

Before accessing Sigma, you need to have generated a **new password** to access the UAB applications. If you have not yet done so, go to **step 1**. If you have already done so, you can go directly to **step 2**.

Step 1

To retrieve your user number and generate a password you must go to <https://oim.uab.es/opwd/email> and enter the personal e-mail address you gave us when you applied for registration as an external director:

The screenshot shows a web form titled "ASSIGN PASSWORD" with the subtitle "Assign a password using your personal email." The form includes an "Email" input field, a reCAPTCHA "I'm not a robot" checkbox, and a "SEND" button. A "BACK" button is also present. To the right, a "Further information" box explains that users who provided their personal email can use it to create their NIU-associated password and includes a link to the "Data protection clause".

The system will send your NIU number and an OTP key to the e-mail address you have provided (if the message "this email address is not in the system", please contact ed.intranet@uab.cat):

The screenshot shows a confirmation message "Email has been sent" stating that an email with the OTP key and userRegister ID (NIU) has been sent to the user's personal account. Below this is the "ASSIGN PASSWORD" form for Step 2, which includes input fields for "NIU", "OTP key", "NEW password", and "Repeat NEW password", along with "SEND" and "BACK" buttons. The "Further information" box on the right instructs the user to enter the received OTP key in their personal mail to change the password.

When you have completed all the data, click on "send" and the system will confirm that the password has been generated correctly.

Step 2

Once the password has been generated, you will be able to access Sigma-CDS at <https://sia.uab.es/>

The screenshot shows the Sigma-CDS website dashboard. The top navigation bar includes the UAB logo, 'Online services and formalities', and links for 'BACHELOR'S, MASTER'S AND DOCTORAL DEGREE STUDENTS', 'STUDENTS ON OTHER PROGRAMMES', 'PDI', and 'PAS'. The 'PDI' link is highlighted with a red box. Below the navigation bar, there are three main sections: 'Teaching Staff' (with a red box around the 'Sigma@ - CDS' link), 'Links of interest' (with a list of links), and 'Services' (with a list of services). On the right side, there are two 'New warning!' boxes: 'Recuperación de servicios' and 'Lecturer performance evaluation questionnaires and subjects / modules questionnaires for the first semester of 2021/22'.

The first screen you will see is this one and you will have to click on *“identifícate con tu cuenta UAB”* (“log in with your UAB account”):

Inicia sesión

Estás accediendo a ... **SIGMA**

Identifícate con tu cuenta UAB

El formato de tu cuenta UAB es NIU@uab.cat

- Preguntas frecuentes
- Gestión de contraseñas

Canales de comunicación: **Canal TIC**

Centre d'Assistència i Suport - CAS
Incidencias informàtiques
+34 93 581 21 00
cas@uab.cat

On the next screen you must enter your user name (NIU) as follows: niu@uab.cat (for example: 1234567@uab.cat) and click on “*siguiente*” (“next”):



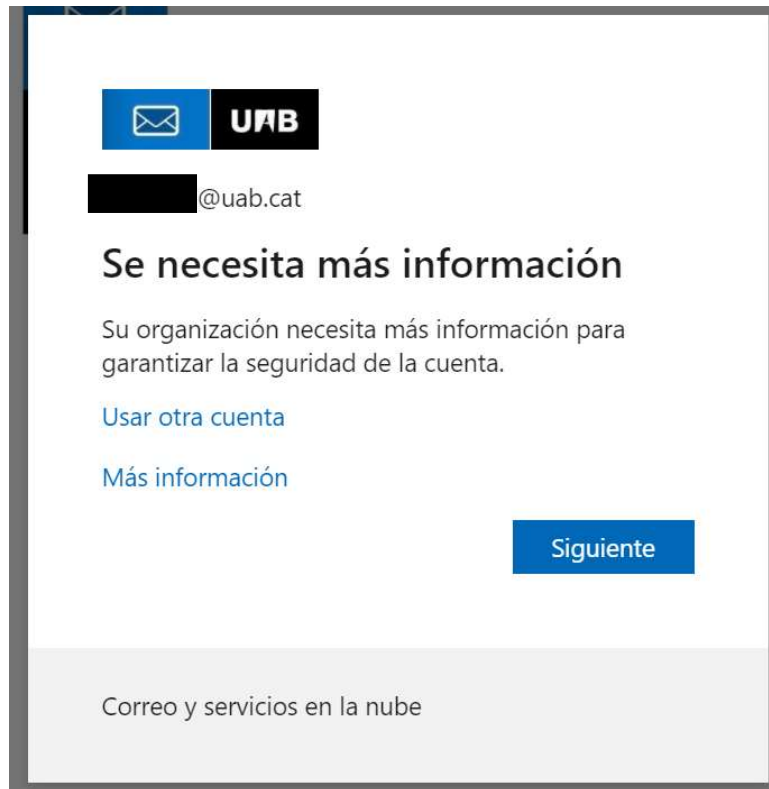
The screenshot shows the UAB login interface. At the top left is the UAB logo, consisting of a blue square with a white envelope icon and a black square with the white text 'UAB'. Below the logo is the heading 'Iniciar sesión'. A text input field contains the email address 'NIU@uab.cat'. Below the input field is a blue link that reads '¿No puede acceder a su cuenta?'. To the right of the input field is a blue button labeled 'Siguiente'. At the bottom of the main content area is a light gray footer with the text 'Correo y servicios en la nube'. Below the main content area is a white bar with a magnifying glass icon and the text 'Opciones de inicio de sesión'.

You must then enter your password and click "*iniciar sesión*" (“log in”):



The screenshot shows the UAB login interface for the password step. At the top left is the UAB logo, consisting of a blue square with a white envelope icon and a black square with the white text 'UAB'. Below the logo is a text input field containing a redacted email address '█@uab.cat'. Below the input field is the heading 'Escribir contraseña'. A text input field contains the word 'Contraseña'. Below the input field is a blue link that reads 'He olvidado mi contraseña'. To the right of the input field is a blue button labeled 'Iniciar sesión'. At the bottom of the main content area is a light gray footer with the text 'Correo y servicios en la nube'.

You will then see this screen, where you must click "siguiente" ("next"):



The system will ask you for a personal phone number to send you an SMS or make a verification call. When you have filled in these details, you must click "siguiente" ("next") again:

After verification by SMS or call, the system will give you access to Sigma:



Please find the instructions to validate activities here: <https://www.uab.cat/web/studies/doctoral-school/activities-of-phd-students-validation-of-thesis-supervisors-and-/or-academic-tutors-1345844813846.html>

Please find the **instructions to validate the thesis deposit** here:
<https://www.uab.cat/web/studies/doctoral-school/online-thesis-deposit-thesis-supervisors-and-/or-academic-tutors-validation-1345844814355.html>