University of Alabama at Birmingham
School of Public Health

Preceptor Guide to MPH Internships

1665 University Boulevard⎸RPHB 130
Birmingham, AL 35294
Dean's Office Front Desk Phone: (205) 934-4993
https://sites.uab.edu/apex/

Thank you for hosting a Master of Public Health (MPH) student intern at your organization. All MPH students are required to complete a minimum of a 180 hour, practice-based internship as a component of their degree program. The applied practice experience is an opportunity for students to acquire 'real world' public health experience, apply concepts learned in class to actual projects, and explore different public health settings. The following information will provide you with an overview of the internship experience as well as a user guide for the Applied Practice Experience (APEx) Portal, our online system for tracking and managing documents related to student's MPH internship experience. We look forward to building a partnership between the UAB School of Public Health MPH Program and your organization as we prepare future public health professionals for the workplace.

Kind regards,

Meena Nabavi, Elena Kidd, & Tessa Graham, Internship Coordinators
UAB School of Public Health
Office of Public Health Practice
ophp@uab.edu

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OVERVIEW OF THE MPH INTERNSHIP

According to the Council on Education for Public Health (CEPH), **all graduate professional public health degree students must demonstrate the application of public health concepts through an applied practice experience**. At the MPH level, the applied practice experience is satisfied through the MPH internship.

The MPH internship provides an opportunity for students to gain hands-on experience in a public health practice setting. It is a 3-credit hour course that all MPH students are required to complete as part of their degree curriculum. This experience is planned, supervised, and evaluated throughout the semester of the internship. The final grade is awarded by the internship advisor and is graded as pass/no pass.

The MPH internship is designed to be flexible, allowing the student to tailor the experience to their area of specialization and interests. To be acceptable as an MPH internship, the experience must take place within a public health practice setting. Applied practice experiences may take place in governmental, non-governmental, non-profit, industrial and for-profit settings or appropriate university-affiliated settings. To be appropriate for applied practice experience activities, university-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate.

Applied practice activities should allow students the opportunity to address a critical public health issue in the community and should not be primarily administrative, clinical, shadowing, or research in nature. The internship must allow the student to demonstrate a minimum of 5 MPH Foundational Competencies. Competency growth and attainment is represented through the student's submission of work products at the end of the internship. Work products are tangible work items developed by the student during their internship that are beneficial to both the student and internship organization. These products must be approved by the preceptor and internship advisor prior to the start of the internship.

All forms and documents are submitted online through the Applied Practice Experience (APEx) Portal.

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INTERNSHIP REQUIREMENTS

In order to register for the internship course, students must have completed all public health core coursework. Usually, this means that students must wait until their 3rd semester to complete the internship. Students must complete a minimum of 180 contact hours with the organization during the semester in which they register for the internship, *however internship sites can require the student to complete additional hours.*

The student must be registered for the appropriate internship course before beginning the internship. Students cannot start the internship prior to the first day of class and they must have all hours completed by the last day of class for the semester in which they are registered. In order to register for the internship, the internship must be approved electronically by the internship advisor and preceptor through the APEx Portal.

Objectives for the internship must be set based on the MPH foundational competencies.

The following documents are required as part of the planning and evaluation of the internship:
- Internship Proposal
- Student Reflection of Internship Experience (midpoint and final)
- Preceptor Evaluation of Student Performance (midpoint and final)
- Internship Advisor Midpoint Meeting Confirmation
- Student's Submission of Hour Log
- Students' Final Products
- Student's Final Internship Poster and Poster Presentation

STUDENTS COMPLETING THEIR INTERNSHIP AT THEIR CURRENT JOB SITE

Students are eligible to complete their internship at their current job site. HOWEVER, the internship must still be public health-practice based AND it must go above and beyond what the student's normal job duties include i.e. the internship must be a separate project and/or additional activity. The student's normal job duties will not fulfill the requirement. Please contact the Office of Public Health Practice (ophp@uab.edu) or one of the internship coordinators if you have any questions.

WHAT TO EXPECT FROM AN MPH INTERN

By the time they begin their internship, our MPH students will have at a minimum completed their first year of coursework. Based on the Evidence-Based Public Health model, the **UAB MPH core curriculum** gives our students the tools they need to become competent leaders in the field of public health. This model provides the critical link between public health education, research, and practice. Through this series of courses, students will witness first-hand how the research expertise of our faculty gets translated into cutting-edge programs and policies that support the health and well-being of our communities. They may have also completed additional

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courses in their area of interest. MPH students will also have had the opportunity to complete additional enrichment materials surrounding professionalism, working in teams, and other areas to make them stronger public health professionals. Expectations for MPH interns should be set prior to the start of the internship and specified in the internship proposal.

