How to set up External Access (XIAS) Account

1. Open a browser and navigate to: https://idm.uab.edu/xias/reg

2. On that web page enter your External Access Email address used to create your XIAS account and click "Proceed".

3. Check that email address for a message from UAB External ID admin <ph-admin@uab.edu>. It may take several minutes for the email to be delivered.
4. In the email there will be a link to the website form https://idm.uab.edu/xias/reg. Go to that web page and click the option on the left that says "Enter Invite or Reset Code".

5. You should be directed to a page subtitled "Register XIAS Account".
6. Enter the email address used to create your XIAS account in the box under E-mail address:
7. Copy and paste the 10-character invite code from the email in the box under Invite (or reset) code:
8. Click "Proceed"
9. Enter your first and last names in the appropriate boxes on the next screen and click "Proceed"
10. Review the 8 bulleted password instructions and choose an appropriate password.

11. Enter the password in the Password: box and also in the verification box
12. Click "Proceed"
13. You should see a screen that allows you to review your name and change it or your password if necessary. When you are satisfied, click "Proceed"
14. You should then be directed to a page with a "Success!" message telling you that your XIAS account has been registered.

If you are unable to go through the steps above and do not see the "Success!" screen, please let us know at IRAP@uab.edu so that we can determine what happened – it will be most helpful if you can include the exact point that you were unable to proceed and any screen shots.

Contact IRAP@uab.edu with any questions.
How to reset your External Access Password

1. Go to http://www.dpo.uab.edu/xias

2. If you do not remember your external access account password click on “Change XIAS Password”.

3. Select I do not know my password and need to reset it and click on “Proceed”.

4. Enter in the email address that was used to set up your external access account and click on “Proceed”.

5. An email entitled “UAB External ID (XIAS) password reset will be sent to the email that you entered in the Email address field in the step above.”
6. Go to [http://www.dpo.uab.edu/xias](http://www.dpo.uab.edu/xias) and select “Enter Invite or Reset Code”

7. Enter in the new password following the password guidelines and click on “Proceed”.

8. Review changes and click “Proceed”
9. Confirm that you are directed to the Success! message

If you are unable to go through the steps above and do not see the "Success!" screen, please let us know at IRAP@uab.edu so that we can determine what happened – it will be most helpful if you can include the exact point that you were unable to proceed and any screen shots.

Contact IRAP@uab.edu with any questions.