

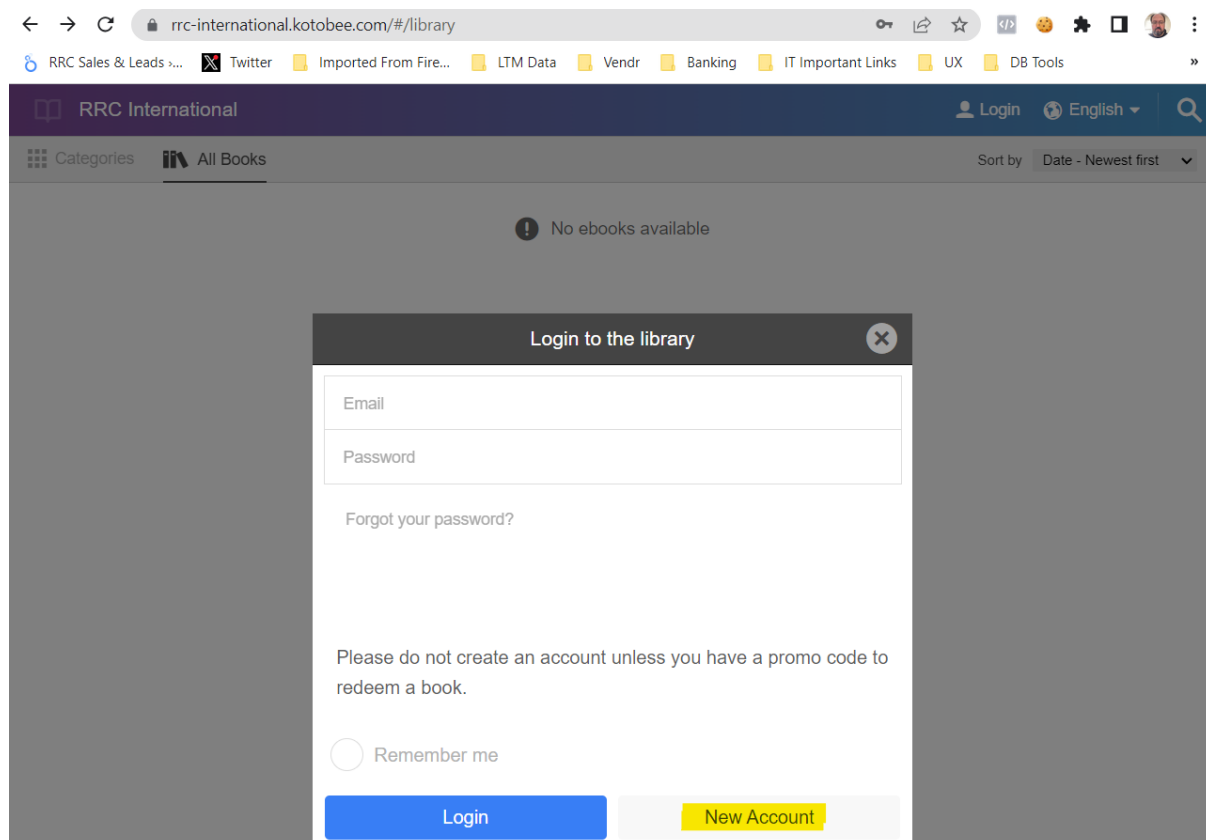
How to use a Kotobee Code to access my e-book: User Guide

RRC's e-books are accessed via Kotobee. Kotobee allows the books to be highlighted, bookmarked and offer a "text-to-speech" option which could assist those with difficulties. We will provide a step-by-step guide in order to help using the e-book

