

The University of Alabama at Birmingham

## iSupplier Login Help (Password Reset)

1.	Go to the iSupplier portal login page and click on <b>Login</b> Assistance.	CTRACLE Itals forms Faces form Faces fo
2.	Under Forgot Password, enter your username and then click on the Forgot Password button.	Forgot Password Enter your user name. Instructions for how to reset your password will be emailed to you. User UABISupplier@gmail.com Forgot Password
3.	You will receive a confirmation. Click on the <b>OK</b> button.	Confirmation You have been sent an email in response to your request to reset your password. Contact the system administrator if you do not receive it shortly.
4.	You should receive an email like the one shown for resetting your password. Click on the <b>Reset your</b> <b>password</b> link to reset your password.	coapatch_test@uab.edu         to me, coapatch_test *         ****         Please note that this email message is sent from the OAPATCH instance and not from the OAPROD instance.         If you have any questions or security concerns please forward to <u>AskIT@uab.edu</u> .         ****         A password reset request has been received.         Click the link below to reset your password:         Reset your password         This invitation expires within 4 hours. If you do not reset your password prior to expiration, you will need to request a new password reset.
5.	Enter the required information and then click on the <b>Confirm</b> <b>Password</b> button.	Reset Password         * Indicates required field         Please enter your username and passwords below. The password you enter below will be used to replace your old password.         * User Name       UABISupplier@gmail.com         * Password       (6 dnaraders or more)         * Confirm Your Password
6.	You will receive a confirmation. Click on the <b>OK</b> button.	If Continuition         The promoted has been read; see the new promoted is light to the system.



## iSupplier Login Help (User Name Lookup)

1.	Go to the iSupplier portal login page and click on <b>Login</b> Assistance.	CRACLE International Parameter
2.	Under Forgot User Name, enter the email address associated with your account and then click on the Forgot User Name button.	Forgot User Name         Enter the email address associated with your account. Your user name will be emailed to you.         Email       UABISupplier12@gmail.com         Forgot User Name         (Example: first last@domain.com)
3.	You will receive a confirmation. Click on the <b>OK</b> button.	Confirmation You have been sent an email in response to your request to retrieve your username. Contact the system administrator if you do not receive it shortly.
4.	You should receive an email like the one shown that will provide you with your user name.	<ul> <li>oapatch_test@uab.edu to me, oapatch_test ~ **** Please note that this email message is sent from the OAPATCH instance and not from the OAPROD instance. If you have any questions or security concerns please forward to <u>AskIT@uab.edu</u>. **** A username reminder has been requested for your University of Alabama at Birmingham iSupplier portal.Your current username is:</li></ul>