

Introduction

This document explains how to configure the access to the Meridian Web Client (BCExplore). The Meridian Web Client allows a user utilizing a web browser to view, download and print documents stored in the Meridian System.

The Meridian System is also known as UIRAP (University Infrastructure Records Access Program).

Requirements

1. Use Internet Explorer, which fully supports the functionality of the Meridian Web Client, including the viewers used to render different file formats (AutoCAD DWG, PDF, and others).

Other browsers will not render the documents properly, or may have limited functionality.

2. The Meridian user has a login name in the UIRAP domain, and a temporary password created by the system administrator.

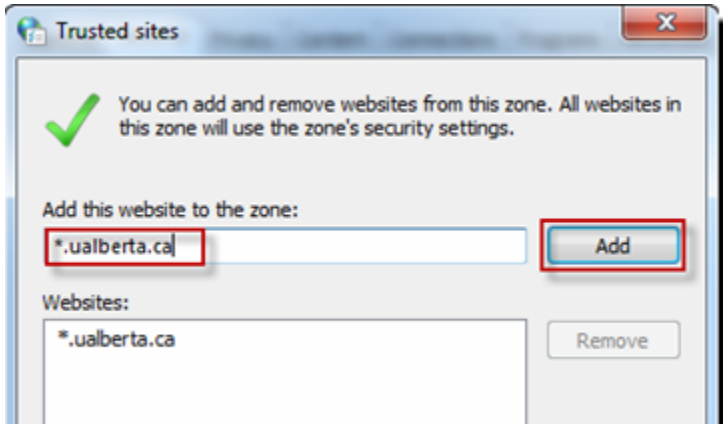
Configuration

1. Setup Trusted Site in Internet Explorer

1.1 Go to **Control Panel \ Internet Options \ Security \ Trusted Sites \ Sites**



1.2 Add "*.ualberta.ca" as a Trusted Site.



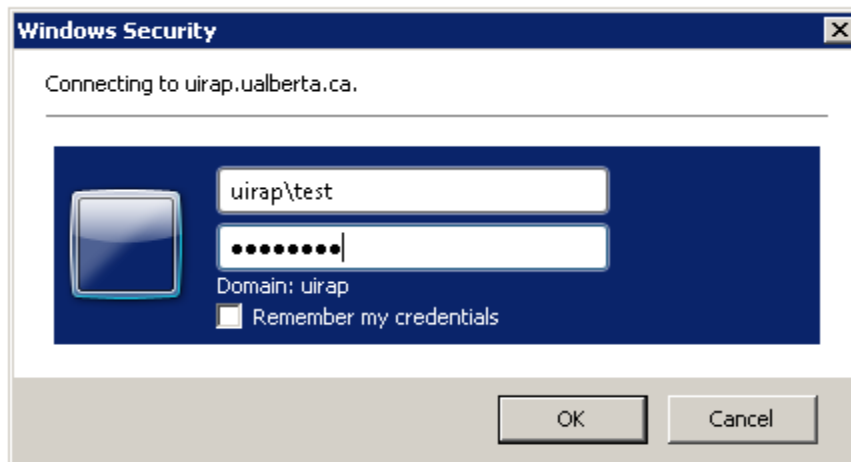
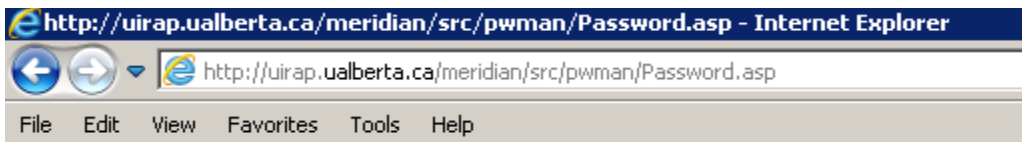
2. Change Password

2.1 Using Internet Explorer go to this url:

<http://uirap.ualberta.ca/meridian/src/pwman/Password.asp>

Enter the Meridian login name preceded by the UIRAP domain name (**UIRAP\<login name>**), and the temporary password assigned by the Meridian administrator. Leave **"Remember my credentials"** unchecked, and click the **"OK"** button to continue.

Note: In this example we use the login name "test".



2.2 The Web page “Change UIRAP Password” will display.

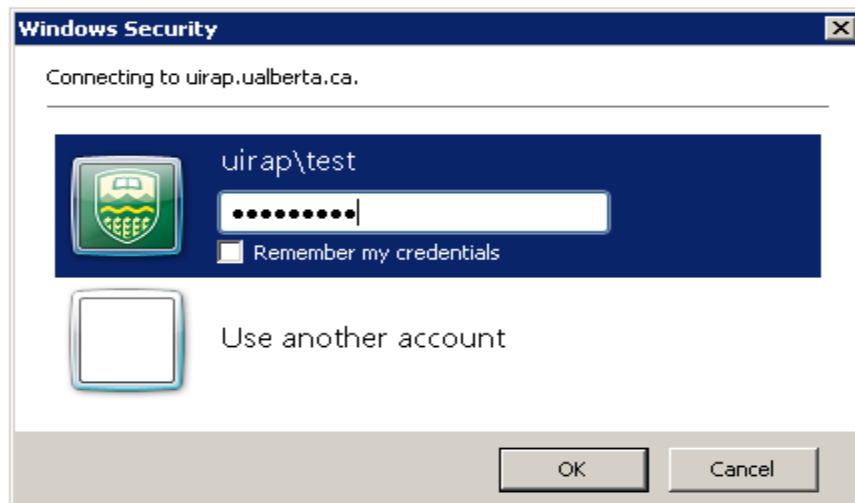
Enter the temporary password in the “Current Password” textbox, and enter and confirm the new password in the corresponding text boxes. Click the “**Change Password**” button to continue.



Note: The new password must comply with these rules to be valid:

- ◆ Minimum length of seven characters
- ◆ Contains a combination of at least three of the following characters: uppercase letters, lowercase letters, numbers, and symbols (punctuation marks)

2.3 The “Windows Security” dialog box will display. Enter the new password and click the “OK” button to continue.



- 2.4 The Web page “UIRAP Password Change – Results” will display, indicating that the password change was successful.**



The result of the change password operation was as follows:

Password change successfully!

- 2.5 Logon to the Meridian Website. Use Internet Explorer and specify this URL:**

<http://bcexplore.uirap.ualberta.ca/bcenterprise>

The “Windows Security” dialog box will display. Enter the login name preceded by the domain name (UIRAP\



The Meridian user will logon to the Meridian website, and using Views prepared by the administrator will have access to the drawings and documents stored in Meridian.

3. Support

If you experience any issues during this process please contact IWMS Meridian Support:

Email
fodts@ualberta.ca

Phones
(780) 492-1582
(780) 492-6258