

EASY STEP GUIDE **TO CHANGE YOUR** **ONLINE PASSWORD**

IN THE FOLLOWING SCENARIOS USE THESE STEPS TO CHANGE PASSWORD.

- If you have forgotten the password
- If the link that was sent at the time of registration to set up the password does not work or had expired

P.S. password reset links are valid only for 2 days from the date created

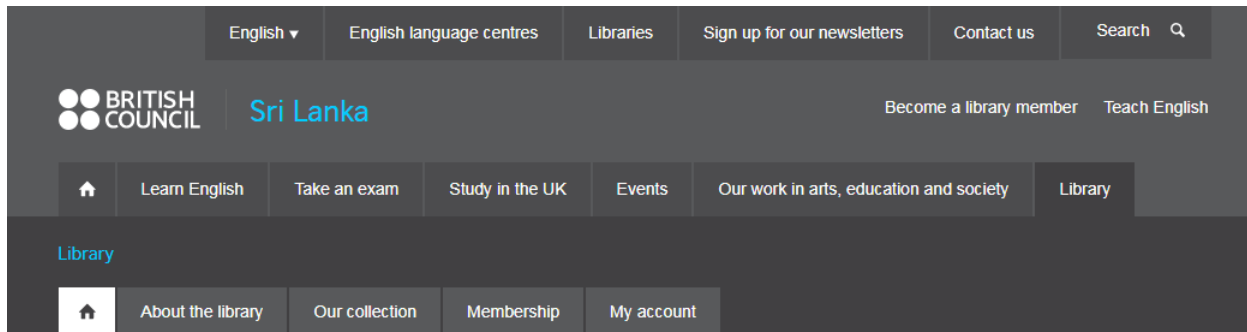
STEPS

- **Step 1** – Visit the following website: www.library.britishcouncil.uk
- **Step 2** – Click on the “My Account” tab and then click the ‘forgot password?’ link shown below.

The screenshot shows the navigation menu of the British Council Library website. The top menu includes: Home, Learn English, Take an exam, Study in the UK, Events, Our work in arts, education and society, and Library. The 'Library' menu is expanded, showing: Home, About the library, Our collection, Membership, and My account. Below the navigation, there is a text block: 'Members can access exclusive content, manage loans and update account details here:'. This is followed by two input fields: 'Membership number' and 'Password'. Below the 'Password' field, the link 'Forgotten your password?' is highlighted with a green rectangular box, and a green arrow points to it from the right. At the bottom left is a blue 'Login' button. On the right side of the page, there is a grey box titled 'Not yet a member?' with the text 'Three great reasons to join the British Council Library:' and a bulleted list: 'Access our state-of-the-art library space', 'Receive exclusive invitations to events', and 'Be inspired by the best of British culture ... and much more!'. At the bottom of this box is a blue 'Join the library' button.

STEPS

- **Step 3** – Enter your membership number and the email address which you have registered with us in the given space shown below and click **SUBMIT**.



Forgotten password recovery

To reset your password, enter your login and email address.

Membership number:



Email address:



Submit

STEPS

- **Step 4** – You will receive an email which will provide you with the ‘Username’ and a link to change the password.
- Note that the link will get expired within two days.

THANK YOU!

Thank you for using our online services!

British Council library