

# Seneca Account Setup

Learn@Seneca is a resource website for students, faculty, and staff. You can access Learn@Seneca by visiting:

[my.senecapolytechnic.ca](http://my.senecapolytechnic.ca)

Access Seneca Email from 'Spaces'



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Learn@Seneca

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Student Federation (SSF)

Technical Support

Login to Learn@Seneca

## Welcome

Instant access to learning resources, apps and information about student services

Seneca Events

Seneca Announcements

### What's happening at Seneca

#### Seneca Spotlight







Seneca Buzz — Week of Aug. 29 to Sept. 2  
Find out what's happening across Seneca in the latest edition of the Seneca Buzz, brought to you by *Student Life*.

#### Upcoming events

- SEP 08** Creating a Culture of Consent, Trauma-Informed Healing & Restorative Justice  
King Campus
- SEP 13** ADP Canada - Information Session  
virtual
- SEP 20** Resume and Cover Letter Writing  
virtual
- SEP 20** Toronto Police Service - Information Session  
virtual
- SEP 21** Interview Skills  
virtual

[See all events >](#)

#### Announcements

-  Welcome to the new MySeneca  
Same great MySeneca – fresh new look
-  What's open/closed for Labour Day  
Update on closures and available services Sept. 3 to Sept....
-  Important dates for Seneca students  
Review these dates to ensure you don't miss any upcoming...
-  Preparing to come on campus  
Important reminders before coming on campus

Bookmark this site! You will use Learn@Seneca for the following important tasks:

- ✓ accessing course websites
- ✓ checking your Seneca email
- ✓ getting Seneca news and updates
- ✓ accessing Student Services

- ✓ connecting with different departments and office

## Seneca Account Activation

As a new student at Seneca Polytechnic, you would have received a welcome email with your Seneca account credentials and temporary password. You will need these account credentials to activate your Seneca account.

**Seneca**  
POLYTECHNIC



Dear {{emailTemplateInfo.displayName}} ,

Welcome to Seneca Polytechnic. We are pleased that you have chosen us for your studies.

This email contains details on how to activate your Seneca online services. Activating your account will allow you to access important information and messages about your studies at Seneca.

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

Email: {{emailTemplateInfo.email}}

Username: {{emailTemplateInfo.userName}}

Password: {{emailTemplateInfo.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](#)

**Multi Factor Authentication (MFA):**

MFA is a mandatory requirement for all students to access Microsoft Office365, StudentVPN, Learn@Seneca (Blackboard), and several academic services.

For further instructions, please visit: [MFA Help](#)

If you have problems activating or accessing your account, please contact our ITS Service Desk at [servicedesk@senecapolytechnic.ca](mailto:servicedesk@senecapolytechnic.ca) or by phone at 416.764.9900.

Any further communication with regard to your course enrolment (whether in-class, online, correspondence or hybrid) will be sent to your new email address.

Thank you,  
The Seneca Team

**ITS Service Desk**  
416.764.9900  
[servicedesk@senecapolytechnic.ca](mailto:servicedesk@senecapolytechnic.ca)



Follow the instructions outlined to update your password on <https://aka.ms/ssprsetup?whr=myseneca.ca>

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



Setup your Multi-Factor Authentication (MFA). If you need help setting this up please view the [MFA Help page](#).

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POLYTECHNIC



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## 1. Learn@Seneca Login for First-time Users

1. In your Welcome email, click the link under "Please set-up your profile by following these steps."
2. Sign in with your Seneca email address and password in the Welcome email.



Update Password

You must update your password because your password has expired.

<input type="text" value="username@myseneca.ca"/>
<input type="password" value="Old password"/>
<input type="password" value="New password"/>
<input type="password" value="Confirm new password"/>

Submit

Cancel

- a. If you are logging in with a temporary password, you will be prompted to change your password. Your password must meet the **minimum requirements** to proceed.

-Enter your temporary password in the "Old Password" field

-Enter your new password and confirm your new password

-Click Submit



Update Password

You must update your password because your password has expired.

<input type="text" value="username@myseneca.ca"/>
<input type="password" value="Old password"/>
<input type="password" value="New password"/>
<input type="password" value="Confirm new password"/>

