

MyCMA PORTAL

Password Reset Guideline

A quick reference for CMA Sri Lanka members and students

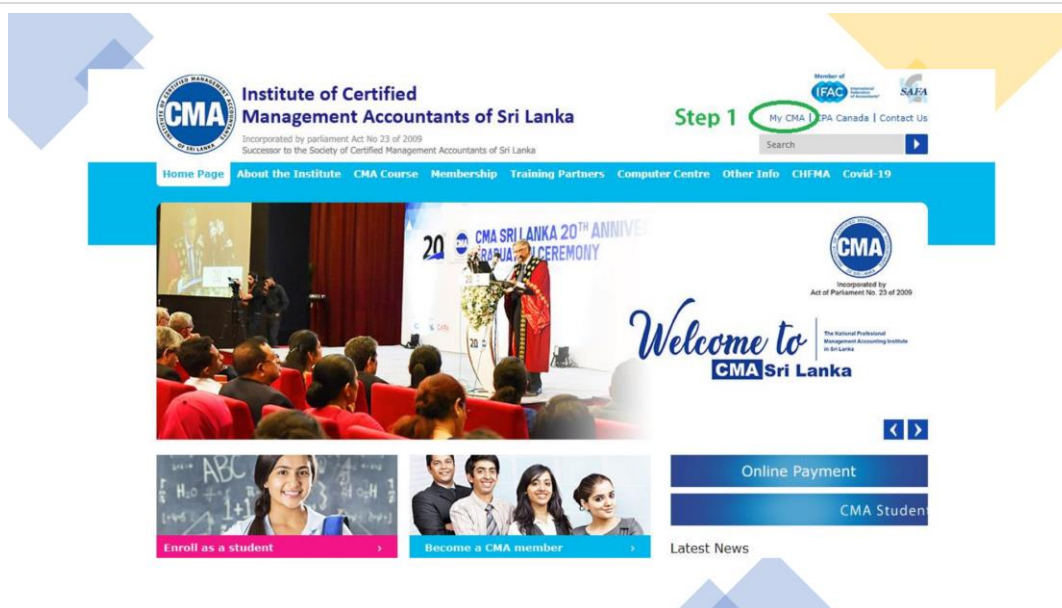
Overview

If you have forgotten your MyCMA portal password, you can reset it in a few simple steps using the “Retrieve Password” option on the login page. The system will email a secure reset link to the address registered on your profile, which you can use to set a new password and sign in again. Follow the steps below in order.

Note: The password reset link sent to your email is valid for 60 minutes only. If it expires before you use it, simply repeat Steps 1 to 4 to request a new link.

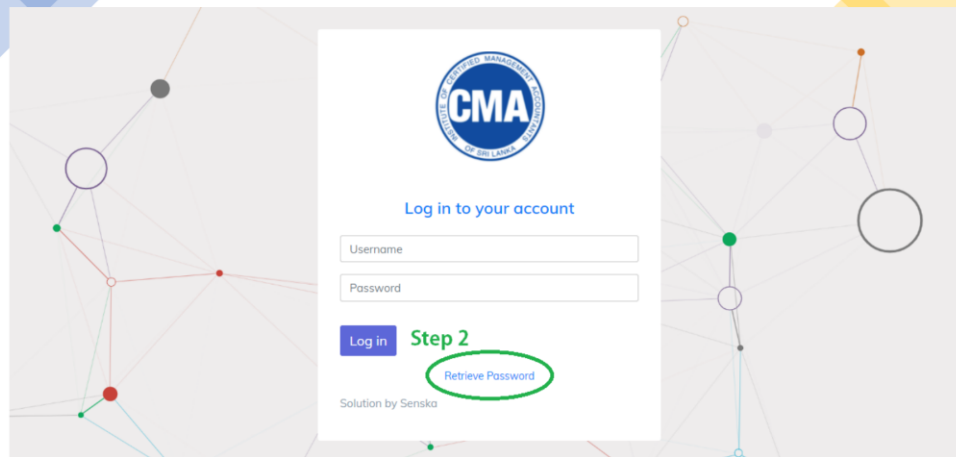
STEP 1 Visit the CMA Sri Lanka Website

Open your web browser and go to the CMA Sri Lanka website. On the homepage, locate the menu bar near the top-right corner and click on the “My CMA” link.



