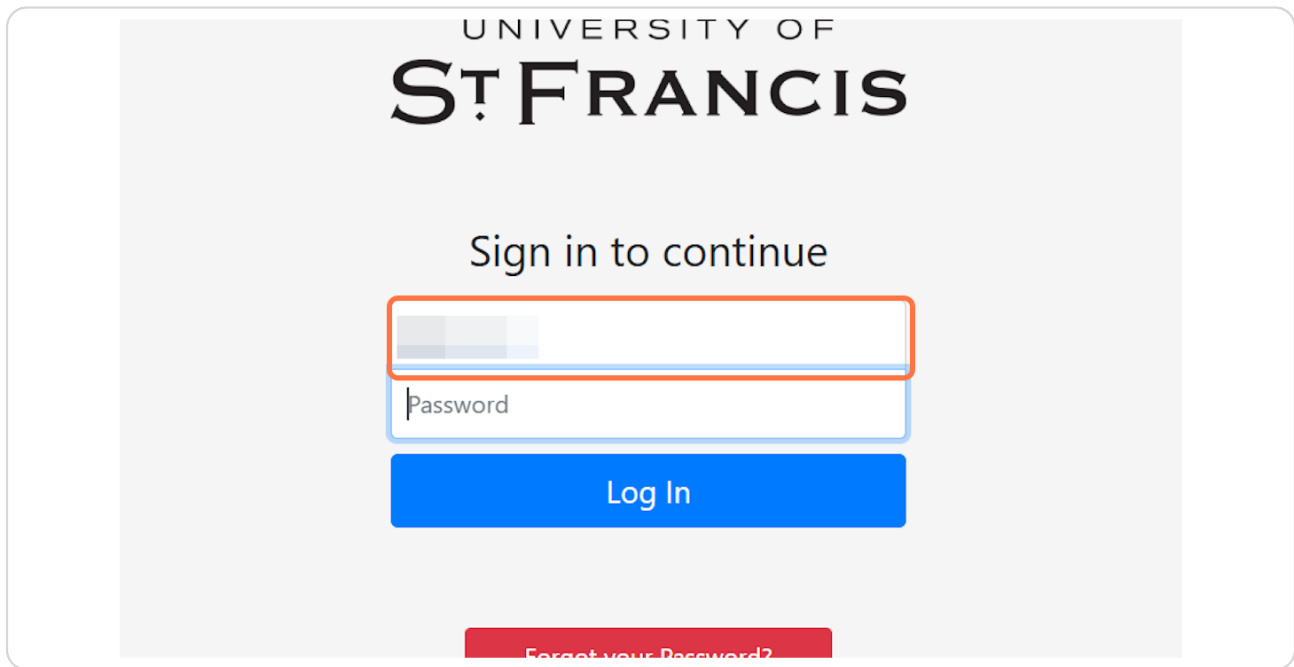
STEP 2

Click "Log In to MyUSF"



STEP 3

Enter your MyUSF username.



