Update Your User Profile and Password

How to Update Your User Profile and Password in Muhasib ERP

Overview

This guide will help you update your own Muhasib profile and password.

Muhasib updates the current user record. Muhasib's check requires First Name, password, minimum length, and confirmation match. Whether an unchanged password must be re-entered may differ by installed version.

Who can do this

You need access to My User Profile.

Before you start

Choose a private password that follows organizational policy. If this device remembers credentials, plan to update or clear the remembered value.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Settings/User menu → My User Profile.

Update Your User Profile and Password

Step 1: Open your profile

Step 2: Review and update authorized identity/contact fields

Step 3: Enter the required current/new password value according to the target-runtime

Enter the required current/new password value according to the target-system form.

Step 4: Use at least five characters and follow any stronger policy

Step 5: Enter the same value in Confirm Password

Step 6: Choose Update and confirm

Step 7: Sign out and test the new password when instructed

Check your work

Sign out and sign in with the intended password. Confirm profile changes and remembered-device behavior.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Correct mismatch before retrying.
- Never send passwords through support channels.

Related guides

- Sign In to Muhasib ERP
- Resolve Muhasib Sign-In Problems
- Update, Disable, or Retire a System User

What to do next

> **Sign In to Muhasib ERP**.

Revision #0
Created 2026-09-04 09:20:00 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed