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.

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Tip: For more information or further assistance, contact CMS Help cmshelp@adb.org