1. Access the Library

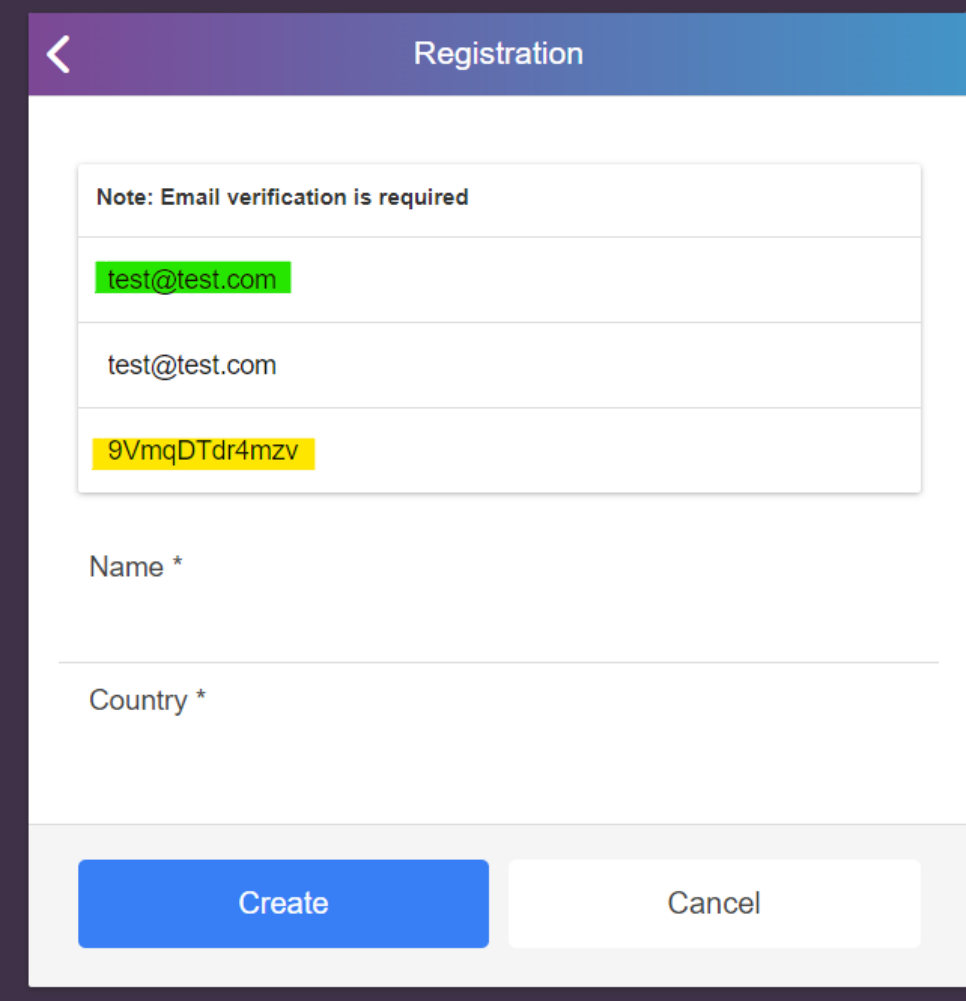
You can access the RRC Kotobee Library from the link here:

<https://rrc-international.kotobee.com/#/library>



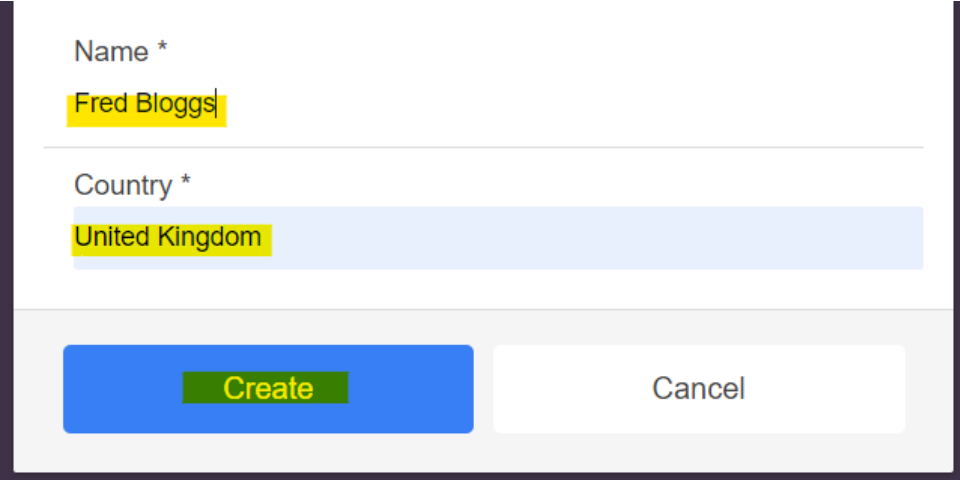
2. Create an account.

If you do NOT already have an account - click on New Account



The screenshot shows a mobile registration form titled "Registration". At the top left is a back arrow icon. Below the title is a note: "Note: Email verification is required". There are four input fields: the first contains "test@test.com" (highlighted in green), the second contains "test@test.com", the third contains "9VmQDTdr4mzv" (highlighted in yellow), and the fourth is empty. Below these are two more empty input fields labeled "Name *" and "Country *". At the bottom are two buttons: a blue "Create" button and a white "Cancel" button.