UNIVERSITY OF
ST FRANCIS

Sign in to continue

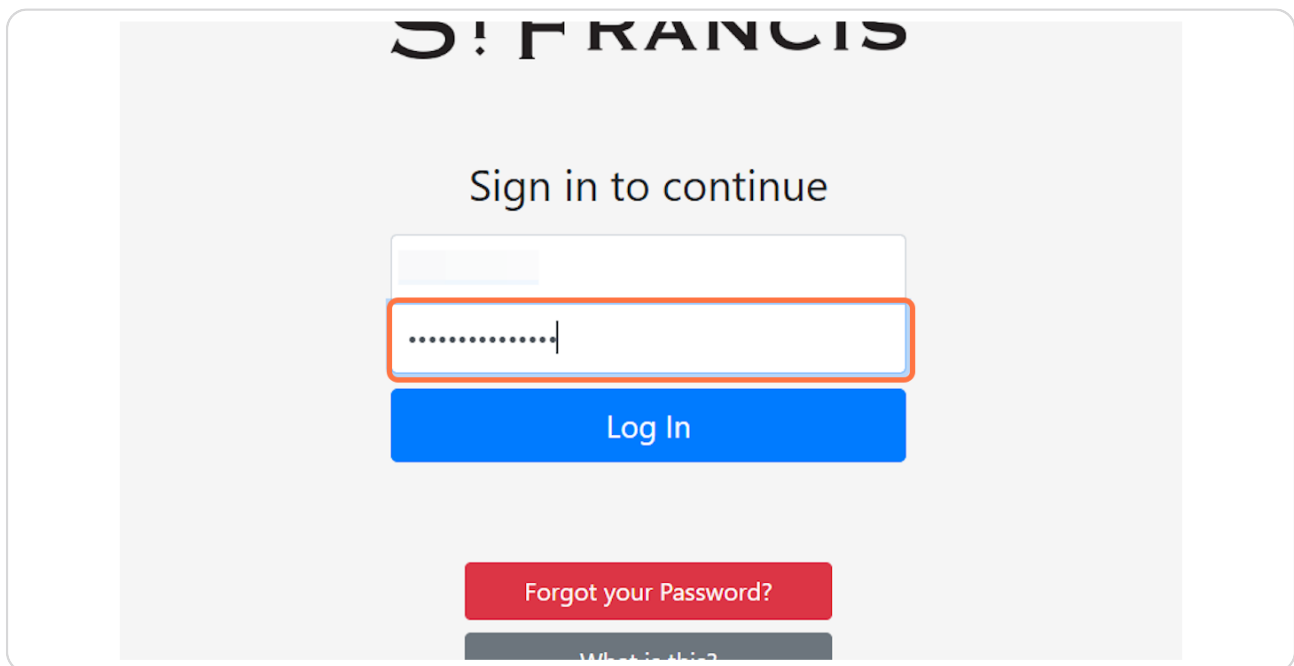
Log In

Forgot your Password?

The image shows a login form for the University of St. Francis. The form is centered on a light gray background. It features a header with the university's name, a sign-in prompt, a username input field (highlighted with an orange border), a password input field, a blue 'Log In' button, and a red 'Forgot your Password?' link at the bottom.

STEP 4

Enter your MyUSF password.



ST FRANCIS

Sign in to continue

Log In

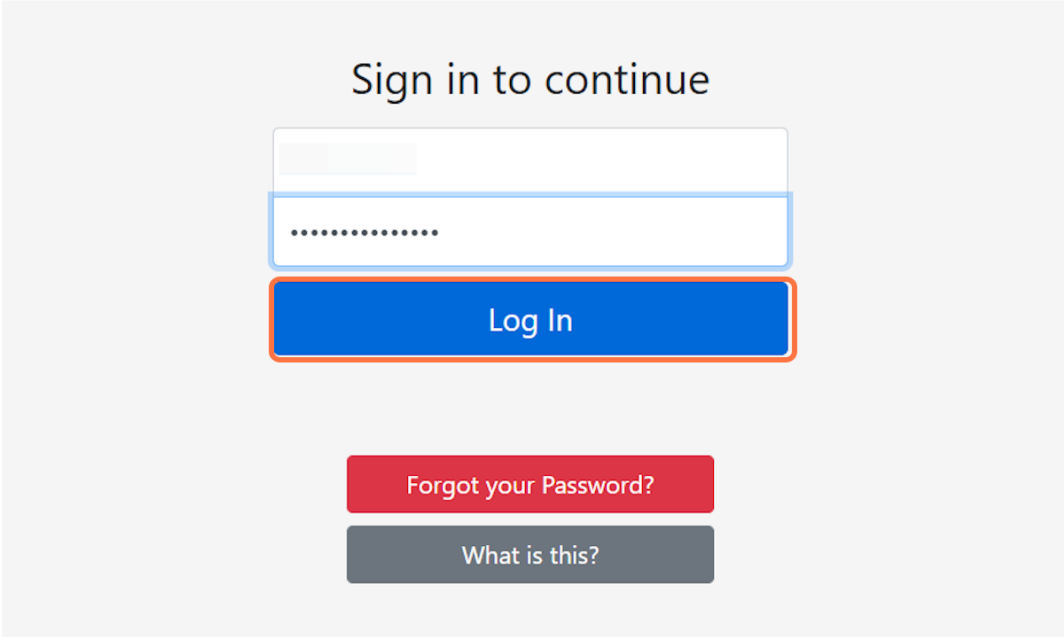
Forgot your Password?