HOW TO POST AN OPPORTUNITY FOR AN MPH INTERN
Students can apply to internships coordinated through the school, or they can identify their own opportunity. Students are encouraged to first review posted internships coordinated through the school. Opportunities coordinated through the school will be posted in the weekly Get a Handle Student newsletter and on the School of Public Health's Office of Public Health's internship database. To have your internship posted here, please complete the [Intern Request Form](#).

TIMELINE
Students complete internships within the academic semester (FALL: August – December, SPRING: January – April, SUMMER: May to August). Students are advised to begin looking and applying for internships the semester before they plan to complete the internship (i.e. 2-3 months before the start of the semester). Students must have their internship approved in the APEx portal and be registered before they can begin their internship. Students cannot start prior to the first day of classes the semester they are registered and their MPH internship cannot continue past the last day of classes the semester they are registered. Timelines are revised each semester and are available on the [APEx website](#).

THE ROLE OF A PRECEPTOR (SITE SUPERVISOR)
A preceptor is expected to:
- Develop a job description along with the student intern before the internship begins.
- Approve the student's Internship Proposal for in the APEx portal.
- Explain the structure and function of the agency.
- If available, provide the student with space within the organization in which to work while doing the practice experience, and include the student in agency and interagency meetings.
- Introduce the student to personnel within the agency and to representatives of other community agencies when relevant.
- Provide direct guidance and supervision of the student during planned internship activities.
- Notify the internship advisor and internship coordinator if any problem arises.
- Provide a model of professional work habits and attitudes.
- Maintain periodic contact with the internship advisor and student intern. Discuss the student's progress at least once midway through the internship.
- Evaluate student performance through the APEx Portal midway through the internship and at the completion of the internship.

FAQs

How many hours does the student spend at my organization?
Students are required to work at least 180 hours over the semester. This is approximately 13 hours per week. However, sites can require the student complete additional hours.

How are hours tracked?
The student is responsible for tracking of the number of hours worked with your organization during their internship through the APEx portal on a biweekly basis. At the end of the semester, the student will submit their final hour log. Preceptors will be asked to verify that the student completed the number of hours submitted in their final evaluation of student performance.

How is a successful internship measured?
At the completion of the internship, the student provides their final products to his or her internship advisor that documents the experience. Also, the student completes a detailed refection and the preceptor completes a detailed evaluation of student performance. Students also complete a poster and poster presentation of their internship experience. Students receive a Pass/No Pass grade based on these deliverables and evaluation.

What about insurance coverage for interns?
Because students are enrolled for credit during the internship, they are required by UAB to maintain their own health insurance. The Office of Public Health Practice will work with each organization to determine the status of liability and workers compensation coverage.

How likely am I to have a student intern?
Students are ultimately responsible for securing their own internship, based on their discipline of study, and personal preferences and circumstances, so we cannot predict which organizations they will choose. However, we are eager to work with you to increase your chances of getting the right student for your organization.

Do students expect to receive a salary?
Yes. The Financial Aid Office at UAB estimates Birmingham base monthly living expenses to be around $1000; however, the range for stipends or salaries varies widely from organization to organization. If travel and relocation are involved, the costs may be higher. There are organizations which have an intern but are unable to provide a stipend. They normally offer something unique that students cannot find elsewhere.

I'd like to speak with my intern's internship advisor. How can I find this contact information?
Contact information for both the internship advisor and internship coordinator can be found in the APEx portal by clicking on the "Contact Information" icon in the student's statys bar from the preceptor Home Screen.

Have there been any changes due to COVID-19?

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Students are still participating and completing practice experiences through internships. Many organizations have provided options for students to work remotely and measures are in place for students who still wish to or need to complete components of their internship in person or in the community. The Office of Public Health Practice can work with both you and the student to best navigate the current situation and develop a feasible plan that will support both the needs of your organization and the student's professional goals.

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An online system for managing documents required for the MPH Internship

<div style="background-color: yellow;">

<u>Preceptor Registration</u>

</div>

When students input their preceptor's work email address into their internship proposal form, a workflow is started within the Office of Public Health Practice to establish your APEx account. **The process differs for preceptors who are UAB Employees (internal preceptors) versus those who are external to UAB. Below you will find the steps for external preceptors followed by steps for internal precpetors.**

I. External Preceptors (Non-UAB Employees)

We recommend students use their preceptor's business email address in the internship proposal form. Once students complete the preceptor and organization section of the internship proposal form, the Office of Public Health Practice will initiate a guest (Xias) account be created for the preceptor. You will receive two emails from UAB Identity Management with instructions on how to create a Xias account. A video tutorial is available on the APEx website under For Preceptors → Preceptor Registration (which will walk you through the steps you need to take to create a guest or you may follow the steps below

1. Once your MPH intern has started completing their Internship Proposal Form and entered your contact information, one of the internship coordinators will request a guest account be established for you. Following the request from the OPHP, you will receive two emails from UAB Identity Management with the next steps for preceptor registration (see images below).

