

User Name and Password Recovery

Trying to memorize user names & passwords for emails, websites and so much more has become a daunting task simply because there are just too many to remember. This guide teaches users how to use **Login Assistance** should they forget their user name and password in the ADB CMS Portal.

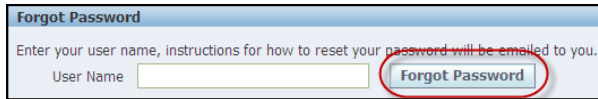
ACCESSING LOGIN ASSISTANCE



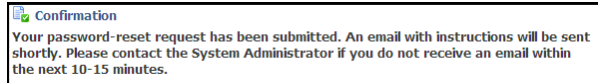
1. On the internet browser, go to the **ADB CMS Portal** at <http://cms.adb.org>
2. Click on the **Login Assistance** Link. This will open the **Login Assistance** page.
3. You will now see two options that can be done:
 - a. Reset your Password
 - b. Send your user name to your email

RESETTING PASSWORD

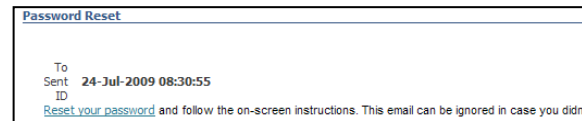
1. Under the **Forgot Password** section, enter your **User Name**.



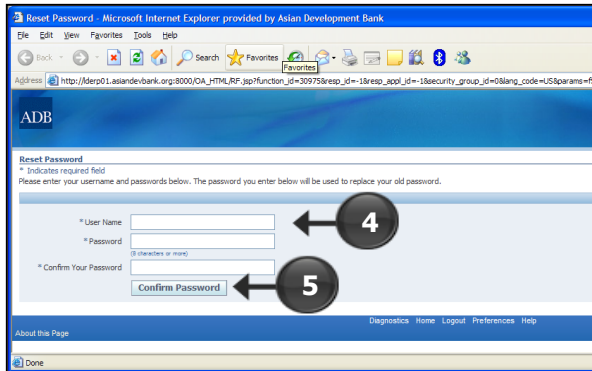
2. Click the **Forgot Password** button. A **Confirmation Page** will be displayed.



3. A notification will be sent to your email. You will have to click the **Reset your password** link. Clicking on this link will open the **Reset Password** page.

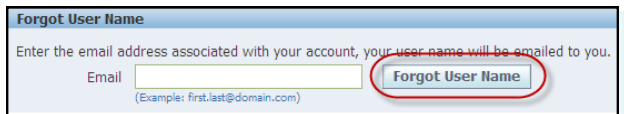


4. On the **Reset Password** Page, enter your **User Name** and your new **Password**. Type your new Password again to validate the change.
5. Click the **Confirm Password** button.

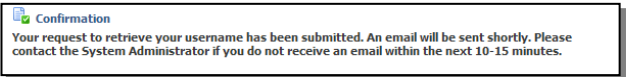


SENDING USER NAME TO EMAIL

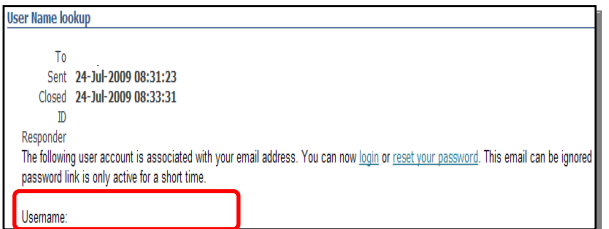
1. Under the **Forgot User Name** section, enter your **Email** address.



2. Click the **Forgot User Name** button. A **Confirmation Page** will be displayed.



3. A notification will be sent to your email. Your Username is displayed at the bottom of the email.



4. The email would also present you 2 options:
 - a. Click the **login** link to open the Oracle Application in your browser window.
 - b. Click the **reset your password** link to open the Login Assistance Page.

CONTACT INFORMATION



For inquiries and more information visit the **CMS Portal** at <http://cms.adb.org> or email cmsregister@adb.org