What is this?

The image shows the same login form as in Step 3, but with the password input field highlighted by an orange border. The 'Forgot your Password?' link is now red, and a new gray link 'What is this?' has appeared below it.

STEP 5

Click "Log In"



Sign in to continue

.....

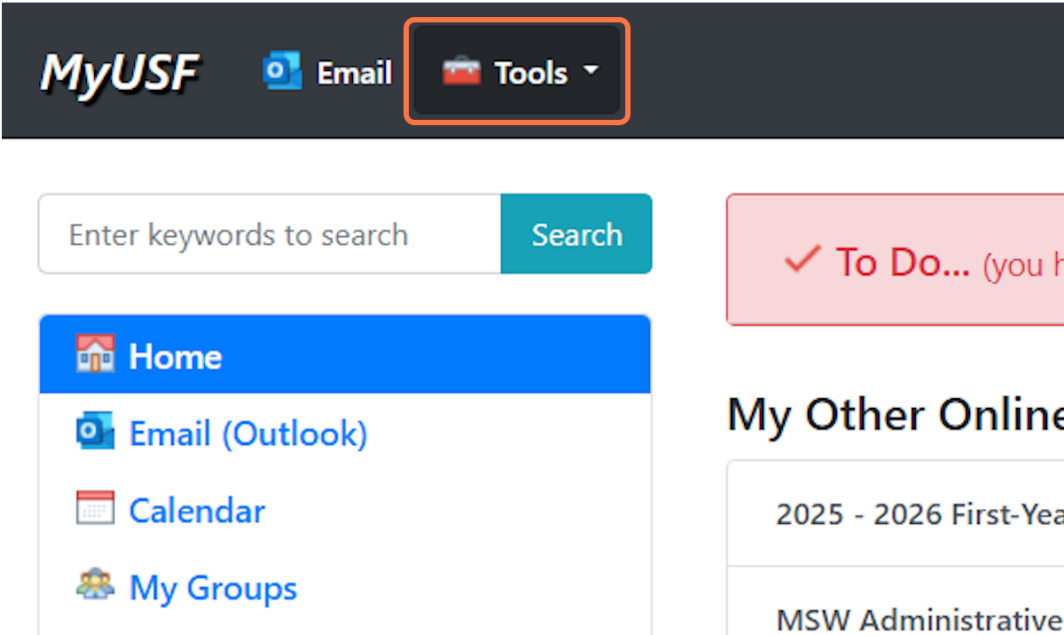
Log In

Forgot your Password?

What is this?

STEP 6

Click "Tools"