UAB online resource access Inbox ×

UAB Identity Management <UserServices@uab.edu>
to me ▾
                                                                    Wed, Jan 13, 12:10 PM

A request has been received to grant you access to the following online resource(s) at the University of Alabama at Birmingham (UAB):

* APEx External Preceptors - TG

Since you are not a UAB employee or student, you will not have a BlazerID, which is the usual identifier for accessing UAB online resources. Instead, special credentials will be set up for you through UAB's External ID Access Support (XIAS). You should receive a separate e-mail later today with instructions for creating the XIAS password.

If you have any questions, do not hesitate to contact us via the AskIT Helpdesk
at 205-996-5555 or e-mail AskIT@uab.edu

UAB External ID (XIAS) registration Inbox ×

UAB Identity Management <UserServices@uab.edu>
to me ▾
                                                                    Wed, Jan 13, 1:10 PM

At the request of a University of Alabama at Birmingham (UAB) department, you have been authorized as an external user to access one or more UAB online resources.

To log in to these resources, you will need to register an External ID Access (XIAS) account. Please follow these instructions to complete the setup of your account:

1. Go to https://idm.uab.edu/xias

2. Click on the link for "Enter Invite or Reset Code".

3. On the form, submit your e-mail address (uab.ophp@gmail.com) and the code:

   6XMDBC8V4G

4. Provide the requested information on the screens which follow.

This code will expire in 72 hours. You must complete your registration before then, or a new code will have to be requested.

The person or department who sponsored your access should provide you with separate instructions for accessing the resource(s). Note that since this is a new account, it may take some time for your access to be fully established after the registration is completed.

If you have any questions or encounter any difficulties with this process, please contact the AskIT Help Desk at 205.996.5555 or AskIT@uab.edu

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2. The second email you will receive from UAB Identity Management will contain instructions for creating your account.
   a. Go to https://idm.uab.edu/xias
   b. Select 'Enter Invite or Reset Code,' in the left menu bar (designated below with an orange arrow.)
   c. Enter your email address (this is the email address the student used as their preceptor email on their internship proposal form and the email address you are currently receiving emails from UAB Identity Management).
   d. Locate the invite code from the email sent by UAB Identity Management (marked by the purple arrow) and enter the code in the invite code space on the registration page (designated below with the blue arrow).

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3. Follow the prompts on the page and enter the requested information including First and Last Name, before selecting **Proceed** and creating a password.

4. Once you have successfully created your password you will receive the following confirmation message:

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Success!

Your XIAS account has been registered.

E-mail address and
Primary ID: sample@gmail.com

Please note: Having a XIAS ID and password does not by itself grant you access to any services.

If this is a new account, it may take a business day (or more) for your ID to propagate into the system databases, and any requisite permissions to be put into place. You should receive instructions from your sponsor or site automation when your credential is ready to use.

If you have any questions or problems with using the account, please contact your sponsor, or the **AskIT Help Desk**.

Remember that you can always return to this site (**idm.uab.edu/xias**) if you need to make any other changes.

5. Once your account has been approved (within 24-48 business hours), you will receive the email below asking you to sync your XIAS guest account. Follow the link below marked with a purple arrow to take you to the XIAS website.

SOPH-OPHP <ophp@uab.edu>   Thu, Jan 21, 11:5
to me ▾

Dear **Preceptor,**

If you have not already synced your XIAS account, we recommend that you visit the XIAS site and use the "Activate (Sync) Accounts" link.

Your account has been approved and you can now login to APEx. To access, please click HERE.

Your account name that you will be using for access to APEx will be: **xias-uaboph-1**

You will be prompted twice upon logging into APEx:

- When you are first presented with the Microsoft login, make sure you enter in **xias-uaboph-1@uab.edu**
- When you are redirected to UAB's CAS authentication screen, leave off the **@uab.edu** and just enter in **xias-uaboph-1** and the password you setup earlier

If you have any questions, please contact the Office of Public Health Practice at **ophp@uab.edu**.

