

Redeem an Access Code

- 1) To redeem your Access Code, please visit <http://www.jblearning.com/accesscode/>.
- 2) Read through the Terms and conditions and click the "Agree" button at the bottom of the page.
- 3) Enter your 10 digit Access Code and click Submit

The screenshot shows the top navigation bar with the JONES & BARTLETT LEARNING logo on the left and links for Technical Support, Contact Us, My Account, and Shopping Cart on the right. A search bar is also present. Below the navigation bar is a menu with options: Browse Subjects, eLearning, Custom Solutions, Brands & Partners, About Us, and Booksellers. The main heading is 'Redeem an Access Code'. The form area contains the text 'Please enter your Access Code to register*' and a callout box that says 'Enter your 10 digit access code' with an arrow pointing to the 'Code:' input field. A 'Submit' button is located to the right of the input field. A note at the bottom states: '*Note: Access Codes are redeemable for a single registration. If you exited your online course – just go to My Account to log in.'

- 4) If you are a returning user enter your username and password in the Returning Users box
If you are a returning user enter your username/email and password in the Returning Users box and click the submit button.

If you are a new user without an existing account, click the Create New Account button.

The screenshot shows the 'Redeem An Access Code' page with a navigation bar and a heading 'Redeem An Access Code'. Below the heading is a sub-heading 'Account information | Confirmation' and the text 'You are enrolling in EMT Course Manager (Print)'. It asks the user to 'Please choose from one of the following options.' There are two main boxes: 'Returning Users' and 'New Users'. The 'Returning Users' box contains the text 'Returning Users please login here.', 'Username:' and 'Password:' fields with asterisks, a 'Submit' button, and a link for 'Forgot Your Password?'. A callout box on the left says 'If you are a Returning User, enter your Username /Email and Password' with an arrow pointing to the 'Returning Users' box. The 'New Users' box contains the text 'New Users If you do not currently have an active jblearning.com account, please click the button below.' and a 'Create New Account' button. A callout box on the right says 'If you do not already have an account with us, click the "Create New Account" button' with an arrow pointing to the 'Create New Account' button.

- 5) If you are a returning user, please skip ahead to step 6

- If this is your first time registering, you will need to choose a password for your account. Enter your e-mail address. This will be used your new account user name.
- Re-enter your email address in the E-Mail Confirmation field. You will be asked to reenter them if they do not match.
- Choose a password. The password you choose will be used, along with your username, to access your account.
- Enter the same password you would like to use in the Password Confirmation fields and click the Submit button. You will be asked to reenter the passwords if they do not match.

If you receive an error message that the passwords are **invalid**, it may be that there is already an account associated with the e-mail you entered. In that case, please enter the existing account password, or log in as a returning user. If the e-mail and password for an existing account are entered in the New User page, the new course will be loaded into that existing account rather than creating a new one.

Browse Subjects ▼	eLearning	Custom Solutions	Brands & Partners	About Us	Booksellers
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Redeem an Access Code

You are enrolling in **EMT Course Manager (Print)**

Please select a password for your account. Along with your e-mail address, your password will allow you sign-in and skip the initial registration process. This will also be your password for any JBLearning courses.

E-Mail Address (**This will be used as your user name**) *

E-Mail Address Confirmation *

Password *

Password Confirmation

- 6) After you have submitted your password or previously established log on information, you will be taken to your Account Information page.
- If you are a returning user, the account Information page will automatically populate each field with the information we have on record for your account.
 - If you are a new user, you will need to fill out all required fields with the information you would like attached to your account.
 - Verify that all information is correct and click the Submit Info button.

Redeem an Access Code

Account information | Confirmation

You are enrolling in **EMT Course Manager (Print)**

Enter Your Personal Information

E-mail address: student@jblearning.com
 First Name: Joe
 Last Name: Student

Address

Address Line One: 1 Main Street
 Address Line Two:
 City: Anytown
 State: Select...
 Zip or Postal Code: 12345
 Country:
 Telephone Number:
 Fax Number:

Verify that your information is correct, then click "Submit".

