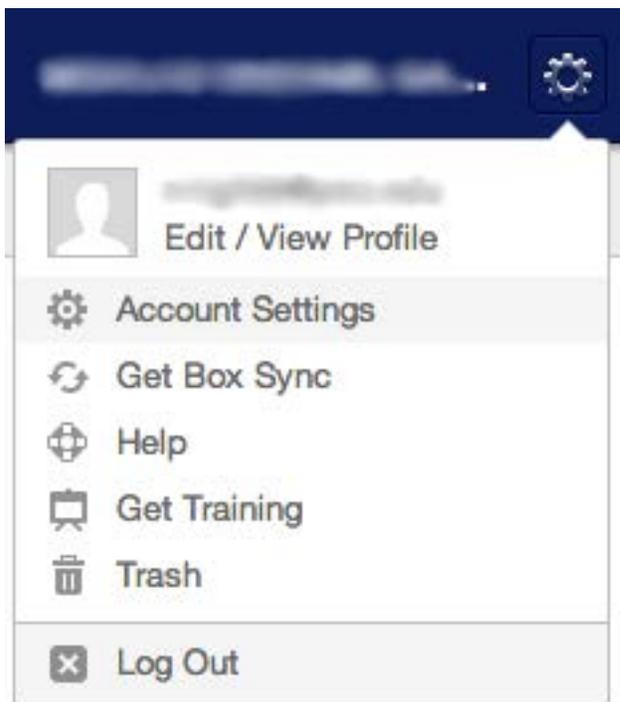## Step 1 - Creating an External Password

This document describes how to create an external password to use with third-party apps.

Users can log into their PSU Box accounts using their Access accounts. While this is true for the web client, desktop client, and some mobile clients and apps, other third-party applications may not be configured to use Single Sign On (SSO).
If an app integrates with Box.com but does not use SSO, you will need to have an external password created that can be used for authentication within the app.

1. Go to box.psu.edu and log in with your Access account.

2. In the upper right-hand corner, click on the **Gear Icon**, then select **Account Settings** from the dropdown menu.

3. Scroll down until you find the **Create External Password** section. Even if you have never created a password, it will appear as though one already exists. Click on **Edit Password**.

Note: You do not need to remember an external password to reset it.

Create External Password

Because you are using Single Sign On (SSO), you will need to create a unique password to us
support SSO.

Password: ********

Edit password

4. Begin typing your desired password in the **New Password** field. As you do, the meter below the text field will report the strength of your password choice. Re-type the password in the second field and click **Save** when ready.

Note: For security reasons, your external password should **not** be the same as your Access password.

Create External Password

Because you are using Single Sign On (SSO), you will need to create a unique password to us
support SSO.

New password: ···········

Strong

Confirm password: ···········

☐ Log out all applications from your Box account.

Save   Cancel

5. If the password was reset successfully, you will see a confirmation message at the top of the page. You should now be able to use your external password in combination with your email address to log into Box-integrated apps that do not use SSO.

Step 2 - Connect to WebDav

This document provides the steps for mounting a secure WebDav to connect your PSU account on Mac OS X 10.5-10.9.

Note: These instructions require that you have created an external Box password for your account. If you do not have an external password set up, complete the steps above before proceeding.