Thank you
Meena Nabavi, MPH and Elena N. Kidd, MPH
Internship Coordinators

6. On the XIAS website select Activate (Sync) Accounts" on the left side menu on the screen (see purple arrow below) and enter your email address and the password you created. Select Proceed to finish the syncing process.

What is XIAS?
Enter Invite or Reset Code
Change XIAS Password
Resend Invite Code
› Activate (Sync) Accounts
UABIT Guest User info

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Activate (Sync) Accounts

A number of campus services can utilize XIAS accounts for authentication, but not all of them have accounts automatically activated for existing users. Submitting this form will activate your account and ensure your password is in sync across all the directories which support XIAS.

E-mail address:

Current password:

[Proceed]

7. Congratulation! Your email address and guest XIAS account have now been synced. You may now proceed with logging into the APEx portal.

II. Registration For UAB Employees (Internal Preceptors)

Preceptors with a **UABMC or PEDS account**, must request Microsoft Teams Access for UABMC Users if they have not done so already. You will be prompted via email to do so once the student intern has entered your contact information into the Internship Proposal Form. This is a self-service that can be done through UAB IT. **Use your UAB account (BlazerID/Password) to access the APEx portal**. Please ensure that the student uses the campus email address associated with your BlazerID (i.e. @uab.edu) and not your **UABMC or PEDS account** when completing the internship proposal form. If your student has not completed the preceptor section of the internship proposal form, you will not see your student's information in APEx.

Preceptors with a **UAB account** (who do not also have a **UABMC or PEDS account**) may log in directly to the APEx portal once the student completes the preceptor contact information section of their internship proposal from. If your student has not completed the preceptor section, you will not be able to access the Preceptor APEx portal.

Note: The email address the student uses in their internship proposal must match the email address the preceptor uses to register. **Be sure to provide your intern your work email address**.

III. Logging into APEx After Creating a Guest Account (External Preceptors)

Please use Chrome, Firefox or Microsoft Edge when logging into APEx.

1. Once your student submits their internship proposal form, you will receive an email. At the bottom of the email, you will see a link for APEx faculty/preceptor login.

   Alternatively, you can go to https://sites.uab.edu/apex/ and select Faculty/Preceptor Login, indicated below with a purple arrow.
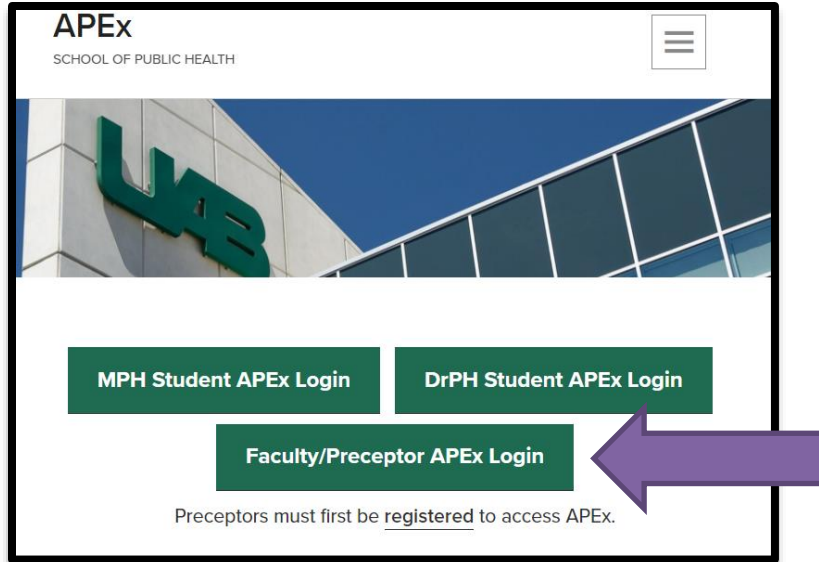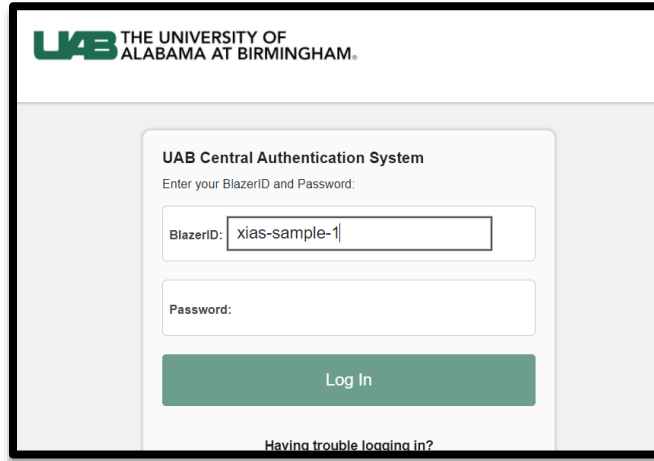
2. On the Microsoft Login page, enter the full guest (XIAS)email address created for you, for example, xias-sample-1@uab.edu. Click Next. NOTE: If you use Microsoft 365 for another account (work or personal) which automatically saves your login credentials, you may need to log out of your usual account or use different browser to avoid login issues.
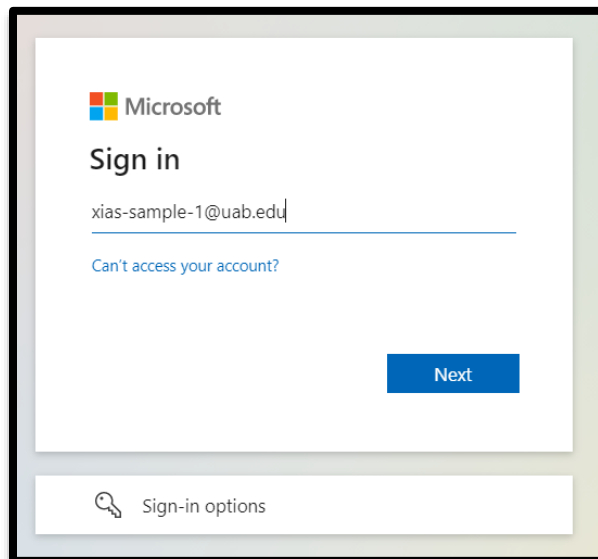
3. You will be redirected to the UAB Central Authentication System login. On this page, , enter your XIAS user name (i.e. email address without the '@uab.edu,'), for example

