HRMIS Sign In Page

Heath Regulatory Management Information System (HRMIS) is a web-based application software to capture, store, process professional licensing (from application to license generating), manage license status, achieve, generate reports and manage dashboard. It is platform independent and one of OHB strategies in information revolution endeavour which is one of the HSTP transformation agenda.

HRMIS has different features which includes Agreement Page, Homepages (role based), customer (applicant) workspace, customer (applicant) panel, approval workspace and approval panel. In addition to this, the system has different settings and report modules.

On this material, we are going to cover how to sign in, create account and reset forgotten password which are available on **Sign In** page.
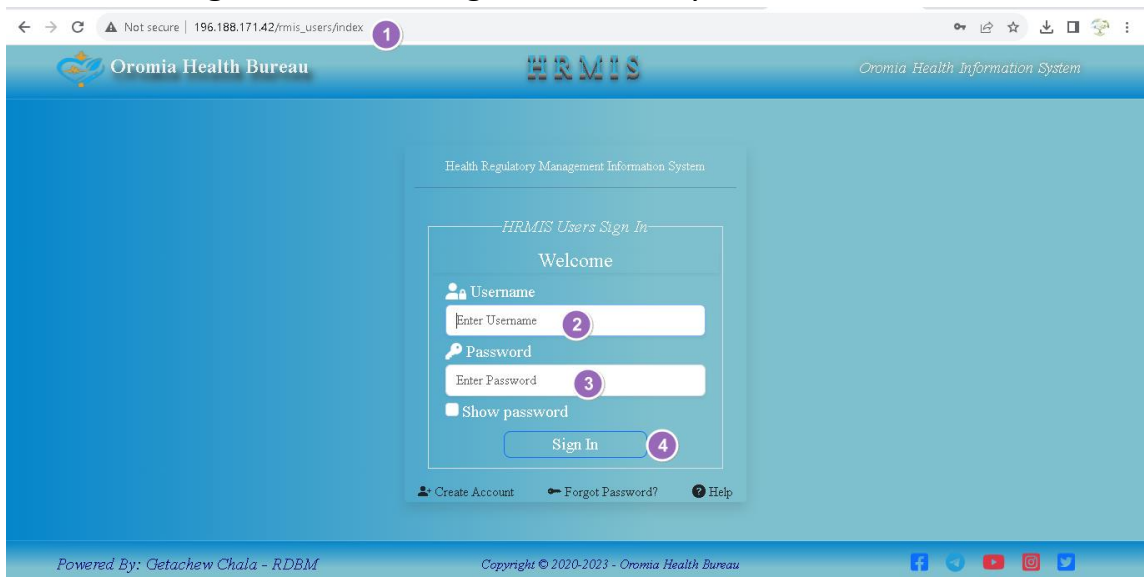
1. **Sign in**
   In order to use the system, you should sign in if you already have username and password.
   Steps:
   a. Enter **HRMIS URL** on browser address bar.
   b. Enter your username
   c. Enter your password.

   > 📝**Note**: you can check and uncheck the show/hide password checkbox to show or hide your password.

   d. Click on **Sign In** button to sign in into the system

2. Create account

Any customer (user) should have username and password to use HRMIS. In order to get username and password, users (customers) should create her/his account by filling all required attributes following the next steps.
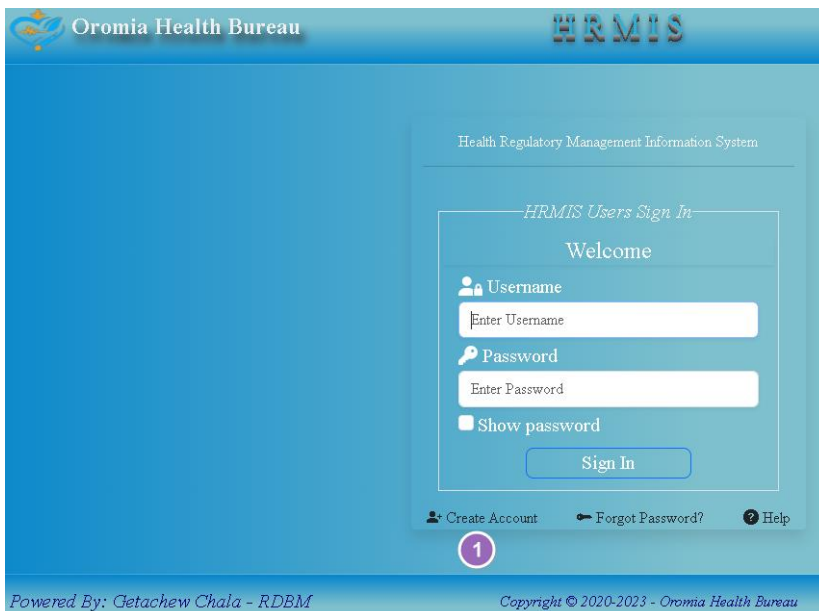
Steps:

a. From **Sign In** page, click on **Create Account**. HRMIS Sign Up page will be appeared.

b. Enter your email address in **Email Address** textbox.

> 📝 Note: Having registered and active (functional) email address is a mandatory to sign up into HRMIS.

c. Click on **Send Sign Up Link** button to get sign up link and wait until the link is submitted to your email.

d. Go to and login into your email and check a link with a subject of **HRMIS Create Account Notification**.

e. Click on **Create Your HRMIS Account** link and **Create Account** page will be appeared.

f. Fill all fields and click on **Save** button.