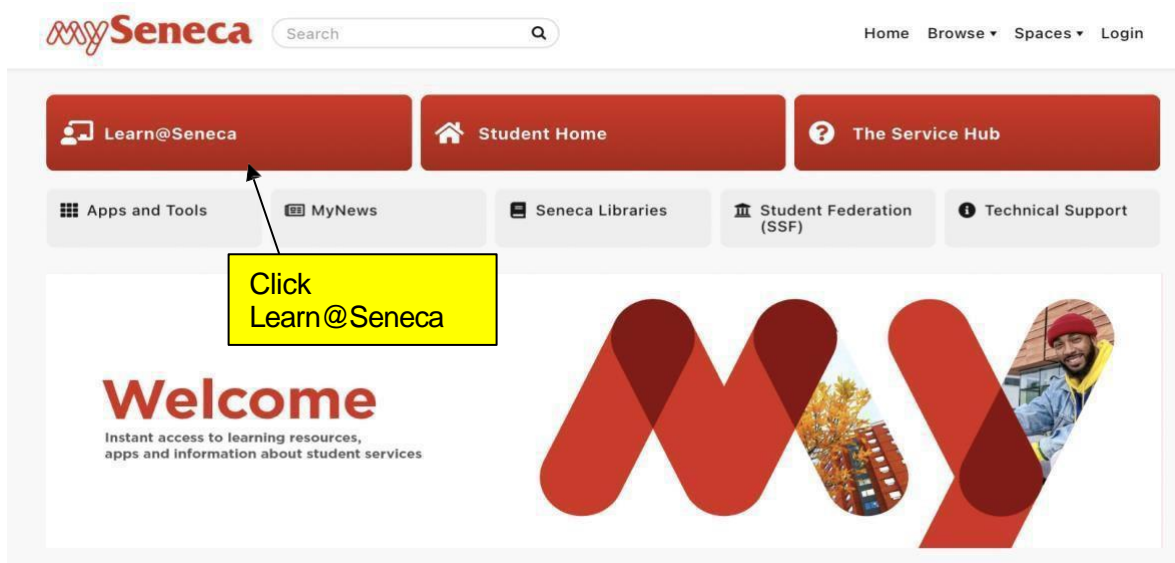
Submit

Cancel

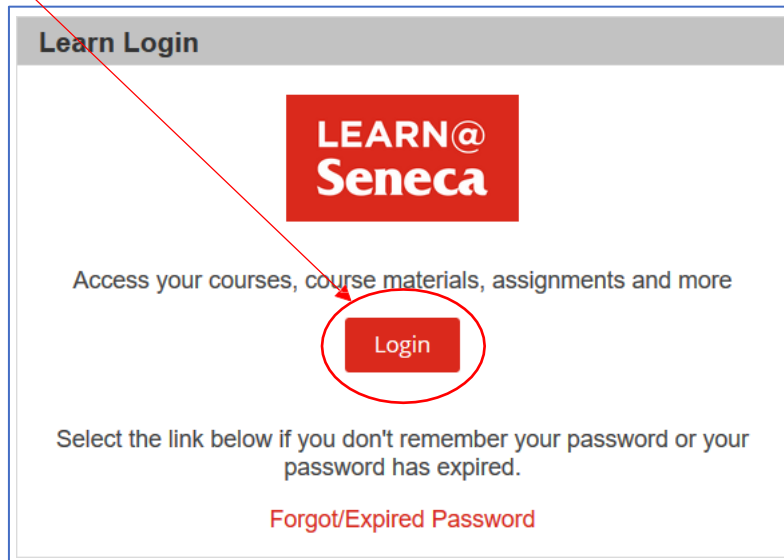
- Upon updating your password successfully, you will be prompted to log in again with your new password.
3. Now you can update your phone number and personal email as password reset methods. If you forget your password, you can use one of the two methods to reset your password. It is best to set up 2 methods.

## 2. Login to Learn@Seneca

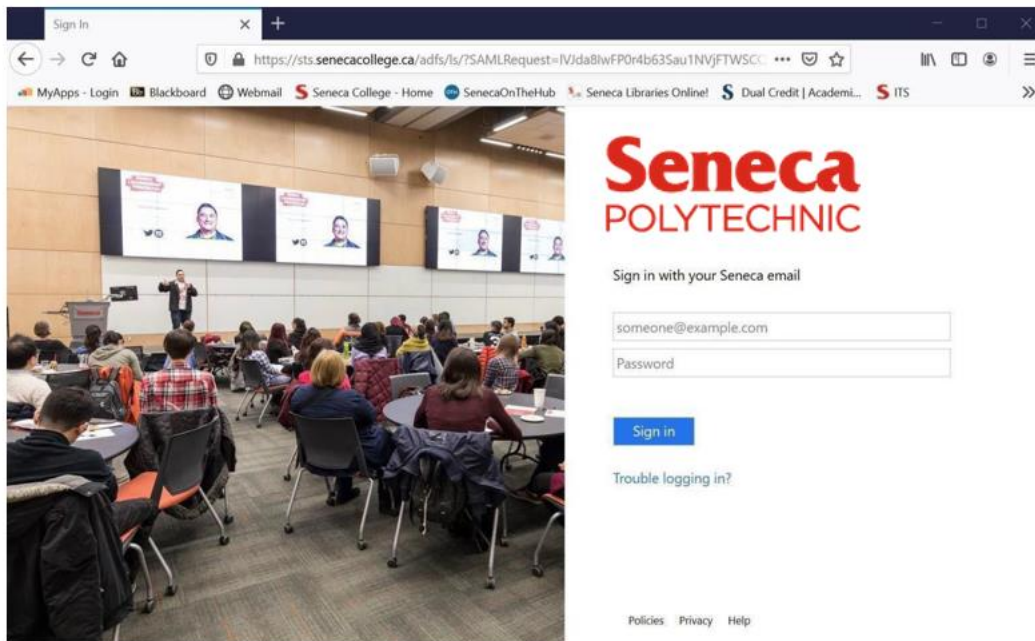
Once your password has been reset using the link provided, please return to [my.senecapolytechnic.ca](https://my.senecapolytechnic.ca) and click on Learn@Seneca.



- select "Login," then sign into Learn@Seneca with your username and new password



- you will be redirected to the new login page where you will need to type out your complete Seneca email address (i.e. [username@myseneca.ca](mailto:username@myseneca.ca)) and new password.



Once you have logged in to Learn@Seneca, please note the areas to check your Seneca email and access your course Blackboard pages.

The screenshot displays the Learn@Seneca interface. On the left is a dark sidebar with navigation icons and labels: 'Institution Page', 'Activity Stream', 'Courses', 'Calendar', 'Messages', 'Grades', and 'Tools'. A yellow callout box labeled 'Link to Courses' points to the 'Courses' icon. The main content area features a 'Quick links' section with a grid of links: 'My.Seneca Portal', 'Email', 'i3 Portal', 'Student Home', and 'Learning Online'. A yellow callout box labeled 'Link to Seneca Email' points to the 'Email' link. The background includes a red 'Seneca' logo and a photograph of students in red shirts taking a selfie.

For additional technical assistance regarding Learn@Seneca and/or Seneca Technology tools please contact the Service Desk:

416.764.0411

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