xias-sample-1 and enter the XIAS password you created. Click Log In. Do not enter your personal email address or BlazerID (if one has been issued previously).

4. You will be redirected to the APEx Preceptor Home screen. If this is your first time logging in, you will be prompted to complete a short survey (see section V).

IV. Logging into APEx After Creating an Account (Internal/UAB Preceptors)

1. Once your student submits their internship proposal form, you will receive an email. At the bottom of the email, you will see a link for APEx faculty/preceptor login.

   Alternatively, you can go to https://sites.uab.edu/apex/ and select Faculty/Preceptor Login, indicated below with a purple arrow.

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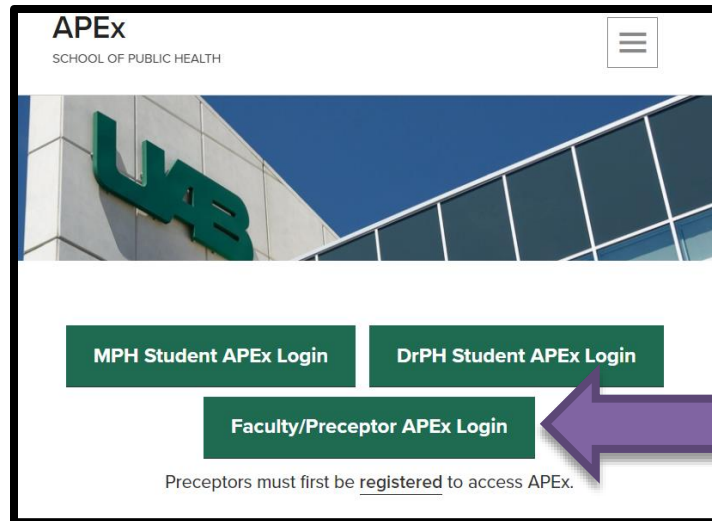
2. the UAB sign in page, enter your **CAMPUS** UAB user name and password.

3. You will be redirected to the APEx Preceptor Home screen. If this is your first time logging in, you will be prompted to complete a short survey (see section V).

V. Preceptor Information Survey

1. Upon your first time logging into the APEx Portal, you will be asked to fill out a Preceptor Information Survey as shown below. Simply fill out the survey and select submit.

Preceptor Home Screen

From the Preceptor Home Screen, you will be able to see information for all students for whom you are serving as preceptor. This includes the student's email, phone number, internship semester and year, and number of hours the student has recorded in their hour log. You will also

be able to see the status of the deliverables for all of your interns. Incomplete internship components are denoted by a red circle with an 'X' , completed components are represented by a green circle with a check mark. For items in red or green, you can click on the buttons to view details about the items. Components marked by a grey circle with an 'X" cannot be accessed until another form is completed (ex. the student must complete their midpoint reflection before you can complete your midpoint evaluation of the student; you must complete the midpoint evaluation before completing the final evaluation of the student).