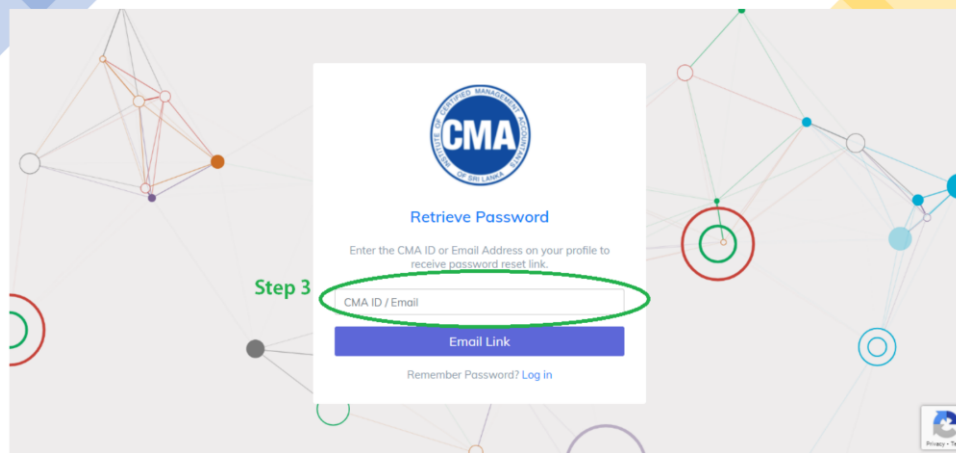
STEP 2 Open the Retrieve Password Link

You will be taken to the MyCMA login screen. Instead of entering your username and password, click on the “Retrieve Password” link located just below the “Log in” button.



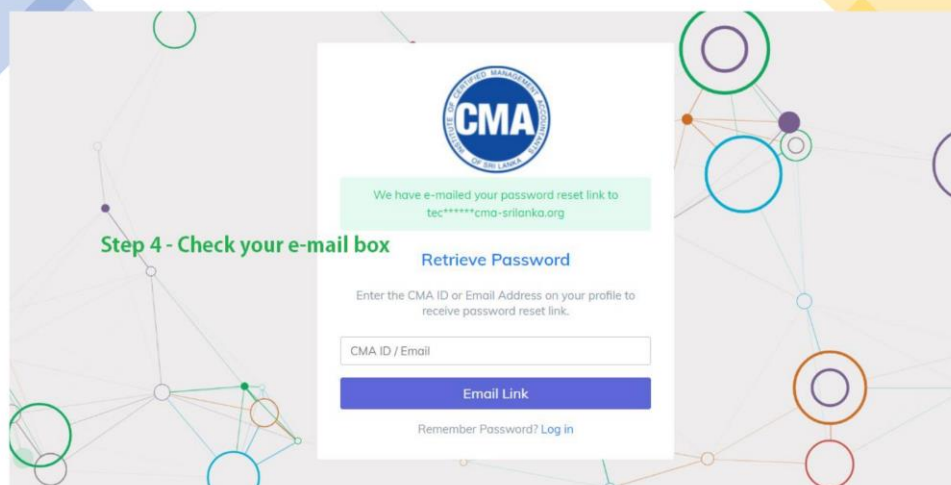
STEP 3 Enter Your CMA ID or Email Address

On the “Retrieve Password” screen, enter your CMA ID or the email address registered on your profile in the field provided, then click the “Email Link” button.



