1. Visit <u>https://books.rsc.org/ExternalLoginRequest.ashx?elpId=3</u> and then click 'Don't remember your password?'.

(L SOCIETY HEMISTRY
l	.og In	Sign Up
	vours@exam	ple.com
8	your passwor	d
	Don't remember	your password?
	LOG	IN >

2. Enter the email address that these instructions were sent to, then click 'Send email'.

* R	C ROYAL SOCIETY OF CHEMISTRY deset your password
	se enter your email address. We will you an email to reset your password.
	vours@example.com
	SEND EMAIL >

 You will shortly receive an email from <u>technicalsupport@rsc.org</u> with the subject 'Reset your password for Books' – open this email and click 'Confirm the password change'.

Password change request

You have submitted a password change request. If it wasn't you please disregard this

email and make sure you can still login to your account. If it was you, then click the link

below to confirm the password change.



4. Enter your new password, following the on-screen prompts regarding password complexity, then click 'Reset password'.

Change Your Pass	word
Enter a new password below to ch password.	iange your
New password	0
Re-enter new password	0
Reset password	

5. You should see the following confirmation upon which you have successfully reset your password.



Password Changed!

Your password has been changed successfully.

6. Visit <u>https://books.rsc.org/books</u>, click 'Log in' in the top right corner to open the 'Log in' dropdown, then click 'Log in' under 'My account'. Note that you may already be IP authenticated causing your institution name to appear under 'Institutional access'; if so this is fine.

My account
Login <u>Register</u>
<u>My purchases</u>
Forgotten password

7. Enter the email address that these instructions were sent to and your newly created password, then click 'Log in'.

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I	Don't remember	your password?
	LOG	IN >

8. You are now signed in to the platform. Click '[Your name]/[Your institution]' in the top right corner to open the 'Log in' dropdown, then click 'Manage institutional account for books' under 'Institutional access' to open your institution's librarian portal.

My account
[Your name]
My purchases
Saved searches
My profile