To search for a specific student, you can filter by semester or year by clicking the down arrow next to "All Semesters" or "All Years". You can also search for a student by typing their first or last name in the search box.

Additionally, you can find more details on internship roles and responsibilities of the student, internship advisor, and preceptor by clicking the "Internship Roles and Responsibilities" icon. You can also find the contact information for the student's emergency contact, internship advisor, and internship coordinator by clicking the "Contact Information" icon.

Internship Proposal Form

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Request for Edits/Approval: As a preceptor you and the student's internship advisor are required to approve the Internship Proposal form before the student can register and begin their internship. You must be registered as a preceptor and logged into the [APEx portal](#) in order to approve or request edits to this form.

1. To view, request edits, or approve the Internship Proposal form, click on any of the "Proposal" icons (see purple arrows below) from the Preceptor Home Screen in either the student section or the preceptor section.

2. Read through the Internship Proposal form until you reach the **Approvals** page, located on the second page.

3. On this page, you can either approve the Internship Proposal as is (purple arrow below) or request changes (blue arrow below).

    i. To approve, click "Approve".

    ii. You can also request edits to the student's proposal form by clicking "Request Changes". If you request edits, please describe the edits you would like the student to submit. By requesting edits the student will be notified by email and will be required to review and resubmit the form. Once the edits are made by the student, you will be notified by email and you will then follow previous steps to approve the form.

4. After either approving the proposal form or requesting edits, , you will receive an email confirmation.

5. At any time, if the student makes changes to their Internship Proposal form, (on their own, requested by you, or requested by their internship advisor), you will receive an

email notifying you and requesting that you re-approve the form, even if you already have approved.

Preceptor Midpoint Evaluation: The preceptor midpoint evaluation should be completed when the student is halfway through their internship (i.e. completed at least half of the agreed upon hours). There is no exact due date as it depends on when the student starts and how many hours were agreed upon, but it is encouraged to be near the middle of the semester. Students must first complete their Midpoint Reflection before you can complete your Midpoint Evaluation of Student Performance. You will receive an email once the student has submitted their Midpoint Reflection. At this time, the student will notify you that you can complete the Midpoint Evaluation of Student Performance.

1. To get to the midpoint evaluation, log in to APEx.

2. Select your student intern's Midpoint Evaluation(you can select the Midpoint button under the Preceptor Section indicated below.) NOTE: You will not be able to complete the Midpoint Evaluation of Student Performance until the student has submitted their Midpoint Reflection. Expect the student to reach out to you, and to receive an email once this has been submitted.

3. Complete the MPH Preceptor Midpoint Evaluation of Intern. At the top of the window, you will first see a copy of the student's midpoint reflection. The evaluation of your student is below. Questions marked with an asterisk (*) are required (blue arrow below) . We ask that you be as candid as possible because these evaluations are used to establish areas of improvement for the student intern. . **The student, internship coordinator, and internship advisor will be able to see your comments.** If you are experiencing any

issues with your intern, please contact the Office of Public Health Practice, ophp@uab.edu at any time during the internship.

4. After you complete the last question, press **Submit**. You, the student, and the internship advisor will receive an email confirming your submission. A copy of the form is also sent to the Office of Public Health Practice.

Preceptor Final Evaluation: The Final Evaluation should be completed when the student has completed their internship (i.e. has completed all of the agreed upon hours and products). This must be completed by the last day of class during the semester the student is enrolled in the MPH internship. The student will remind you when to complete the Final Evaluation of Student Performance. You receive an email once the student has completed their hour log. At this time, the student will reach out to you to let you know you can complete your Final Evaluation of Student Performance.

1. To access the Final Evaluation of Student Performance, log into APEx.

2. To complete your Final Evaluation of Student Performance, select the red "final" button under the preceptor section, indicated below by the purple arrow. If you would like to view the student's final reflection you can select the green circle under student if it has been submitted, indicated below by the blue arrow. Note: You will not be able to submit your Final Evaluation of Student Performance until the intern has submitted theirs, as shown in the image below.

3. Complete the Preceptor Final Evaluation of Student Performance. Questions marked with an asterisk (*) are required. We ask that you be as candid as possible because these evaluations are helpful in aiding the intern to continue to grow as public health professionals. Any suggestions you make will be taken into review and consideration. **The student, internship coordinator, and internship advisor will be able to see your comments.** If you would like to include any comments that will not be shared with the student, please enter these under the Additional Comments section.

