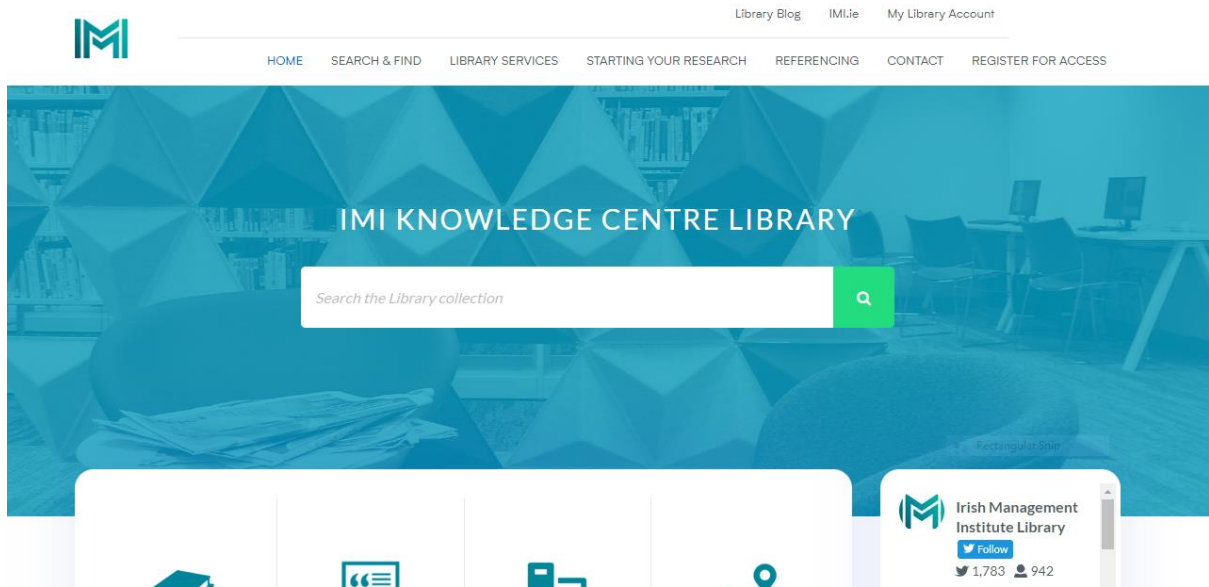




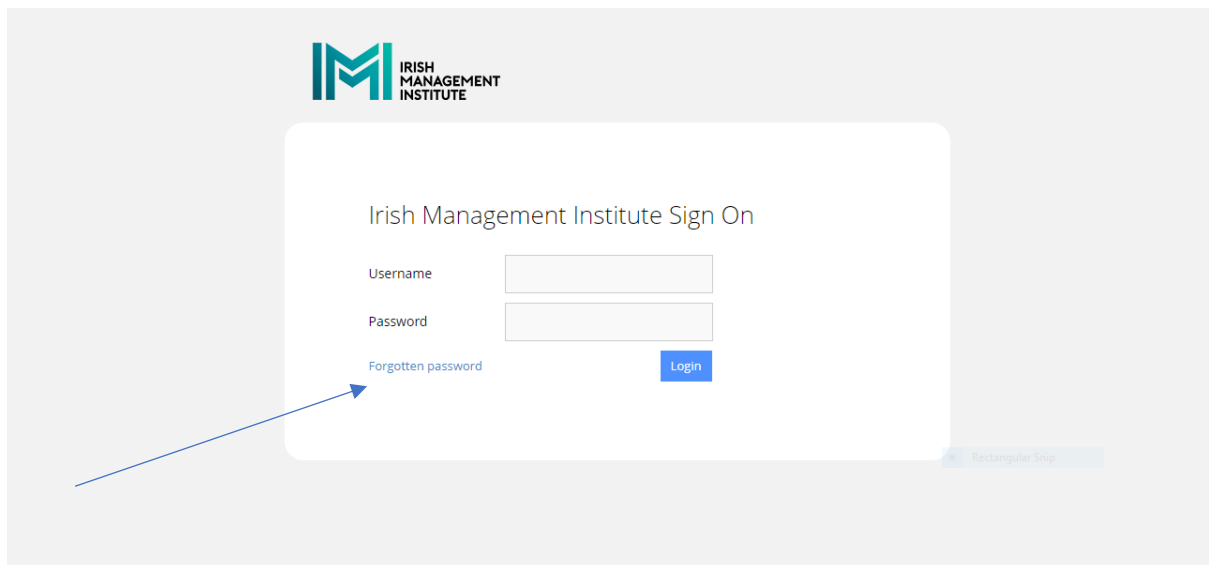
How to change your library account password