- 7) Once you have submitted your account information, you will be taken to the last step in the Access Code redemption process, the course administrator page.
 - If you were asked to choose a course administrator, locate them in the drop down menu, select them, and click the Submit button.
 - If you were not asked to choose a course administrator, you can simply leave the field blank and click on the Submit button. Leaving the course administrator field blank will not affect your course in any way.

Redeem an Access Code

Account information | Confirmation

You have enrolled in **EMT Course Manager (Print)**

If you have been issued an access code for an online course, please select the name of the Education Center that issued the code from the drop down menu below. This allows the Course Administrator/Instructor to view your progress.

If you are enrolling in an online course as an individual please leave this field blank and click "Submit."

Select a Course Administrator:

Choose your course administrator from the drop down menu. If you were not asked to choose an administrator simply click submit

- 8) After you have chosen a course administrator, you will be taken to the Account Confirmation page. At this point, your Access Code has been redeemed and the course has been placed in your account.

- To access your account either click on the Click here to sign into your account or the My Account link.

The screenshot shows the Jones & Bartlett Learning website. At the top left is the logo. To the right are links for Technical Support, Contact Us, My Account, and Shopping Cart. Below these is a search bar with the text 'Enter Keyword, Title, Author or ISBN' and a 'Search Catalog' button. A navigation bar contains 'Browse Subjects', 'eLearning', 'Custom Solutions', 'Brands & Partners', 'About Us', and 'Booksellers'. The main content area is titled 'Redeem an Access Code' and features a section for 'Account information | Confirmation'. It states 'You have enrolled in EMT Course Manager (Print)' and lists user details: First Name: Bob, Last Name: Smith, E-Mail Address: testing@jbl.com, Address Line One: 40 Tall Pine Drive, Address Line Two: City: Sudbury, State: MA, Postal Code: 01776, Country: US. A message below says 'Congratulations, you have successfully enrolled in JBTest Prep: EMT-Basic Success. Your Access Code is no longer valid and will not be needed again to access the course.' At the bottom left of this message is a link: 'Click here to sign in to your account.' A red arrow points from a text box on the right to the 'My Account' link in the top navigation. Another red arrow points from the same text box to the 'Click here to sign in to your account.' link.

Technical Support | Contact Us | My Account | Shopping Cart

Enter Keyword, Title, Author or ISBN Search Catalog

Browse Subjects eLearning Custom Solutions Brands & Partners About Us Booksellers

Redeem an Access Code

Account information | Confirmation

You have enrolled in **EMT Course Manager (Print)**

First Name: Bob
 Last Name: Smith
 E-Mail Address: testing@jbl.com
 Address Line One: 40 Tall Pine Drive
 Address Line Two:
 City: Sudbury
 State: MA
 Postal Code: 01776
 Country: US

Congratulations, you have successfully enrolled in JBTest Prep: EMT-Basic Success
 Your **Access Code** is no longer valid and will not be needed again to access the course.

[Click here to sign in to your account.](#)

Click on one of these two links to access the log on page for your account

9) The Click here to sign into your account or the My Account link will bring you to the My Account log on page.

- Use the Username and Password associated with your JBLeaning account to log on and access your My Account page.

The screenshot shows the 'My Account' page. At the top is a navigation bar with 'Browse Subjects', 'eLearning', 'Custom Solutions', 'Brands & Partners', 'About Us', and 'Booksellers'. Below the navigation bar is the title 'My Account'. On the left is a text box: 'Enter your Username and Password then click Submit'. On the right is a 'Returning Users' login form. The form has a title 'Returning Users' and a sub-header 'Returning Users login here to take advantage of member benefits.' It contains two input fields: 'Username:' with the value 'testing@jbl.com' and 'Password:' with four dots. Below the fields is a 'Submit' button and a link: 'Forget your username or password?'.

