

Welcome to Bangladesh Secretariat Online Visitor Pass System

1. To issue new visitor pass, please follow the instructions below.

- Please Enter your **Email** and **Password**.
- Click on **Login** button or press **Enter** form keyboard.
- Click on **Pass** from left menu of the screen.
- Click on **Create New Pass** from left menu of the screen.
- Please Fill Up the opened **Visitor Entry form** and click on **Submit** button.
- To see your issued passes, please click on **Pass List** from left menu **Pass**.

2. To modify specific visitor's pass, please click on **Edit** button under the specific pass row of the pass list.

3. To delete specific visitor's pass, please click on black color **Delete** button under the specific pass row of the pass list and if you are sure to delete, please click on **OK**.

4. To change your password:

- To change your **Password**, please click on your **Name** from top most right corner of the screen.
- Click on **Change Password**.
- Type your **Current Password** on the first text box.
- Type your desired **New Password** on the second text box.
- Confirm your **New Password** on the third text box.
- Click on **Update Password** button and see that **your password has been changed**.

5. You can logout from your session by clicking on your **Name** and clicking on **Logout**.