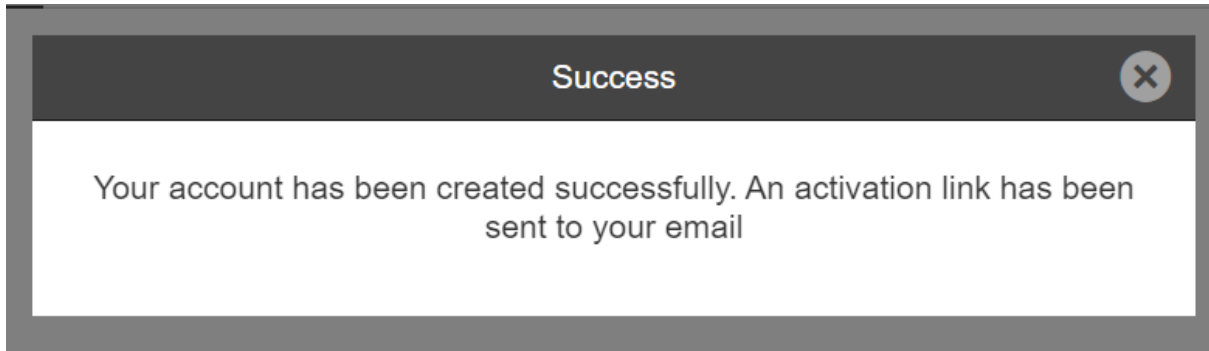
Now enter your email, the Code, your Name and Country - then click Create



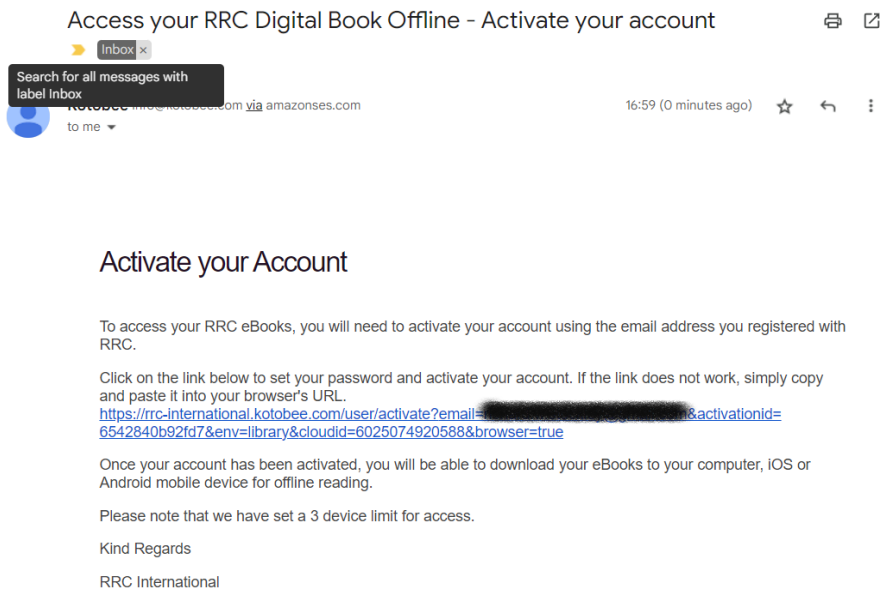
The screenshot shows the same registration form, but with the "Name *" field containing "Fred Bloggs" (highlighted in yellow) and the "Country *" field containing "United Kingdom" (highlighted in yellow). The "Create" button is now highlighted in green, indicating it is the active element.

3. Activate your account

This will create an account and an activation email will be sent to the email address specified

