

EXPLORE THE BRITISH LIBRARY: HOW TO UPGRADE YOUR READER ACCOUNT

<http://explore.bl.uk>

How to upgrade your Reader account

You need to upgrade your Reader Number to a British Library Online Account in order to login to Explore the British Library and request items to the reading rooms.

NB: You only need to do this once and it will only take a few minutes.

- Go to the Explore the British Library homepage <http://explore.bl.uk>
- Click **Login** in the top right hand corner of the screen.

You will see a new login page:

Account Login

Are you a registered Reader?

You cannot log in to Explore the British Library until you upgrade to a British Library Online Account.

Upgrade [Find out more](#)

Log in - British Library Online Account users

Username [Forgotten username?](#)

Password [Forgotten password?](#)

Login

[Change password or edit account preferences](#)

[Need help?](#)

- Click **Upgrade** to start and you will see Step 1.

Upgrading to a British Library Online Account step 1 of 4

Please enter your Reader ID and pass expiry date to confirm you are a registered Reader.

Reader ID *

Pass expiry date *

Continue

- Enter your reader number
- If you are a new reader, and haven't yet set up a password, please enter the expiry date of your reader pass
- Click **Continue**.

The Step 2 screen appears:

Upgrading to a British Library Online Account step 2 of 4

Do you already have a British Library Online Account?

If you have registered for any of the following British Library services, you will already have a British Library Online Account:

- Online Box Office - if you have bought tickets online for our events you will already have a British Library Online Account
- British Library Document Supply Service (BLDSS)
- Management and Business Studies Portal
- Social Welfare Portal

Yes, I have registered for one of these services already

No, I haven't registered for one of these services

[Continue](#)

- If you already have a British Library Online Account, because you've registered with one of the services listed, select **Yes, I have registered** and Username and Password input boxes will display:

Upgrading to a British Library Online Account step 2 of 4

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Yes, I have registered for one of these services already

No, I haven't registered for one of these services

Username *

Password *

[Forgotten username](#)

[Forgotten password](#)

[Continue](#)

- Enter your Username and Password and click **Continue**.

You will see [Step 4](#), which confirms that you have finished the upgrade process.

- If you do not already have a British Library Online Account, choose **No, I haven't registered** and click **Continue**.

You will see Step 3:

Upgrading to a British Library Online Account step 3 of 4

Please complete fields marked with * below

Personal details	
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Your details will appear here

Email	
Email address *	<input type="text"/>
Re-enter email address *	<input type="text"/>
I don't have an email address	<input type="checkbox"/>

Security details	
You need to create a British Library Online Account username and password to complete upgrading your Reader account.	
Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
Secret question *	Please select <input type="button" value="v"/>
Secret answer *	<input type="text"/>

Terms & Conditions	
Accept The British Library Online Account Terms & Conditions *	<input type="checkbox"/>

Previous

Register

Complete the details as required. You need to:

- Enter your email address
(if you don't have an email address check the box)
- Set up a username and password
- Choose a security question and supply your answer
- Accept the Terms and Conditions
- Click **Register**

You have now completed the process and Step 4, the Confirmation screen appears:

Upgrading to a British Library Online Account step 4 of 4

Confirmation

Thank you for upgrading to a British Library Online Account.

From now on, please use your British Library Online Account username and password to login to Explore the British Library and any other online services for which you have registered.

You should also use them to print and copy items in the Reading Rooms and login to My Reading Room Requests.

Please note: Your new account number is: **1141565**. Please quote this if you contact Customer Services.

If you receive an email from us regarding your online account please click on the link in the email to confirm your email address to us.

You can review your online details using [My Account](#).

A rectangular button with rounded corners and a light grey background, containing the word "Finish" in a dark grey sans-serif font.

- Click **Finish** to return to the Explore the British Library Login screen.

You can now log in with your username and password. (You retain your old reader number as your account number.)

If you need more assistance, please ask at Reference Enquiries, or contact [Customer Services](#).