MyUSF Email **Tools** ▾

Enter keywords to search Search

✓ To Do... (you h

Home

- Email (Outlook)
- Calendar
- My Groups

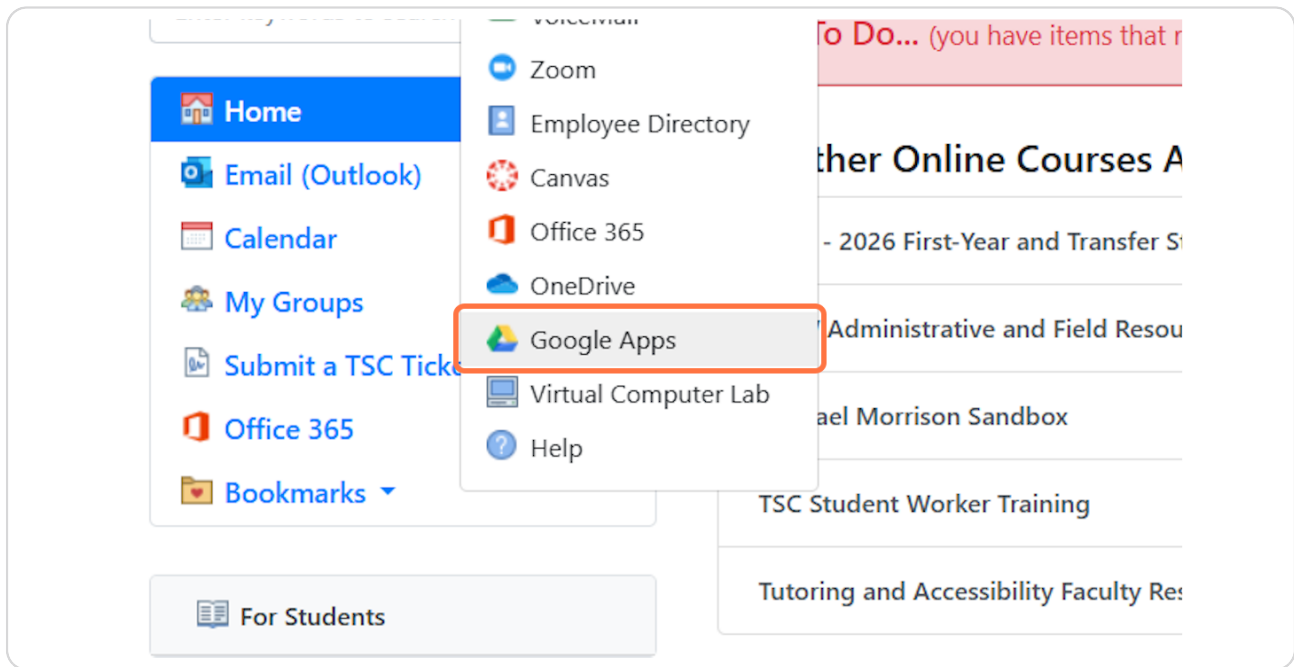
My Other Online

