

Getting Help

The Documentation on this website is created to assist users of the Administrative Systems, and instructor-led clinics are available each Thursday in AB B60 from 2:00 to 3:30 to assist users with specific problems. For time sensitive questions that cannot wait until the next clinic, contact AskIt at 996-5555 or askit@uab.edu.

To Get a Blazer ID or Reset Your Password

Go to <http://www.uab.edu/blazerid> or call AskIT at 996-5555 or email AskIT at askit@uab.edu.

For Access to a Computer

For employees that do not have access to a computer on the job site, the Payroll Services Office in the Administration Building has three computers available for employees to use. Also, the Payroll staff is available to provide assistance with Self Service responsibilities each weekday from 9:00 a.m. until 3:00 p.m. in Room 280 of the Administration Building.

Campus libraries also have computers available for employees to access their Self Service information in the Administrative Systems. However, no one is available at these locations to assist with using the Administrative Systems.

Mervyn H. Sterne Library
917 13th Street South

Hours: <http://www.mhsl.uab.edu/info/hours.html>

Lister Hill Library
1700 University Boulevard

Hours: <http://www.uab.edu/lister/hours.htm#HOURS>

For Assistance Using the System

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For Technical Assistance

For technical assistance, contact AskIT at 996-5555.

If the J-INITIATOR browser plug-in does not automatically load the first time you access an Oracle application, contact your desktop support personnel or AskIT at 996-5555.

For Access Responsibilities

To request changes to your access responsibilities, complete the spreadsheet found [here](#). Forward the spreadsheet to your departmental administrator for review/approval. The administrator will send the approved spreadsheet to steps@uab.edu.

For Questions about Documentation on This Website, email instructeam@uab.edu.