This is a useful guide to changing your IMI Knowledge Centre Account password. For further assistance please contact knowledge@imi.ie.

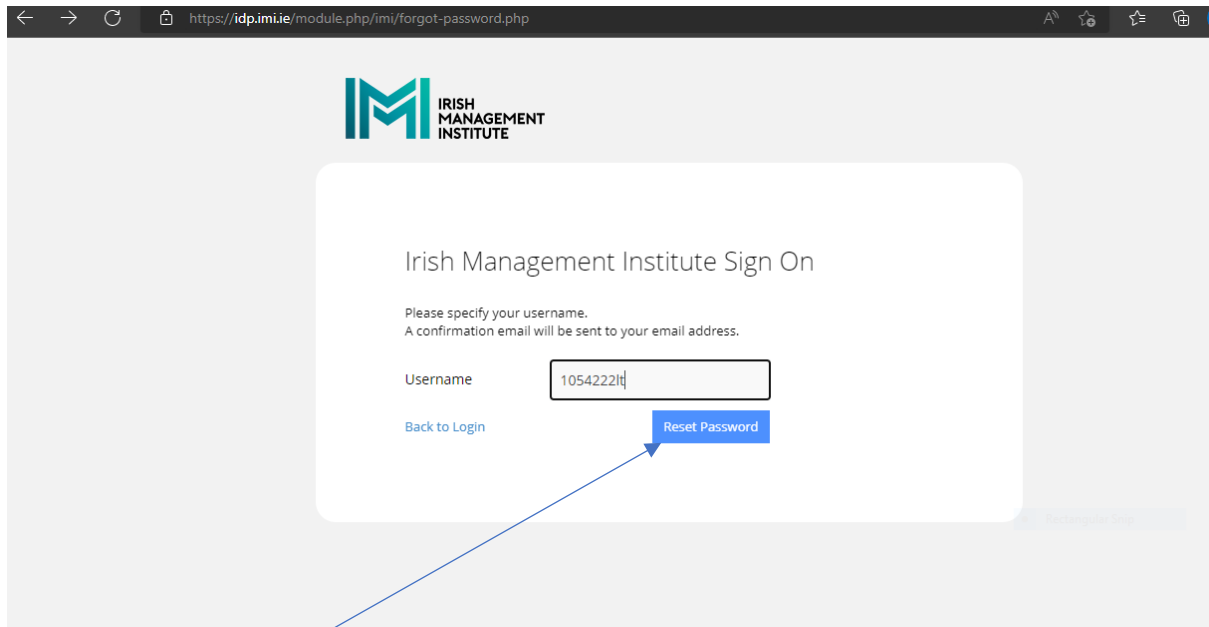
1. Open the library homepage and select My Library Account