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4. The Final Evaluation of Student Performance will ask you to confirm the number of hours the student worked with or on behalf of your organization, as shown below. The Final Evaluation form will provide you the total hours the student reported. If you would like to review the detailed hour log you can do so by selecting 'Hour Log' from the home screen.

5. After you complete the last question, press **Submit**. You, the student, and the student's internship advisor will receive an email confirming your submission. A copy of the form is also sent to the Office of Public Health Practice.

From the Preceptor Home Page, you can view all deliverables submitted by the student including their final products, poster and poster presentation, hour log, and final reflection of the internship experience.

1. Internship Advisor Midpoint Meeting Conformation: You will notified by email (see below) upon the Internship Advisor's completion of the Midpoint Meeting Confirmation. You can view this within APEx by selecting the Midpoint icon under the Faculty section (marked by the blue arrow below).
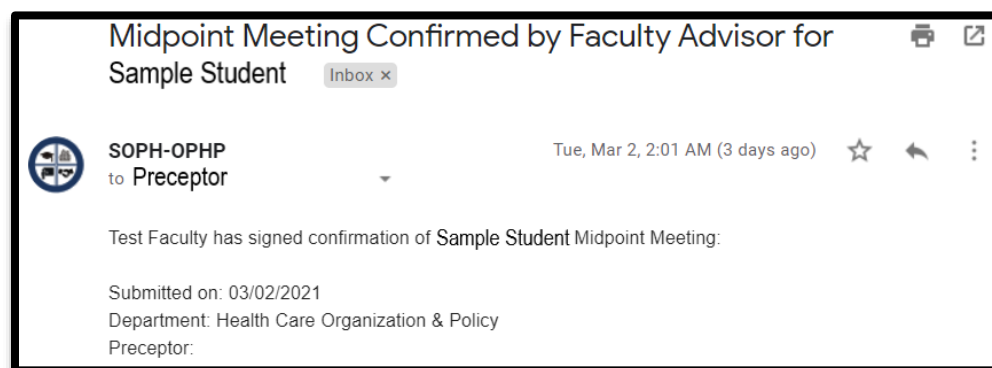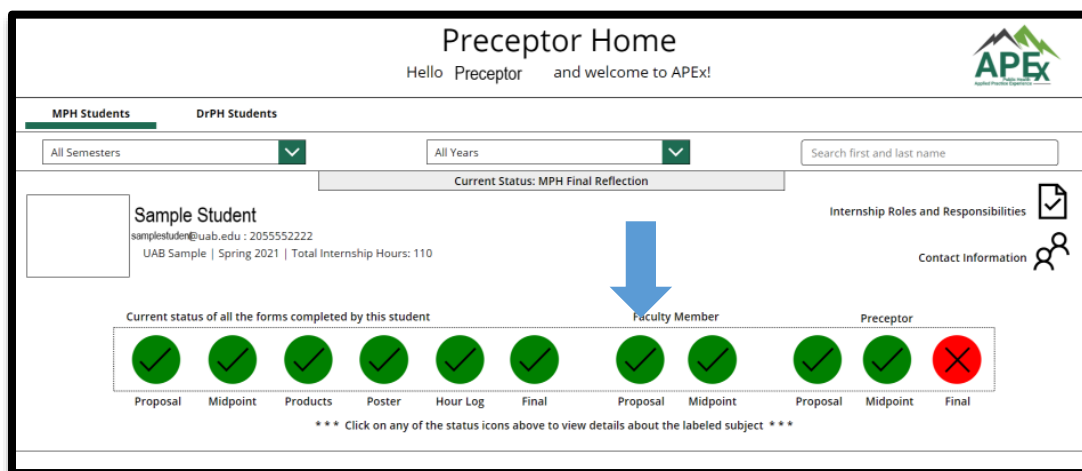
2. You can also view the student's final deliverables including their products, poster, hours log, and final reflection. Find the student for whom you wish to view the deliverables. Click on the respective icon above the internship component (see purple arrows above). If an icon appears as a red X, this component has not been submitted by the student. You will also receive email alerts for these items when the student submits them.

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3.

Resetting Your Password (External Preceptors only) requires going through the XIAS portal, where your XIAS account information is housed.

