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.
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.

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.

You have now set a new alias username and password.

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