2. Click on the Forgot password link

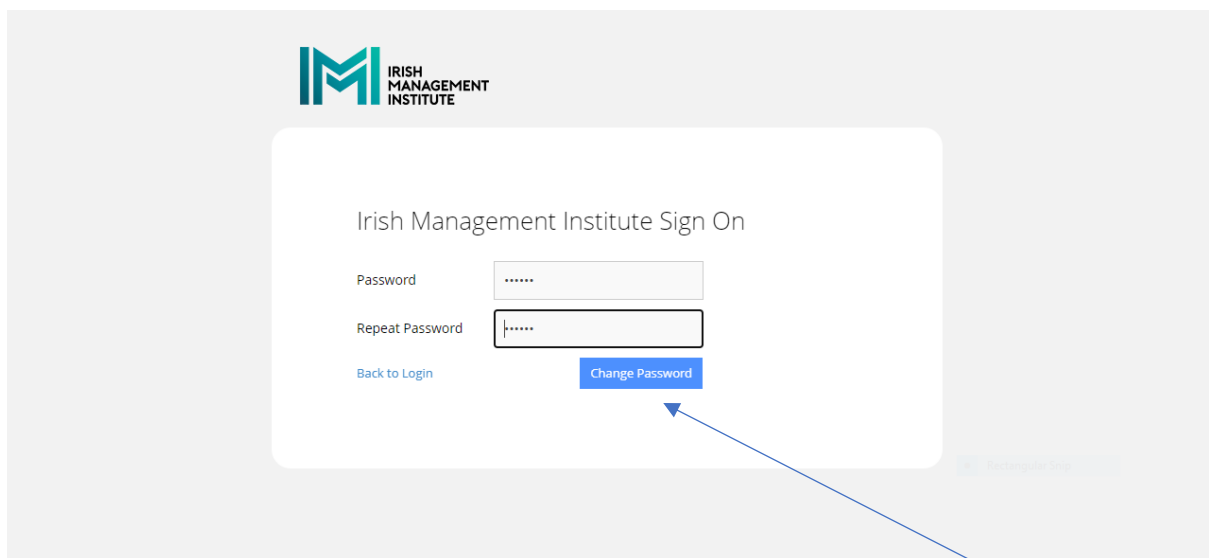


3. Enter your username and select Reset Password



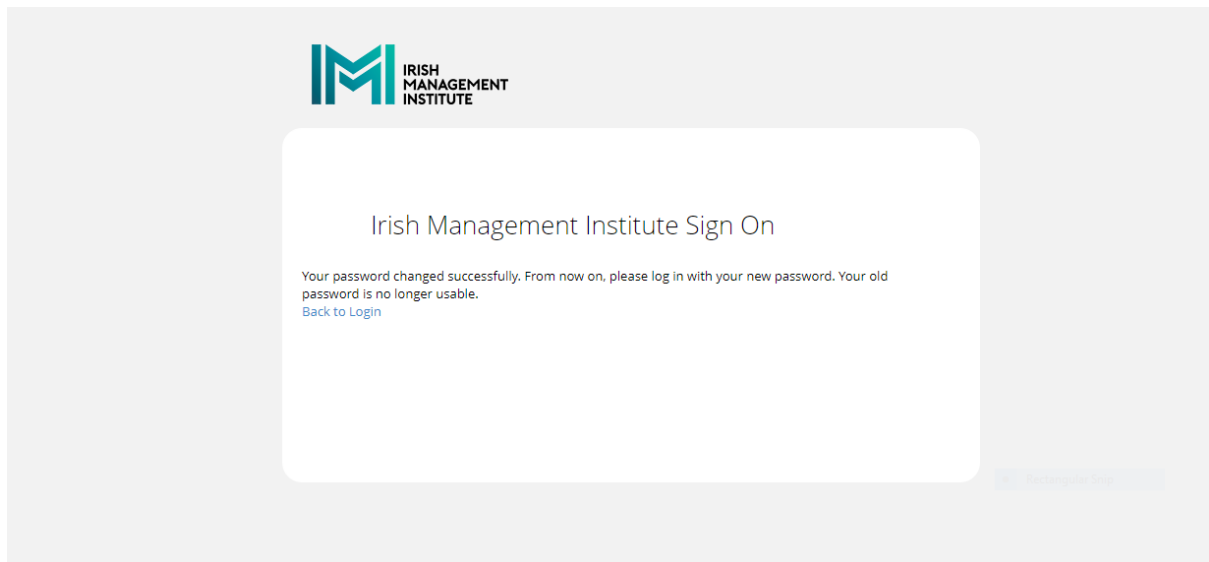
The screenshot shows a web browser window with the URL <https://idp.imi.ie/module.php/imf/forgot-password.php>. The page features the Irish Management Institute logo at the top left. The main content area is titled "Irish Management Institute Sign On" and contains the following text: "Please specify your username. A confirmation email will be sent to your email address." Below this text is a form with a "Username" label and a text input field containing "10542221t". To the left of the input field is a link "Back to Login", and to the right is a blue button labeled "Reset Password". A blue arrow points from the bottom left towards the "Reset Password" button.

