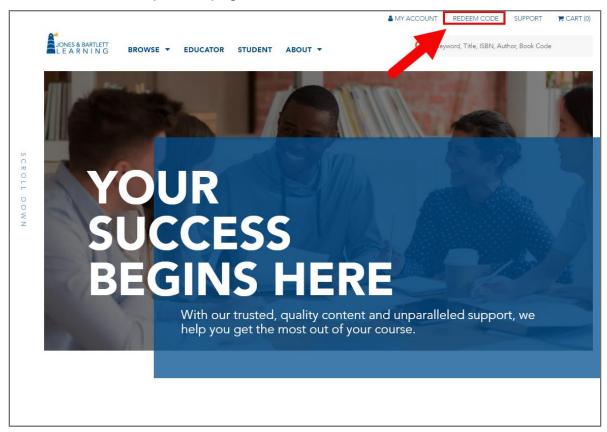


How to Redeem an Access Code and Create an Account

This document contains instructions on how to redeem a 10-digit access code and create a new user account to start your access to a Jones & Bartlett Learning digital product.

- 1. Open your web browser and navigate to www.jblearning.com. We generally recommend using either Firefox or Chrome browsers for an optimal user experience.
- 2. From the Jones & Bartlett homepage, click the **Redeem Code** option from the right of the horizontal menu at the top of the page.

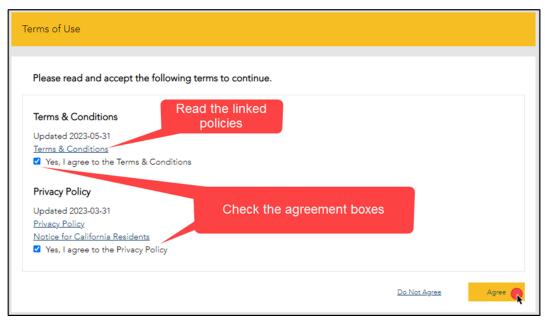




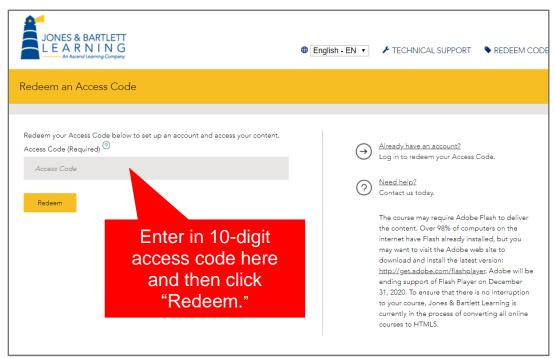




3. Proceed by reading the Terms and Conditions page that opens. Scroll down as necessary, then click the **Agree** button to continue.



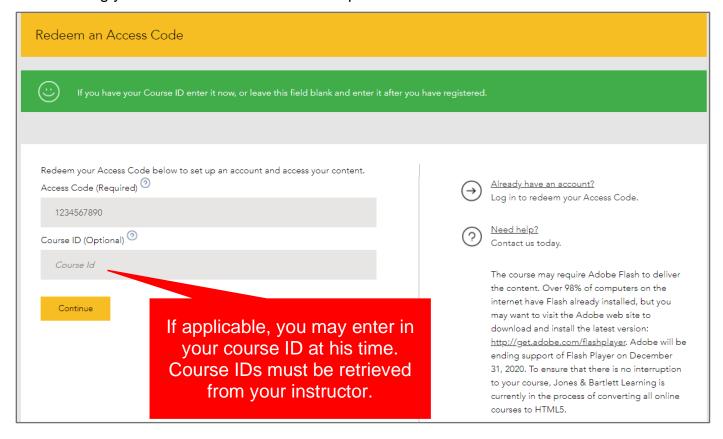
4. The **Redeem an Access Code** page opens where you must enter your 10-digit code in the **Access Code** field, then click the **Redeem** button.







- 5. The code is processed, and a new optional **Course ID** field will open if applicable. Course IDs are required in the event you are enrolling in an instructor-led course.
 - If you know your course ID at this time, you may enter it in the Course ID field provided.
 - If not, you may leave it blank and click the Continue button as you can enroll in your course ID at any time.
 - If your access code has unlocked multiple products requiring course IDs, this page will not appear, and you will instead be directed to the page in the next step (#6). The option for entering your course IDs is covered in Step 9c of this document.



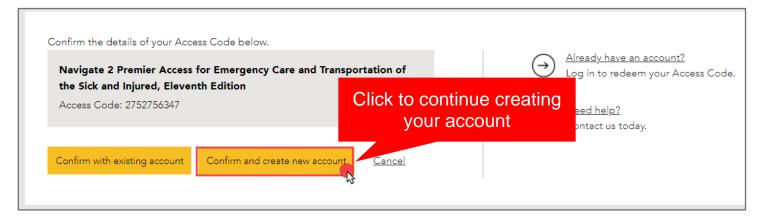




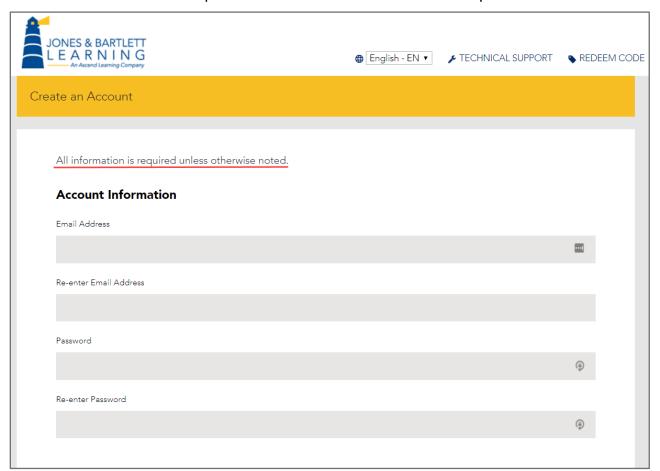
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6. Review and confirm your product information on the following page, then click the **Confirm and** create new account button.



7. On the next page, complete the fields required to create your personal user account, scrolling down as necessary. Please note, all fields under the **Account Information** and **Contact Information** sections are required unless otherwise identified as "Optional."

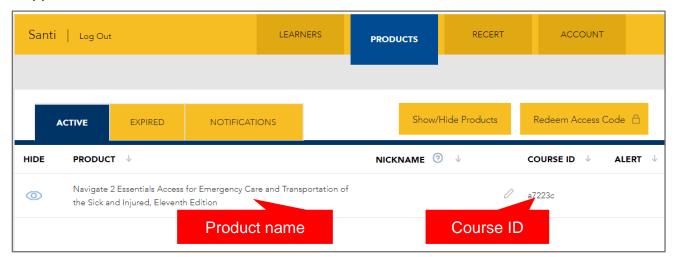








8. When you are done entering in the required details, click the **Create Account** button at the bottom of the page. Your My Account page will open, displaying your new product and Course ID if applicable.



- 9. To open your product, click on its name. This takes you to a launch page for the first time, displaying various options depending on your product type.
 - a. If you are accessing a standalone eBook, self-paced course, or if you previously entered your course ID during registration, you may click the red **LAUNCH** button to begin using your product.









b. If you are accessing digital content independently and do not need to enroll in an instructor-led course, click the **LAUNCH Open Enrollment Course** button.



c. If you are enrolling in an instructor-led course and have not yet entered a course ID, you may use the gray Enter Course ID button on this page to enter it and enroll in your course. If you don't know your Course ID, please consult your instructor or course administrator.



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