2025 - 2026 First-Yea

MSW Administrative

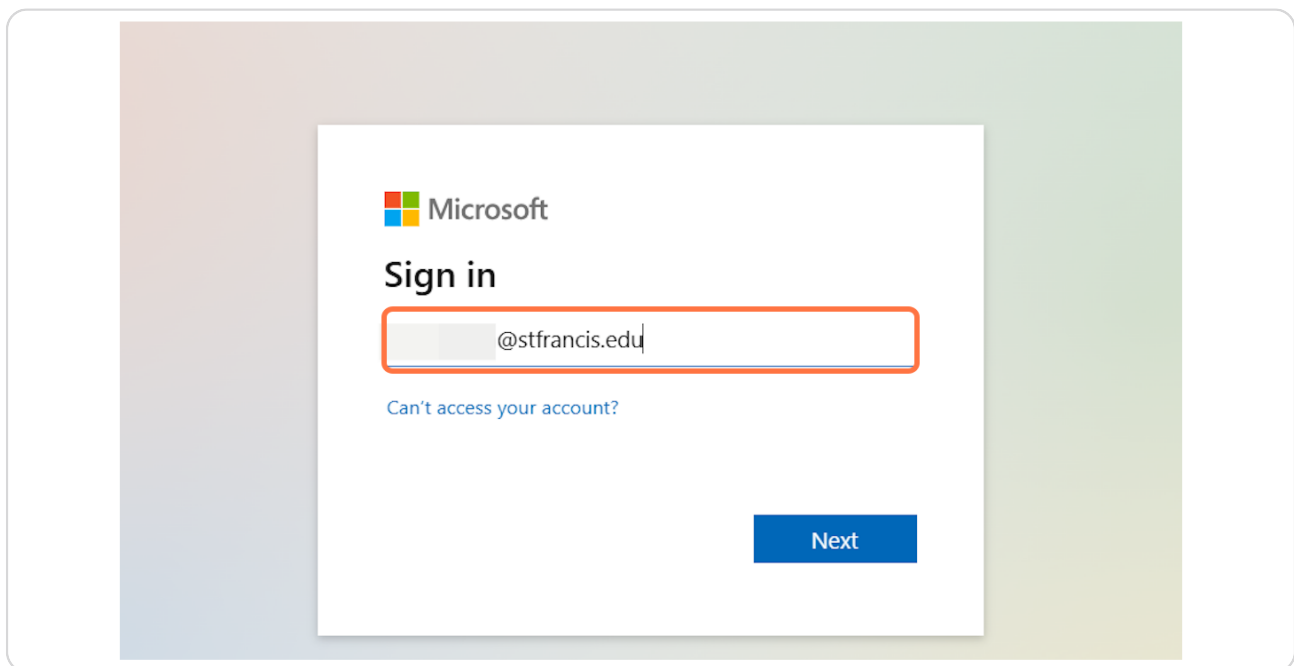
STEP 7

Click "Google Apps"



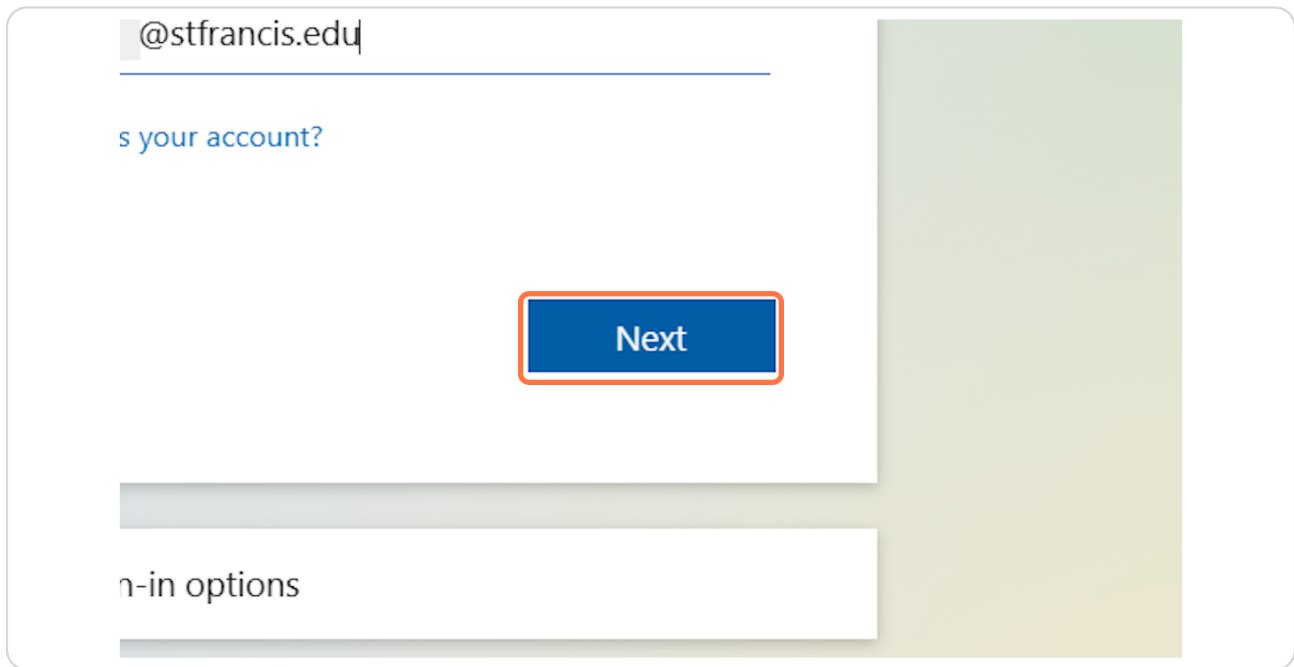
STEP 8

Enter your USF email address.



