1. Visit [https://books.rsc.org/ExternalLoginRequest.ashx?elpId=3](https://books.rsc.org/ExternalLoginRequest.ashx?elpId=3) and then click ‘Don’t remember your password?’.

![Login Page](image1.png)

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

![Send Email](image2.png)

3. You will shortly receive an email from [technicalsupport@rsc.org](mailto:technicalsupport@rsc.org) 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.

   ![Confirm the password change](image3.png)

4. Enter your new password, following the on-screen prompts regarding password complexity, then click ‘Reset password’.
5. You should see the following confirmation upon which you have successfully reset your password.

![Password Changed!](image)

Password Changed!

Your password has been changed successfully.

6. Visit [https://books.rsc.org/books](https://books.rsc.org/books), 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.

![Log in](image)

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