STEP 4 Check Your Email Inbox

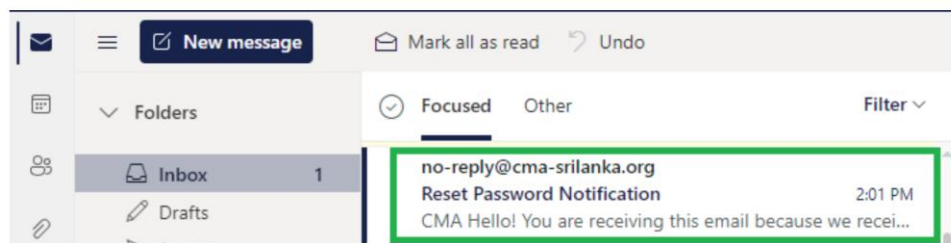
Once submitted, the system will display a confirmation message showing that a password reset link has been emailed to your registered address. Open your email inbox and look for a message titled “Reset Password Notification” from no-reply@cma-srilanka.org.



STEP 5 Open the Reset Password Email

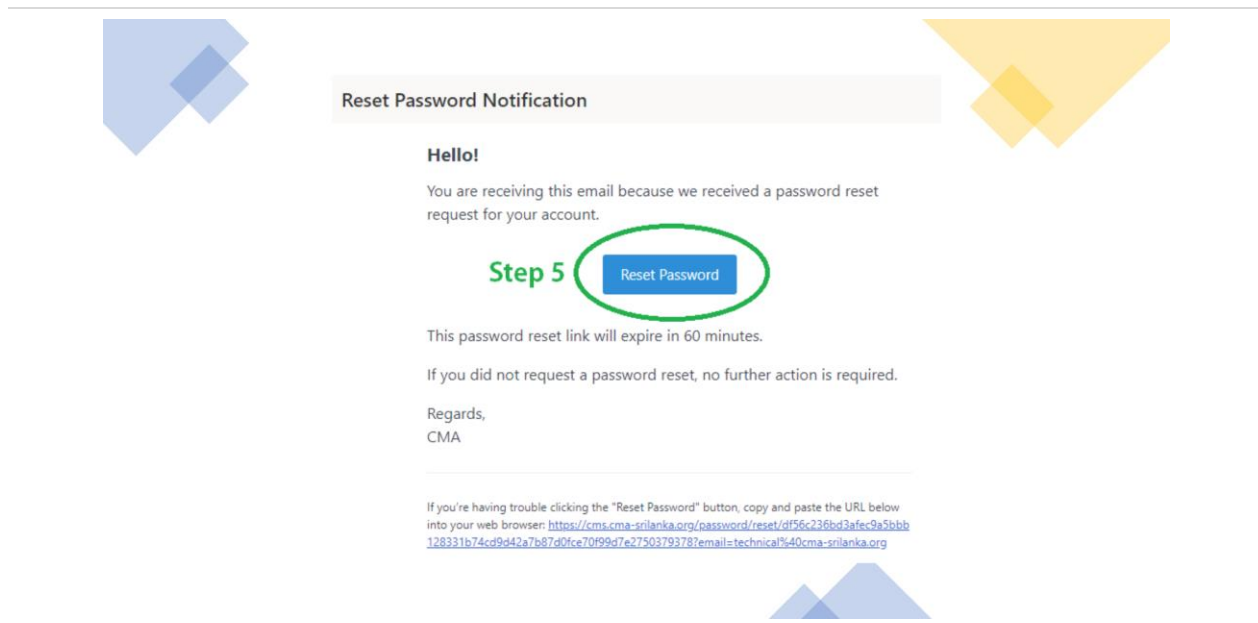
Open the “Reset Password Notification” email and click the “Reset Password” button. This will take you to a secure page where you can set a new password.

Note: If the button does not work, copy and paste the link provided at the bottom of the email directly into your browser's address bar.



STEP 6 Set Your New Password

On the “Reset Password” page, your registered email address will be displayed automatically. Enter your new password in the “Password” field, re-enter it in the “Confirm Password” field, and click the “Reset Password” button to save the change.



STEP 7 Sign In with Your New Password

Your password has now been updated. Return to the MyCMA login page and sign in using your username and the new password you just created.

Login URL: <https://cms.cma-srilanka.org/login>



Need further assistance? If you continue to experience difficulties accessing your MyCMA account, please contact the CMA Sri Lanka IT/Technical Support team for further assistance.