STEP 9

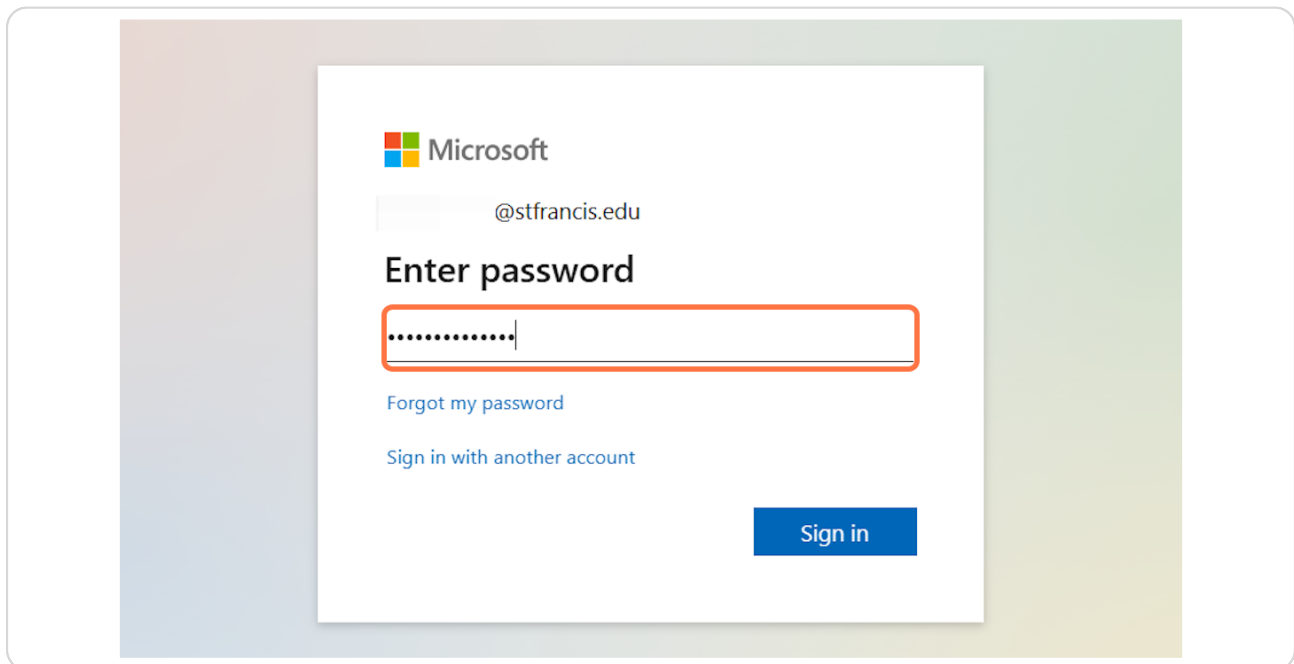
Click "Next"



This screenshot shows a Microsoft account setup interface. At the top, there is a text input field containing the email address "@stfrancis.edu". Below this field, the text "s your account?" is visible. A blue button labeled "Next" is highlighted with a red rectangular border. At the bottom of the screen, there is a section titled "n-in options" with a light gray background.

