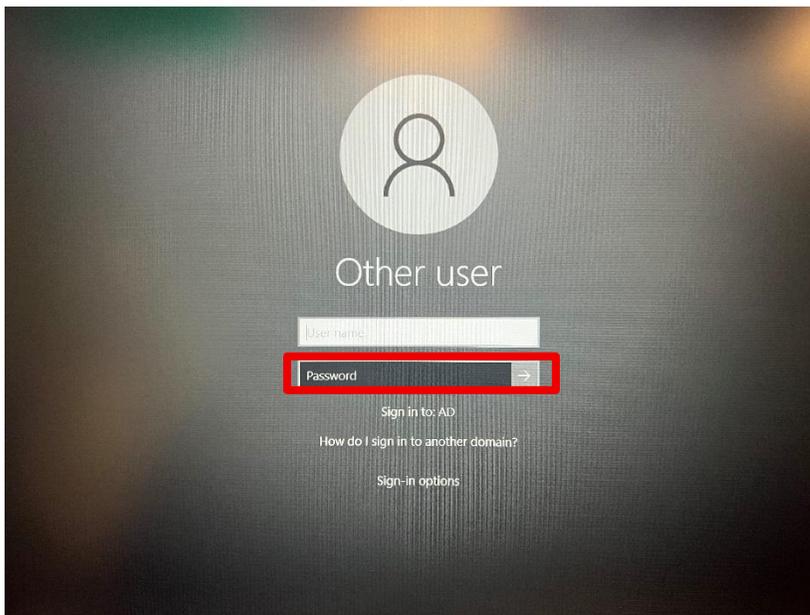# Set your initial password using the UAB Medicine Citrix.

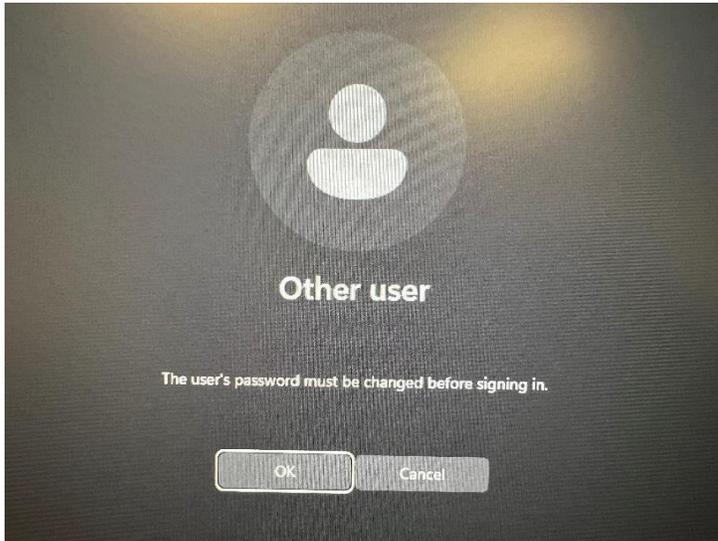## On a UAB St. Vincent's PC

(**Note:** When using a UAB device, **you must use a PC** and not a thin client to initially set your password)

1. When using a UAB St. Vincent's PC, in the login screen, type your new username

2. In the password prompt, type in your temporary password into the appropriate fields and click the right arrow to login.
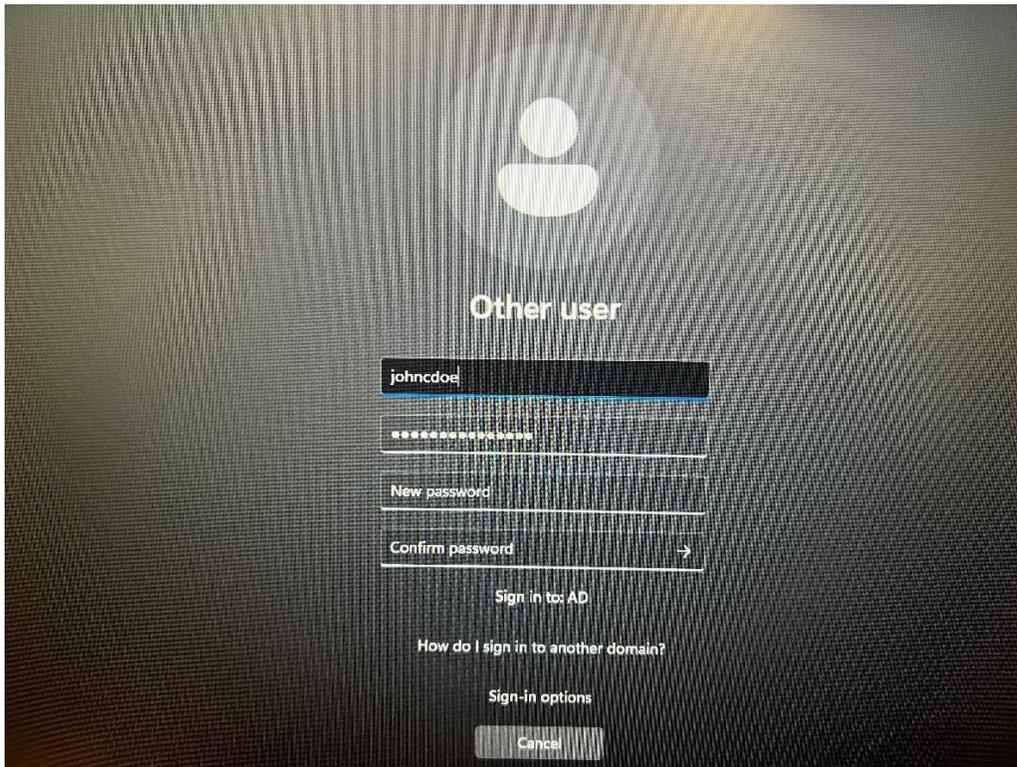   (**Important:** Your temporary password: welcome#[first two letters of your username][last four digits of your SSN]#)

3. You will immediately be prompted to change your password.

4. Following the prompts on the screen, enter your new password, and lastly, confirm the new password. The new password must be at least 15 characters long. While it can contain numbers, special characters, it is not a requirement. Click 'Sign in' to save your new password.

On an Ascension Workstation

1. On any **Ascension workstation**, double click the 'UABSTV Citrix' icon

2. You will be asked to log on using your new UAB St. Vincent's credentials. Enter your recently provided UAB St. Vincent's username followed by @uabmc.edu in the username field.
   (e.g. johncdoe**@uabmc.edu**). Click 'Next'.

3. Enter your temporary password into the appropriate fields and click 'Sign In'.
   (**Important:** Your temporary password: welcome#[first two letters of your username][last four digits of your SSN]#)

4. You will immediately be prompted to change your password. Following the prompts on the screen, re-enter your temporary password followed by your new password, and lastly, confirm the new password. The new password must be at least 15 characters long. While it can contain numbers, special characters, it is not a requirement. Click 'Sign in' to save your new password.

5. You have successfully created and saved your new UAB St. Vincent's password.