4. Click on the email you receive and enter new password twice (*Password must be at least 6 characters long and must have one lowercase, one uppercase character, and one number*). Select Change Password button.

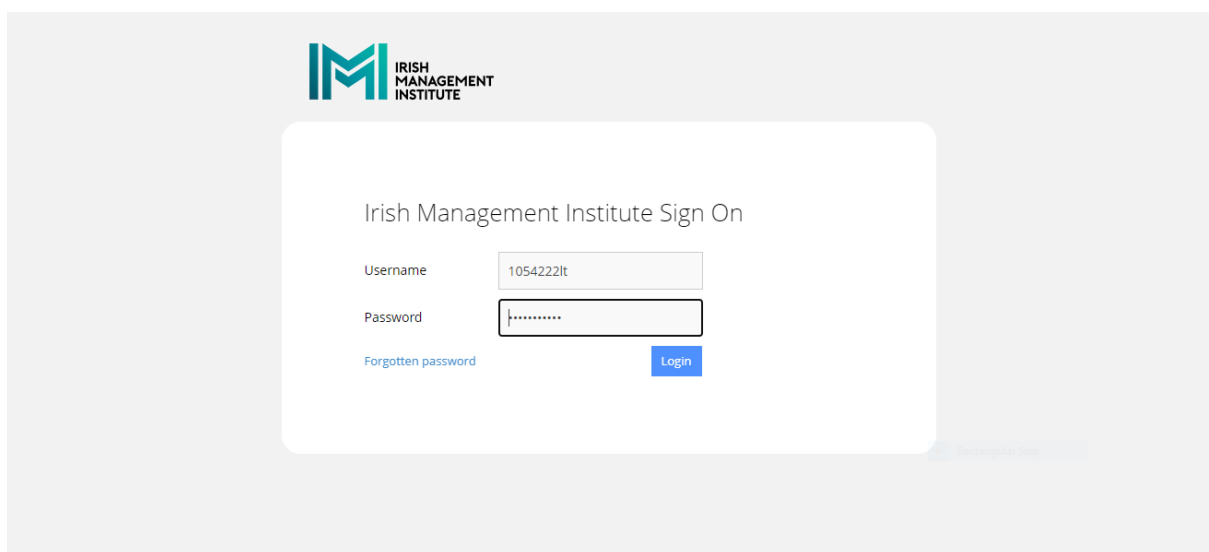


The screenshot shows the same web browser window as above, but the page content has changed. The title is still "Irish Management Institute Sign On". The text now reads: "Please specify your password." Below this is a form with two password input fields. The first is labeled "Password" and contains six dots. The second is labeled "Repeat Password" and also contains six dots. To the left of the first input field is a link "Back to Login", and to the right of the second input field is a blue button labeled "Change Password". A blue arrow points from the bottom right towards the "Change Password" button.

5. Once the password has changed you will see the following screen.



6. Select the My Library Account link on the library homepage and login with new password.



7. Library account will open

The screenshot displays a library website interface. At the top, a teal header contains the library logo (a stylized 'M'), a 'Lists' menu, and a user greeting 'Welcome, Library TEST' with a 'Log out' link. Below the header is a search bar with a dropdown menu set to 'Library catalog' and a green 'Go' button. Underneath the search bar is a section for 'Advanced search'. The main content area is divided into two columns: 'Library links' on the left and 'Opening hours' on the right. The 'Library links' column includes a 'Home' link, 'E-Books', 'Register for access', 'Library website', and 'Help & guides'. The 'Opening hours' column lists 'Monday - Friday: 8:30am - 5:30pm' and 'Closed: Saturday & Sunday'. At the bottom of the page, there is a footer with navigation links 'Home | Contact | Help | IMI', the library's address 'IMI Library, Sandyford Road, Dublin 16, Ireland | Tel: 01 207 8513/8514', a Twitter icon, a 'Rectangular Sign' button, and the text 'Powered by Koha'.

Search Library catalog Go

Advanced search

Home

Library links

- E-Books
- Register for access
- Library website
- Help & guides

Opening hours

Monday - Friday: 8:30am - 5:30pm
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Home | Contact | Help | IMI
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Rectangular Sign

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