GUIDANCE ON BUYING DIGITAL BOOKS

STEP 1   Add products to **CART**

STEP 2   Click on **CART**

STEP 3   Click on **CHECKOUT**

STEP 4   You will need to register if this is your first purchase:

                    Add your admin email address

                    Create a Password

                    Read and agree EU GDPR terms

                    Click 'I'm not a robot

STEP 5   **LOGIN** – enter your email address and password (as setup in STEP 4)

STEP 6   Go to **CART**

                    Read Terms & Conditions and agree.

STEP 7   Go to **CHECKOUT**

                    Add your card details and complete purchase

STEP 8   Your books will be available to view in **My Library**

GUIDANCE ON ALLOWING ACCESS TO STUDENTS ONCE PURCHASED

STEP 1   Our support team will generate a unique code for your students to enter upon registration. When added they will <u>only</u> see the Students books.

STEP 2   Provide this code to any student who needs access.

STEP 3   Student registers their own account (following STEP 4 above but using their own email address and password).

STEP 4   Student enters unique code in **Gift Code / Voucher** field and agrees EU GDPR terms.

STEP 5   Student will see all purchased students books in **My Library**.