STEP 10

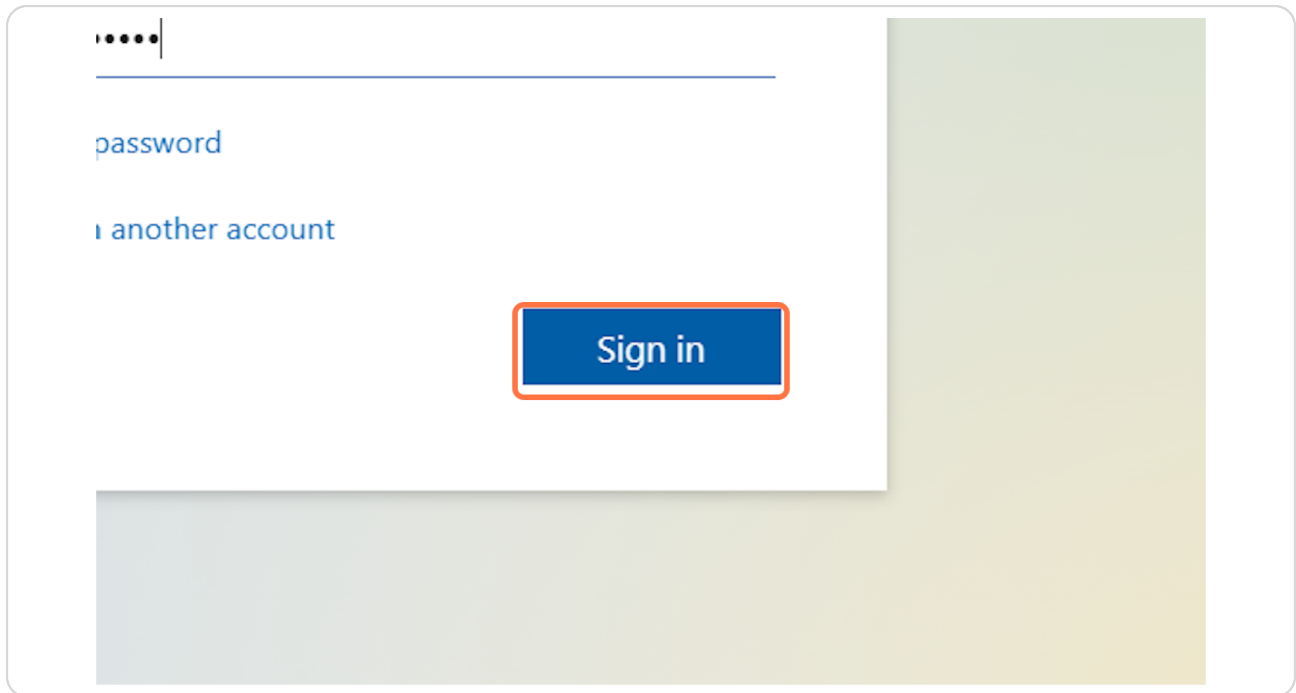
Enter your USF password.



This screenshot shows a Microsoft password entry screen. At the top, the Microsoft logo is displayed. Below it, the email address "@stfrancis.edu" is shown in a text input field. The main heading is "Enter password". Below this heading is a password input field with a red rectangular border, containing a series of dots and a cursor. Below the password field, there are two links: "Forgot my password" and "Sign in with another account". A blue button labeled "Sign in" is located at the bottom right of the form.

STEP 11

Click "Sign in"