> 📝 Note: If you want to reset fields or exit Create Account page, you can click on Reset button and Cancel button, respectively.

HRMIS

Oromia Health Bureau — HRMIS

✅ Welcome to HRMIS Sign Up

✉ **Email Address**

(2) [Enter your email address to create HRMIS account]

[⭢ Send Sign Up Link]   [✖ Close]

(3)

Gmail Inbox

	Sender	Subject	Time
(4)	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to ababo...	6:20 PM
	me, Postmaster 2	**HRMIS Create Account Notification** - MESSAGE NOT DELIVERED There was an issue delivering yo...	5:54 PM
	me, Barudin 2	**HRMIS Create Account Notification** - Thanks for your information. On Fri, Aug 11, 2023, 5:...	
	me, Barudin 2	HRMIS Create Account Notification - Your system is not work properly On Fri, Aug 11, 2023, 5:35 PM ...	5:46 PM
	me, Yeshitla 3	**HRMIS Create Account Notification** - What is next step On Fri, 11 Aug 2023, 5:33 pm , <getachala...	5:43 PM
	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to Wondu...	5:42 PM
	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to girmat...	5:39 PM
	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to Geme...	5:36 PM
	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to 09123...	5:25 PM
	me, Mail 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to 09123...	5:24 PM
	me	HRMIS Password Reset Notification - Dear Our Customer! You are receiving this email because we r...	5:19 PM

HRMIS

Gmail

HRMIS Create Account Notification Inbox ×

getachala@gmail.com
to wabijohar ▾

6:23 PM (0 minutes ago)

Dear Our Customer!

You are receiving this email because we received a Create Account request for your HRMIS.

Create Your HRMIS Account (5)

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
to me ▾

6:23 PM (0 minutes ago)

Address not found

Your message wasn't delivered to **wabijohar@gmail.com**

Health Regulatory Management Information System - **Create Account**   *Oromia Health Information System*

(6)   Welcome to Create Account

Username	Passowrd	Confirm Passowrd
Enter Username	Enter Password	Retype the Password

First Name	Middle Name	Last Name
Enter First Name	Enter Middle Name	Enter Last Name

Gender	Email Address	Mobile Phone Number
-- Select Gender --	wabijohar@gmail.com	Enter Mobile Number

Current Qualification	Current Profession
-- Select Qulification --	-- Select Current Profession --

Region/Zone/Town Level	Region/Zone/Town Name
-- Select Region/Zone/Town Level --	-- Select Region/Zone/Town Name --

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3. Forget Password

Sometimes, applicants (users) may lose or forget their password. When users forget their password, they can follow the next steps to reset their password and, even, username from **Sign In** page.

> 📝 Note: In order to reset your password or username, you should have registered email address on HRMIS.

Steps:

a. Click on **Forget Password?** and Password Reset page will be appeared.

b. Enter your email address which is already registered on HRMIS, on **Email Address** textbox.

c. Click on Send Reset Link button to send password reset link to your email address.

d. Go to and login into your email and check a link with a subject of **HRMIS Password Reset Notification**.

e. Click on **Reset Your HRMIS Password** link and **Password Update** page will be appeared.

f. Enter new password in **Enter New Password** textbox.

g. Enter the same password to confirm the password in **Confirm the Password** textbox.

h. Click on Update.

> 📝 Note: If you want to exit from Password Update page, you can click on Close button and you will be taken to Sign In page.

HRMIS

Health Regulatory Management Information System

HRMIS Users Sign In

Welcome

👤🔒 Username

Enter Username

🔑 Password

Enter Password

☐ Show password

Sign In

👤+ Create Account　🔑 Forgot Password?　❓ Help

(1)

Welcome to Password Reset

✉ Email Address

Enter your email address to reset your password (2)

✈ Send Reset Link　⊗ Close

(3)

HRMIS

Primary	Promotions 26 new	Social 6 new
	UNM Project ECHO for Educa., ...	Facebook, Facebook Friend Su...

☆ me	**4** HRMIS Password Reset Notification - Dear Our Customer! You are receiving this email ...		
☆ me	**HRMIS Password Reset Notification** - Dear Our Customer! You are receiving this email because w...	6:33 PM
☆ me, **Lalisa** 2	**HRMIS Password Reset Notification** - Dear gech... New account for HRMIS is to creata new acco...	6:33 PM
☆ me, **Mail** 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to wabijo...	6:25 PM
☆ me, **Mail** 2	**HRMIS Create Account Notification** - Address not found Your message wasn't delivered to wabijo...	6:24 PM

HRMIS Password Reset Notification Inbox ×

111 <getachala@gmail.com>   6:34 PM (2 minutes ago) ☆
to me ▾

Dear Our Customer!

You are receiving this email because we received a password reset request for your HRMIS account.

Reset Your HRMIS Password **5**

← Reply   → Forward

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ement Information System - **Password Reseting**

✏ Welcome to Password Update

✉ Email Address

getachala@gmail.com

🔑 Enter New Password

6 | Enter new password

🔑 Confirm the Password

7 | Confirm the password

✏ Update   ✕ Close

8

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For further and detail help on HRMIS, please refer to HRMIS User Manual