1. Click on **Finder** to make it the active window. In the Finder menu bar, select **Go**, then click on **Connect to Server…**
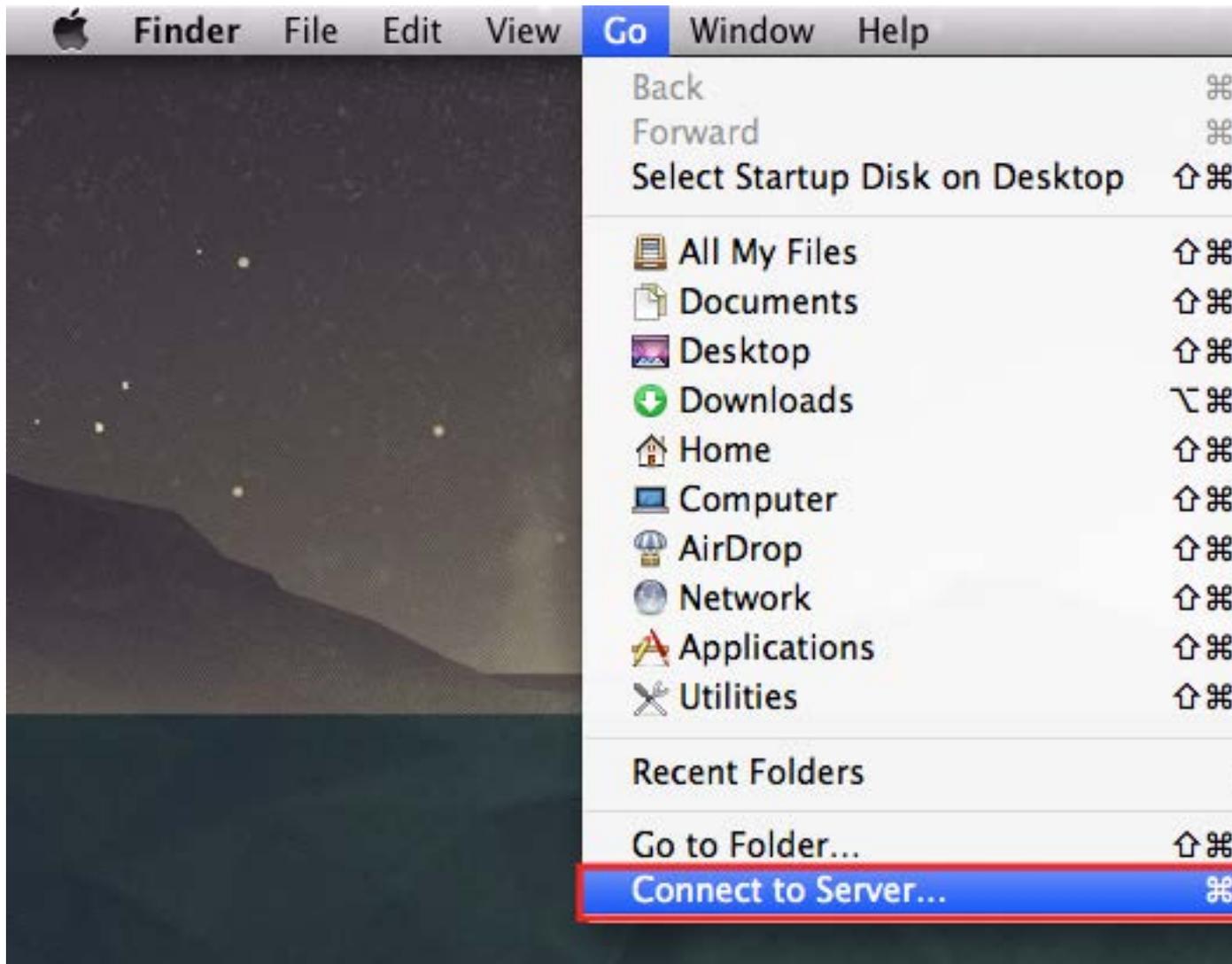
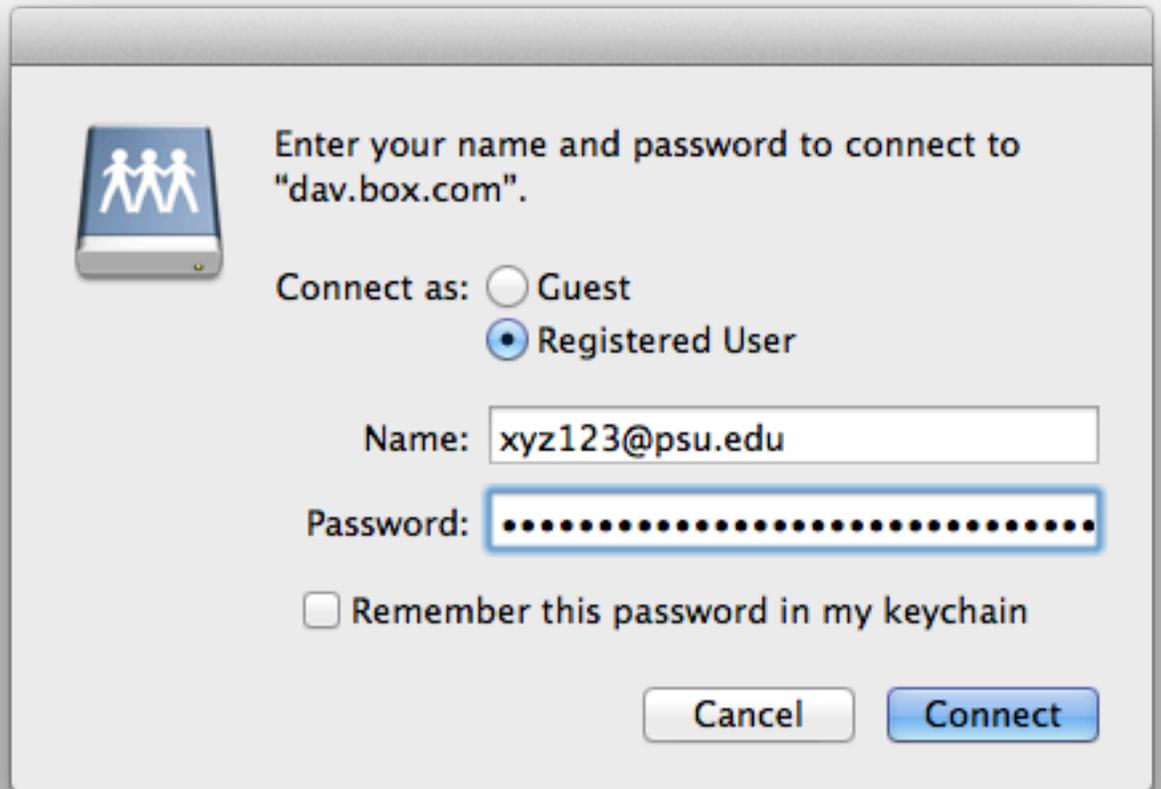2. In the Connect to Server window, enter the following in the **Server Address** field: *https://dav.box.com/dav*
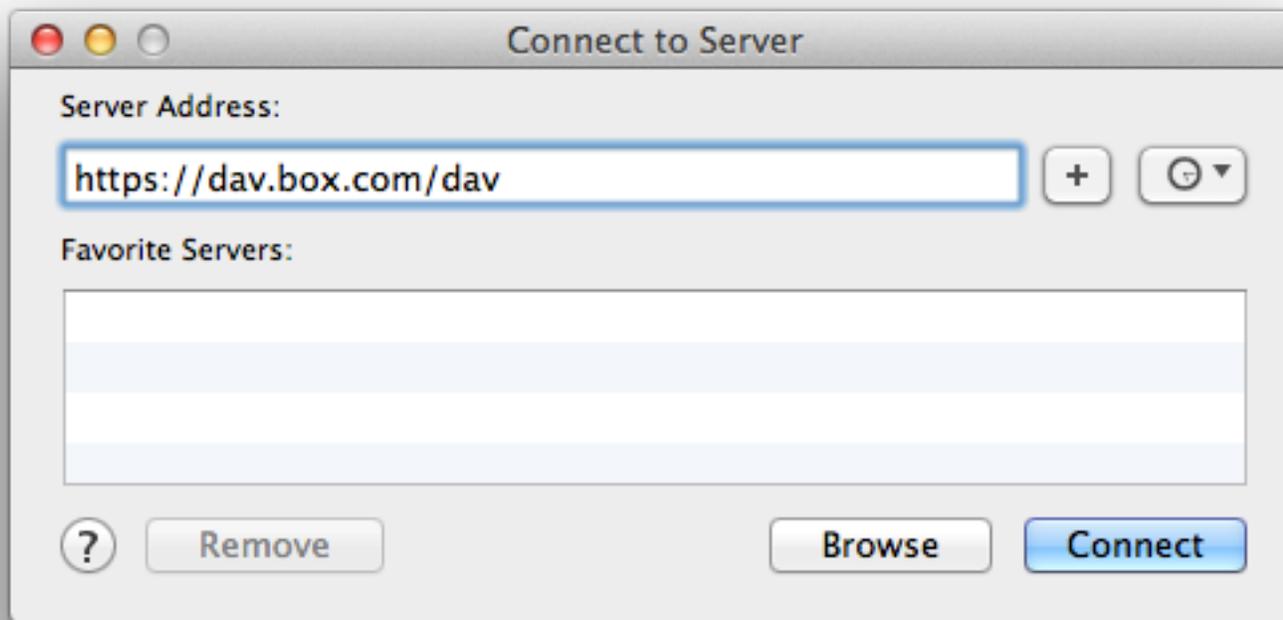
Click **Connect**.

3. After a few moments, another window will appear. Verify that "Connect as:" is set to **Registered User**. Then, enter the following for your name and password:

Name: Your email address used with Box.
Password: Your Box external password

Click **Connect**.

4. Once the drive has been mounted, it will automatically open in a Finder window with your Box files and folders displayed. You can later access it by selecting **dav.box.com** in the left-hand navigation pane under **Shared**.