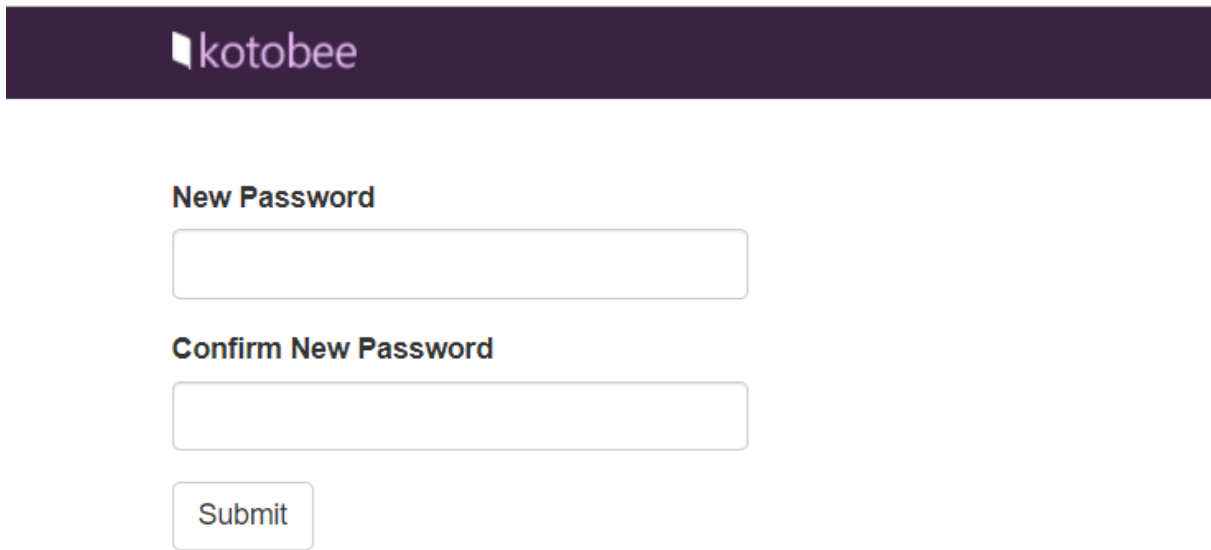


Locate the email in your inbox and click on the activation link



4. Set Password

You should then be able to set your password



The screenshot shows a dark purple header with the Kotobee logo. Below the header, the form contains the following elements:

- New Password**: A text input field.
- Confirm New Password**: A text input field.
- Submit**: A button.

You will then get a final email telling you the account is created

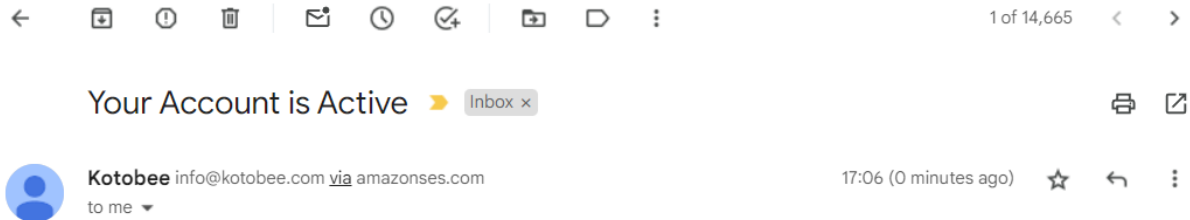


Congratulations!

Your password has been set successfully.

5. Access your e-book

Once you have confirmation of the account being activated you will be able to press the link and go back to the homepage (web or app).



Your Account is Active

Congratulations! You can now start using your account to access **RRC International**.

In case you would like to change your password, you may do so by clicking on the link below. For security reasons, this link is available for only 24 hours.

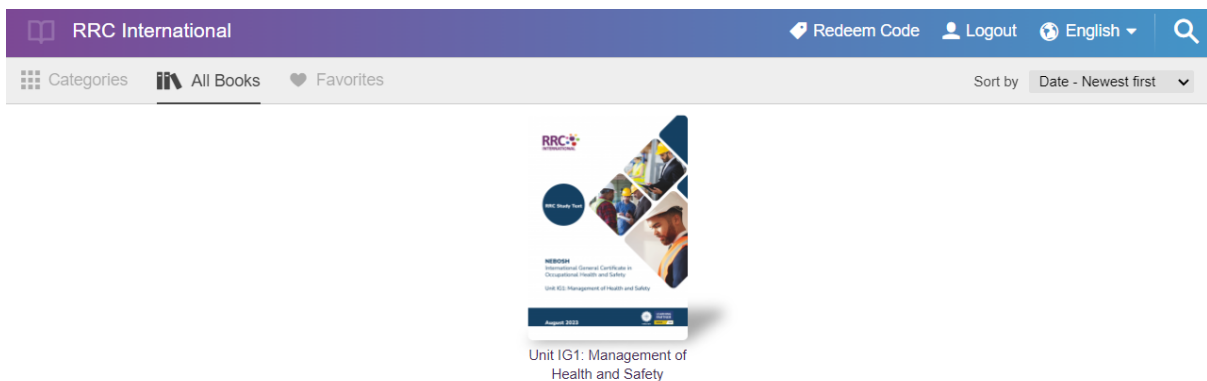
[https://www.kotobee.com/user/pwdreset?email=\[REDACTED\]&resetid=65428589851cc&browser=true](https://www.kotobee.com/user/pwdreset?email=[REDACTED]&resetid=65428589851cc&browser=true)

You can use the RRC Digital Books app to view your book offline on Windows, Mac, iOS or Android device. Please refer to the instructions in your course page on the Learning Centre for more information.

Kind Regards

RRC International

You can then access your book via the website, iOS app, Android App, PC/Mac Desktop App



We hope this helps!