Browse Subjects eLearning Custom Solutions Brands & Partners About Us Booksellers

My Account

Enter your Username and Password then click Submit

Returning Users

Returning Users login here to take advantage of member benefits.

Username: testing@jbl.com
 Password: ●●●●

Submit

[Forget your username or password?](#)

10) Once you are logged on, you will be taken to your My Account page. Your course will be listed in blue under the Courses section. Click on the Navigate Course link to enter your course code.

Welcome Matt Thomas (You are currently logged in as a Student) [Log out?](#)

[Account Settings](#) | [Address Book](#) | [Courses](#)

Home >

My Account

Courses

Launch Course	Completion Status	Grade	Certificate	CE Credits	Date Expires	Course Coordinator
Navigate Course						

11) Once clicked, the Navigate Course link will present a link where you will need to enter the course code your instructor gave you and enroll in your course. Click on the Enter a course code for Navigate link.

Welcome Matt Thomas (You are currently logged in as a Student) [Log out?](#)

[Account Settings](#) | [Address Book](#) | [Courses](#)

Home >

My Account

Courses

Launch Course	Completion Status	Grade	Certificate	CE Credits	Date Expires	Course Coordinator
Navigate Course						
Enter a course code for Navigate: Course Manager Emergency Medical Response , Expires on 01/06/2012 Continue to http://navigate.iblearning.com/						

12) Clicking on the Enter a course code for Navigate link will cause an Enter Your Course Code pop up to appear. Enter the course code your instructor gave you and click OK.

The screenshot shows the Jones & Bartlett Learning website interface. At the top, there is a navigation bar with links for Technical Support, Contact Us, My Account, and Shopping Cart. A search bar is present with the placeholder text "Enter Keyword, Title, Author or ISBN" and a "Search Catalog" button. Below the navigation bar, there are tabs for "Browse Subjects", "eLearning", "Custom Solutions", "Brands & Partners", "About Us", and "Booksellers". A welcome message for "Matt Thomas" is displayed, along with a "Log out?" link and a menu containing "Account Settings", "Address Book", and "Courses". The main content area is titled "My Account" and includes a "Courses" section with a "Launch Course" button and a "Navigate Course" link. A modal dialog titled "Enter Your Course Code" is open in the center, containing the text "Enter your course code provided by your instructor below." and a text input field labeled "Course Code:". The dialog has "OK" and "Cancel" buttons at the bottom right. On the right side of the page, there is contact information for Jones & Bartlett Learning, including the address "40 Tall Pine Drive, Sudbury, MA 01776", phone number "800-832-0034", and email "info@jblearning.com".

If you have entered a valid course code, you will be informed that you have successfully signed up for your instructor's course. Click on Launch Course to access your course.

This screenshot shows the same website interface as the previous one, but with a different modal dialog. The dialog is titled "You Have Entered A Valid Course Code" and contains the following text: "You have successfully signed up for **Navigate: Course Manager Emergency Medical Response (5B635D)**. Your instructor for this course is **Sara Beyne**. If this info is correct, click the Launch Course button below to continue. If this info is incorrect, click the Enter New Code button below." The dialog has three buttons at the bottom: "Launch Course", "Enter Different Code", and "Cancel". A red arrow points to the "Launch Course" button. The rest of the website interface, including the navigation bar, tabs, and contact information, remains the same as in the previous screenshot.

13) Clicking on Launch Course will take you to the Navigate Portal which will contain a link that will take you to your classroom.



► Overview of my courses

Emergency Medical Responder, Fifth Edition (Beyne - 5B635D)

If you have any other questions or issues concerning your Access Code or course please contact our tech support team.

Thank you,

Jones & Bartlett Learning Technical Support

Phone: 1-800-832-0034 option 5

Email: externaltechsupport@jblearning.com

Webpage: <https://www.jblearning.com/techsupport/>