

# Audit Management System

## Forgot Password

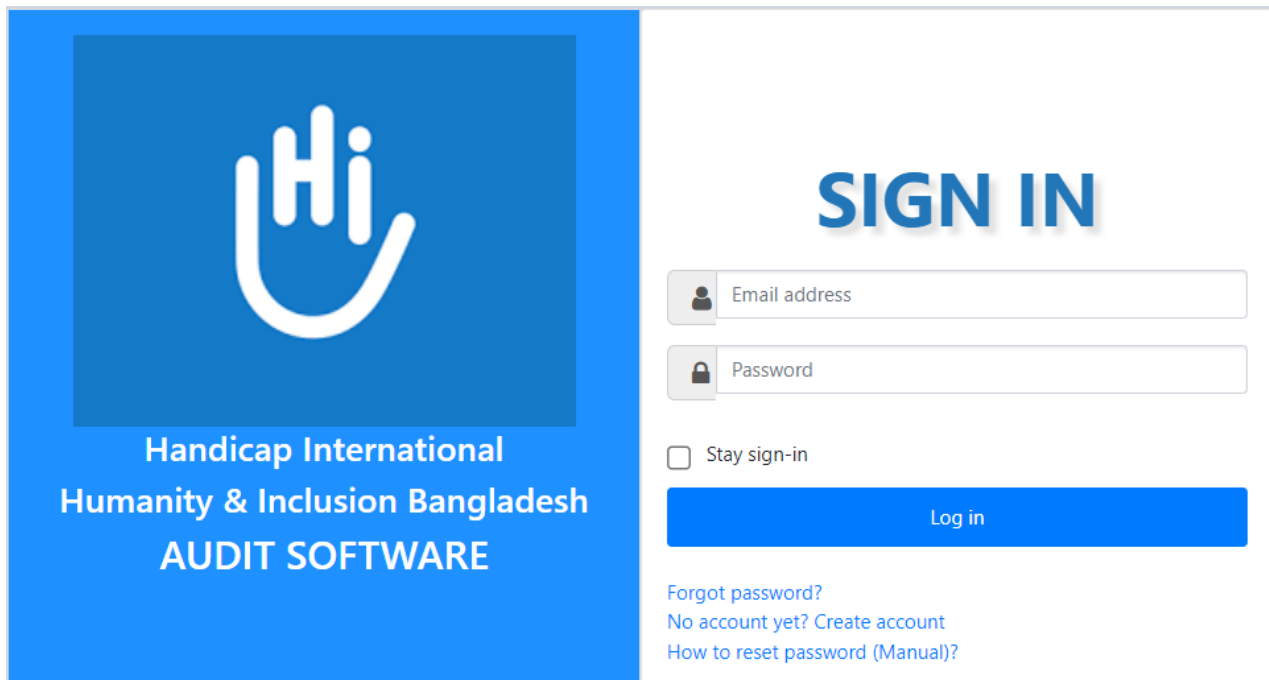
If any user cannot login to his/her account, there is a possibility of forgetting password. If it is an issue, there is an easy solution in the Audit Management System to reset your password. Please note that AUDIT MANAGEMENT SYSTEM cannot recover your password, because it encrypts your password before it is stored in system. So, you need to set a new password while you forgot the previous.

### Some common issue regarding password:

1. Password cannot be less than 6 characters long.
2. Password should contain alphabet (A-Z) in upper- and lower-case combination
3. Password should contain numbers and special characters (!@#%^&\*()\_) but not mandatory
4. **Please do not put blank space (Space bar) in password**

### How to reset password.

1. Go to the login page. <http://hi-bd.org/audit/login>
2. Click on Forgot Password? Link. You will be redirected to the Forgot Password page.



Handicap International  
Humanity & Inclusion Bangladesh  
AUDIT SOFTWARE

## SIGN IN

Email address

Password

Stay sign-in

Log in

[Forgot password?](#)  
[No account yet? Create account](#)  
[How to reset password \(Manual\)?](#)

3. In this page write down you email address, which is being used when you register this system

## Forgot Password

Please write your email address and click Request for password reset button

[Request for password reset](#)

[Back to Login](#)

4. Now, put your email address and click on “Request for password reset” button. An email will be sent to your address if registered. If not, you will get a message that will say your email is not found/registered. Please contact the system admin.

The image shows a screenshot of the 'Forgot Password' form and a success message. The form is titled 'Forgot Password' and contains the text 'Please write your email address and click Request for password reset button'. The email address 'msho.islam@hi.org' is entered in the input field. Below the input field is a blue button labeled 'Request for password reset' and a link 'Back to Login'. Below the form is a white message box with the text 'Please chek your email. A password reset link has been sent.' and an 'OK' button.

5. An email will be sent to your address. Check your inbox and spam also. It can be stored in spam folder also.

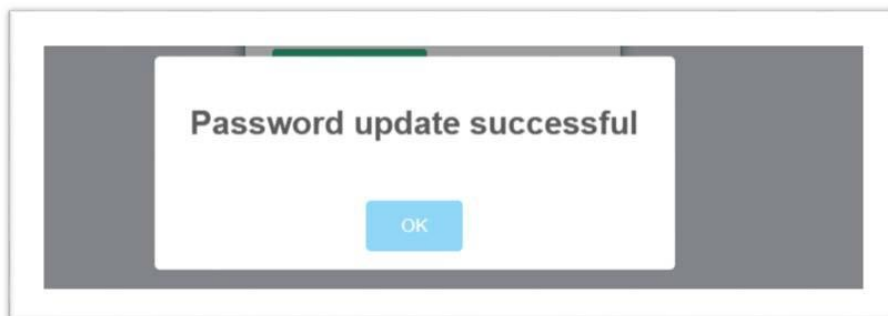
- Remember: All communication will be established using [audit\\_support@hi-bd.org](mailto:audit_support@hi-bd.org) email address. Please do not trust other addresses or contact system admin.



- Click on the mail and open detail. You will find a link click on it or copy paste the link your browser address bar and press enter.
- You will be redirected to another page to setup your new password.
  - Remember: This page will expire after you reset your password or 24 hours.
  - You may need to request again if it past 24 hours or you forgot your password again.
- Now Put in your new password twice and click the button.

A screenshot of a web form titled 'Change Account Password'. The form has a white background with a blue border. It contains two text input fields: 'New Password' and 'Re-type New Password'. Below the second field is a green button with the text 'Change Password'.

If everything is fine. Your password will reset, and you will get notified and another success mail will send to your address.



Password changed successfully confirmation mail.