.....|

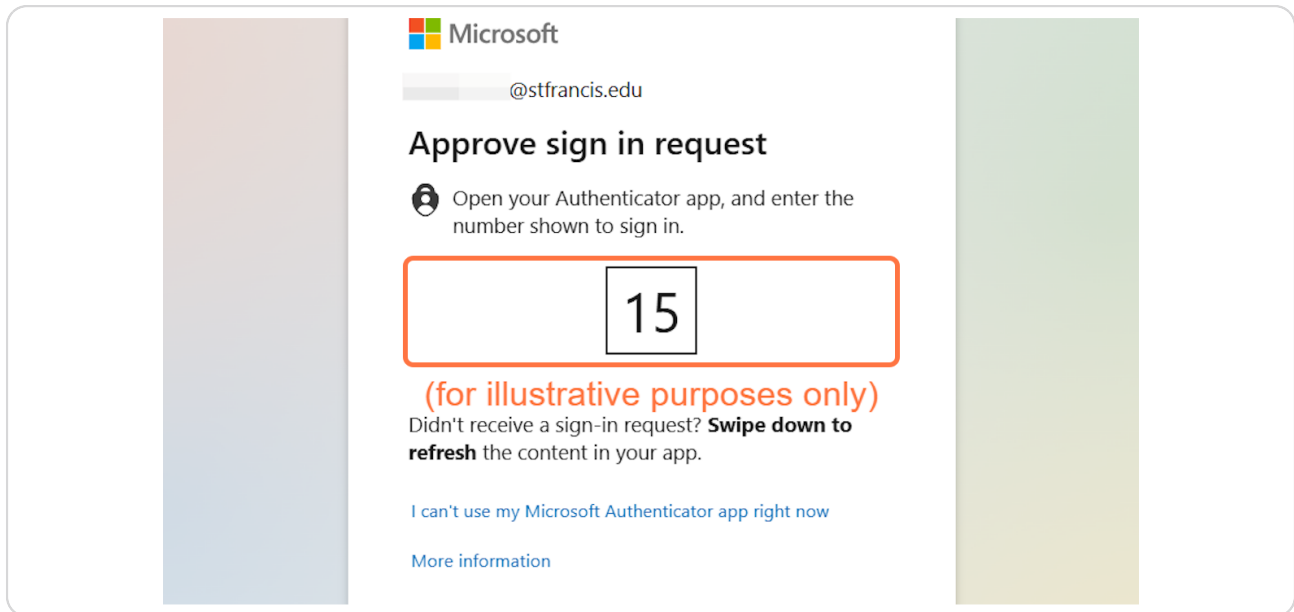
password

[another account](#)

Sign in

STEP 12

On your mobile device, enter the number displayed on your computer screen.
(Note: If you use a different sign-in method (e.g., phone), your screen will look different.)



Microsoft

@stfrancis.edu

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

15

(for illustrative purposes only)

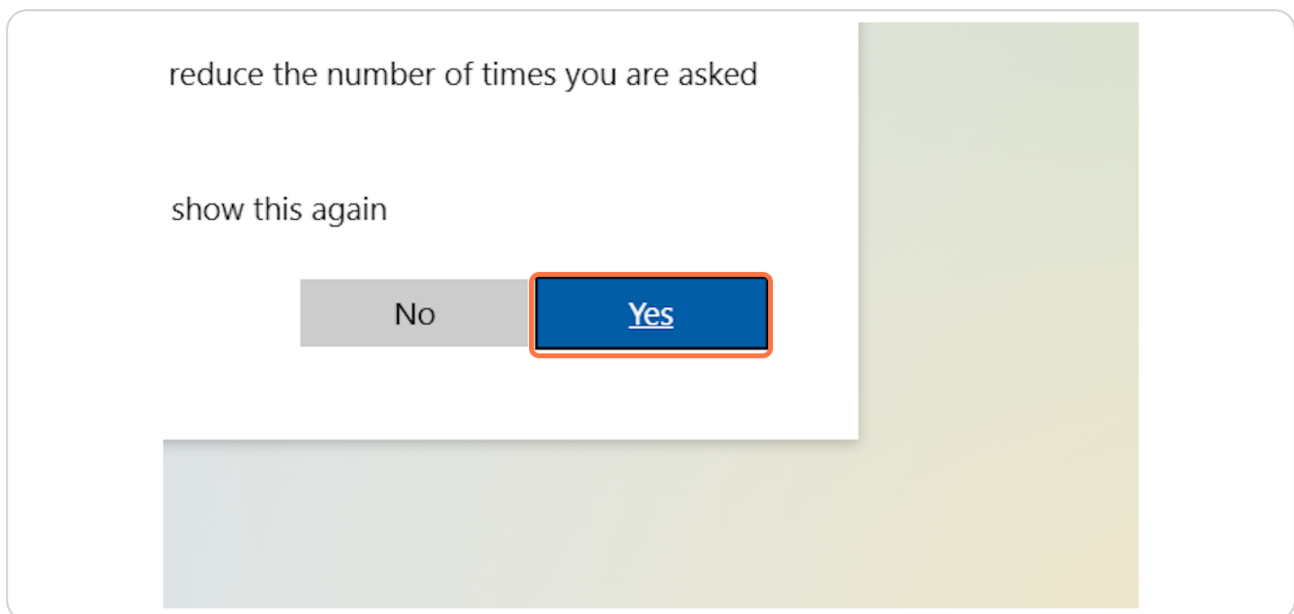
Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

STEP 13

Click "Yes" (Note: If you are using a shared computer, we recommend clicking "No".)



reduce the number of times you are asked

show this again

No

Yes