



SETTING UP A LOGIN ALIAS

The web-based IMO Bookshelf allows you to set up a login alias for your account to something more memorable for your team. You can only set one alias at a time, so if you create a new alias, the previous one will be overwritten.

Always keep the original login details somewhere safe as these are still valid and will be needed if ever you wish to change your login alias details.

Login to the web-based IMO Bookshelf using the login details, **username and READ code password**, which have been provided by your Distributor/Reseller.

IMO Bookshelf

Home

Index

Library Search

Download Library

Offline Mode

Account

IMO Certificate

Terms & Conditions

User Manual

XXXXXXXX

Login

Contact Us

Welcome to The IMO Bookshelf, providing access to essential IMO publications (product purchase required, please contact one of our [worldwide distributors](#))

The browser-based hybrid software means that there is nothing to install. After publications are saved to the browser cache they can be accessed almost instantly both online and offline. Free trials are available on request.

Click [here](#) for more information.

Use the login panel above to continue.

Once logged in to the IMO Bookshelf, click the **'Account'** button on the menu on the land-hand side. Then enter your **'READ code'** password, provided by your Distributor/Reseller, and click the **'Submit'** button.

The screenshot shows the IMO Bookshelf interface. On the left is a dark sidebar menu with options: Home, Index, Library Search, Download Library, Offline Mode, **Account** (highlighted with a red box), IMO Certificate, Terms & Conditions, and User Manual. The main content area is titled 'Account' and shows 'Hello, IMO-Publ' with 'Logout' and 'Support' buttons. Under 'Account Status', it says 'Username: An alias has been set on the account: SalesTeam' and 'Password: An alias has been set on the account.' Under 'Change account details', it asks for the original password (licence code) and provides a 'Password:' field with a 'Submit' button. Below that is the 'Annotation Username' section with a 'Guest' field and 'Save'/'Reset' buttons.

Choose a new username alias and a new password alias.

The new password must be between 8 and 16 characters long, contain at least one digit, one lower case letter and one upper case letter.

Enter this alias into the boxes provided and click the **'Submit Changes'** button to create the new login alias.

This screenshot shows the same IMO Bookshelf interface as the previous one, but now the 'Account' menu item is not highlighted. The 'Change account details' section is expanded to show three input fields: 'Username Alias' (with a note: 'Set a new username for your login account (minimum length of 3 characters)'), 'Password Alias' (with a note: 'Password must be between 8 and 16 characters long, contain at least one digit, one lower case letter and one upper case letter.'), and 'Confirm Password'. A blue 'Submit Changes' button is now visible below these fields. The 'Annotation Username' section remains at the bottom.

You have now set a new alias username and password.

For any further assistance please contact us at sales@imo.org.