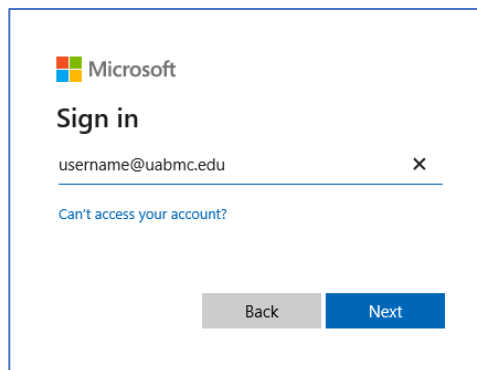

UAB Health System Password Reset

These instructions illustrate how to change your UABHS password for any reason. If you are resetting your password because you suspect it has been compromised, please also immediately notify the HSIS Help Desk at 205-934-8888.

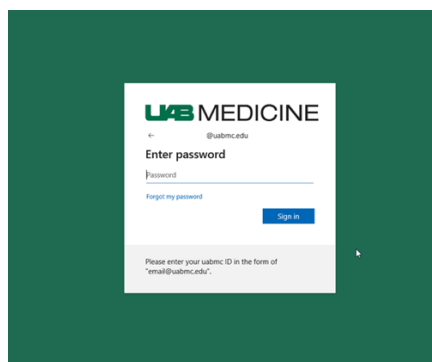
(To do this from offsite, you must be connected to the UABHS network via a VPN or you must already be enrolled in Multi-Factor Authentication.)

- 1) Browse to <http://passwordreset.hs.uab.edu>
- 2) Sign in using your username in the form of <username>@uabmc.edu and click *Next*. For example, if your username is jdoe, you must enter jdoe@uabmc.edu.

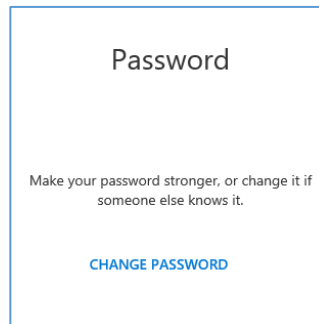


NOTE: If you are currently authenticated into O365 or other online Microsoft solution using an alternate account, you may need to open this link in another browser or a different window in the same browser in “Private” or “Incognito” mode.

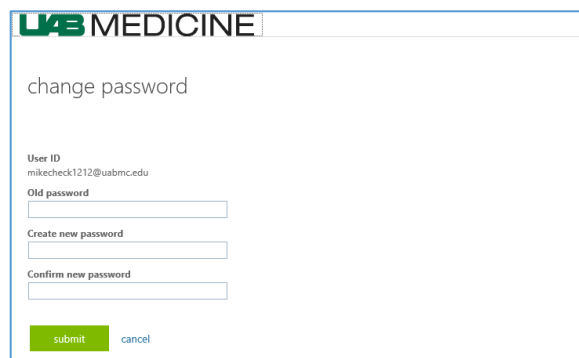
- 3) You will see a green background with the UAB Medicine logo. Enter your current password and click *Sign in*.



4) Once you have authenticated, click *CHANGE PASSWORD* on the *Password* tile.



5) Enter your current password, type your new password twice in the fields below, then click *Submit*. The new password must meet UAB Medicine’s requirements and contain at least 8 characters, letters, numbers, and at least one special character.

A screenshot of a web form titled "change password" under the "UAB MEDICINE" logo. The form displays the user ID "mikecheck1212@uabmc.edu". It contains three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom, there are two buttons: a green "submit" button and a blue "cancel" button.

After clicking “submit” you will be taken back to a general portal page.

The password change may take up to two minutes to synchronize. Please follow these guidelines to start using your new password.

- For staff logged into HSIS-supported devices, we recommend you log off and back into your computer and applications after you have successfully changed your password.
- If you do not use Health System credentials to authenticate into your computer and only use it for application access, we recommend you exit these applications and re-authenticate to them with the new password.
- For mobile device users, you will need to update the new password in the email settings on your mobile device.
 - For iOS go to **Settings -> Mail -> Accounts -> “UAB Health System Email” -> Account**
 - For Android go to **MaaS360 App -> Settings -> Email -> Manage Accounts -> Tap your email address -> Tap Update Password**