1. Visit https://idm.uab.edu/xias/top and select "Change XIAS Password" on the left hand side of the page as indicated by the purple arrow below.
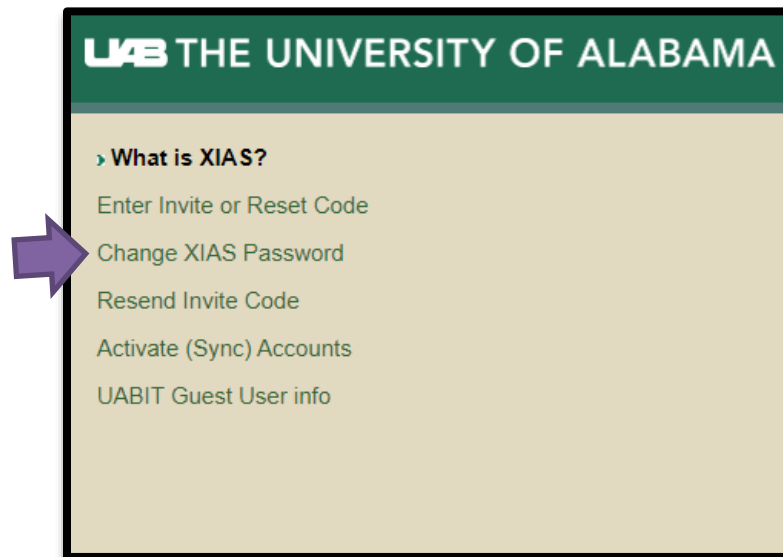
2. Follow the prompted step and select the appropriate option, most likely, "I do not know my password and need to reset it."

3. Enter the email address used to create your XIAS account which is the email address your intern used to fill out their proposal.

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Guest Users • External ID Access Support (XIAS)

Change XIAS Password

Since you do not know your existing password, you will have to go through a *reset* process. This will involve sending a reset code to you via e-mail, which you will enter on the next screen.

E-mail address:

Proceed

4. You will receive an email with a reset code to enter on the XIAS website. You will need to enter the code in order to reset your password.

UAB External ID (XIAS) password reset Inbox ×

UAB External ID admin <ph-admin@uab.edu>   9:55
to me ▾

As promised, here is an e-mail with the code to use for resetting your UAB External ID (XIAS) password.

Your reset code is: VG5ZZ1YFZ9

(This is NOT a password and cannot be used for logging in to services.)

If you still have the password reset page open in your browser, you should enter this code (or copy and paste it) and proceed.

If you have already closed out the password reset form, you can go to https://idm.uab.edu/xias and select the "Enter Invite or Reset Code" link.

This code will expire in 72 hours. You must complete the reset process before then, or a new code will have to be requested.

If you have any questions or encounter any difficulties with this process, please contact the UAB AskIT Help Desk at 205.996.5555 or AskIT@uab.edu

Guest Users • External ID Access Support (XIAS)

Change XIAS Password

A reset code has been sent to you via e-mail. When you receive the code, please enter it below. If the code does not arrive in a minute or two, please check your junk or spam-catcher folders to be sure it did not get intercepted. You may **click here** to be sent another code.

Reset code:

Proceed

5. Choose a new XIAS password.

Guest Users • External ID Access Support (XIAS)

Change XIAS Password

On this page, you will select the password that you want to use with your XIAS ID.

- Must be 15-32 characters in length (minimum: 15; maximum: 32)
- Must include only **English alphabet** letters (**a**..**z**, **A**..**Z**), numbers (**0**..**9**), and certain **punctuation/symbols** (click for more info)
- Must include at least one lowercase letter AND one uppercase letter AND a number
- Cannot be based on a single dictionary word (hint: two or more words separated by a numbers or punctuation are usually acceptable)
- Cannot be a simplistic key sequence like *abcdefgh* or *qwerty123*
- Should not include any part of your own name, or the names of any family members, pets, or friends
- Should not include your e-mail address, XIAS ID, or any personal identification number, phone number, or your birth date
- Should not be the same password you use or have used with any other online service
- Cannot be a password you have previously set for your XIAS ID

Password:

Re-enter password:

Proceed

6. Select **Proceed** to submit your request once you have reviewed the information as seen below.

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Change XIAS Password

Here is a summary of the choices you made on the preceding screens. Submit this form to activate your new password.

XIAS e-mail: Sample@gmail.com

Password: *************** Edit

Proceed

7. Once you have successfully completed the process you will reach the screen below.

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Success!

Your XIAS password has been updated.

E-mail address and
Primary ID: sample@gmail.com

Active Directory ID: xias-sample-1

Please note: Having a XIAS ID and password does not by itself grant you access to any services.

If this is a new account, it may take a business day (or more) for your ID to propagate into the system databases, and any requisite permissions to be put into place. You should receive instructions from your UAB sponsor or site automation when your credential is ready to use.

If you have any questions or problems with using the account, please contact your sponsor, or the **AskIT Help Desk**.

Remember that you can always return to this site (**idm.uab.edu/xias**) if you need to make any other changes.