

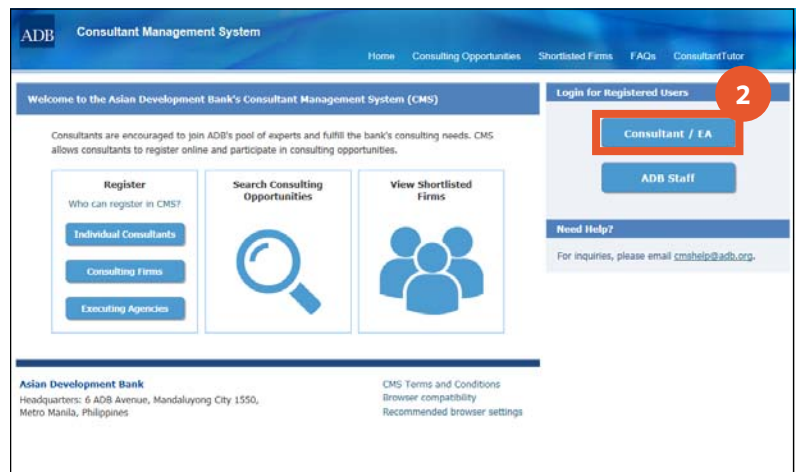
Handling login concerns in CMS

Forgotten Passwords or User Names

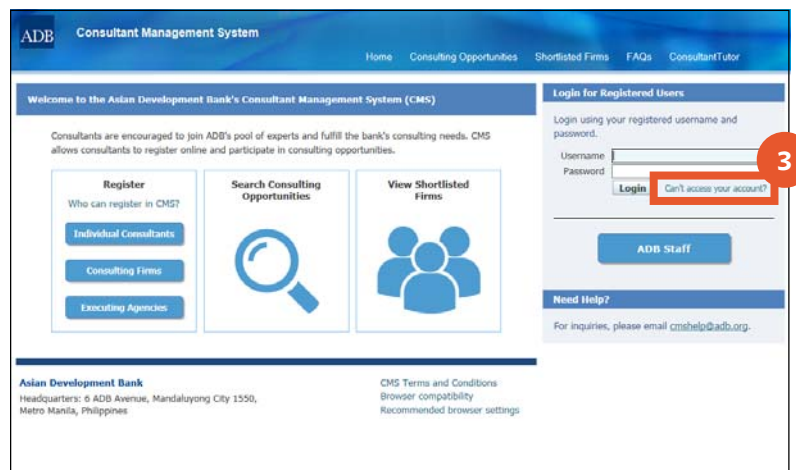
1. Login to CMS via <http://cms.adb.org>



2. Click on the [Consultant/EA] button.



3. Click on the link, [Can't access your account?]

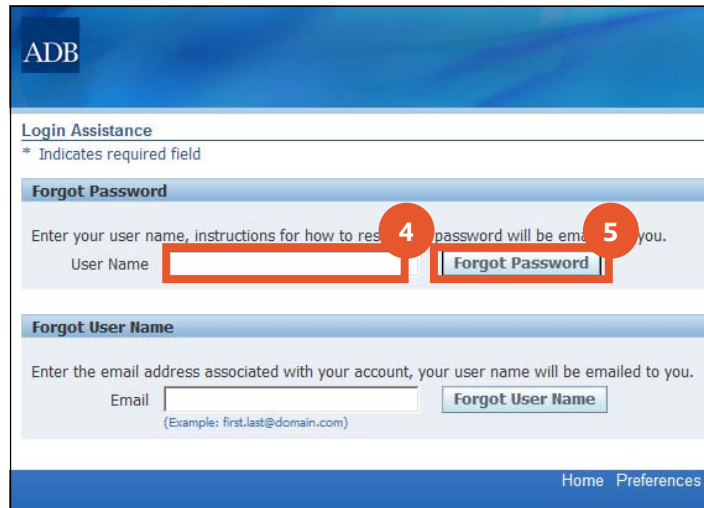


Tip: Here are the rules for choosing a new password for your account:

1. Password length should have a minimum of 8 alphanumeric characters with at least 1 number and 1 letter.
2. No adjacent repeating characters are allowed (e.g., **green1234** is not acceptable as it has repeating characters "ee").
3. Previous passwords cannot be used.

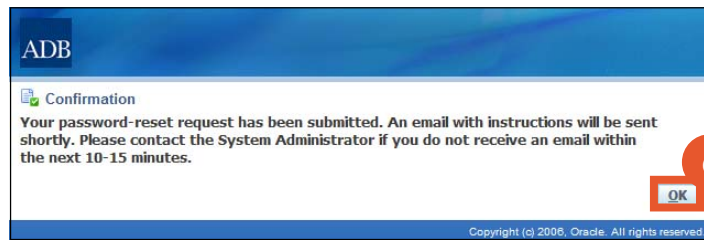
4. Enter your user name in the textbox.

Tip: Your user name in CMS is the email address you used to create an account in the system.

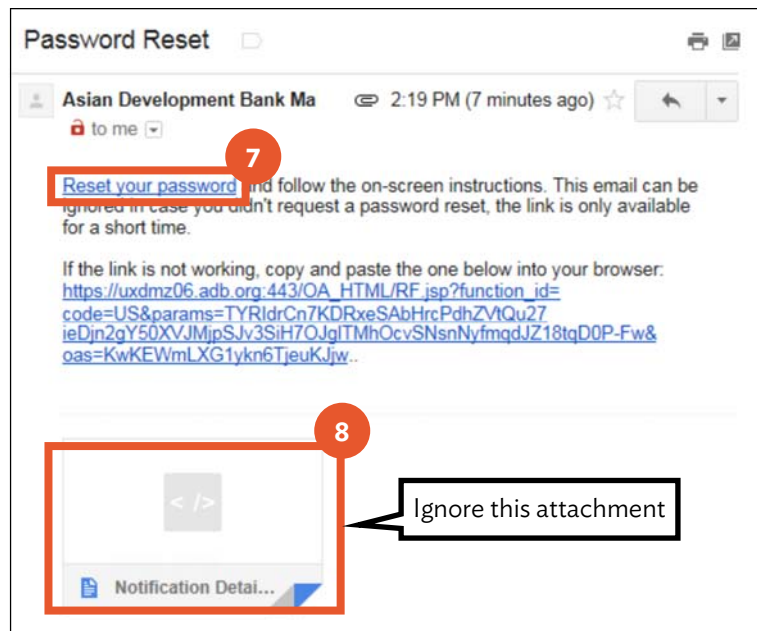


5. Click on the button, [**Forgot Password**].

6. Review the confirmation message before clicking on the [**OK**] button.



7. A system generated notification will go out to the email address indicated. Click on the link, [**Reset your password**].



8. Ignore the Notification Details file as this is an Oracle generated HTML file of the same email that was received.