

How to prepare your delegates to receive their e-books

As a Training Provider who gives the RRC e-books out, there's a few things we think you should know in order to assist the learner when obtaining their e-book.

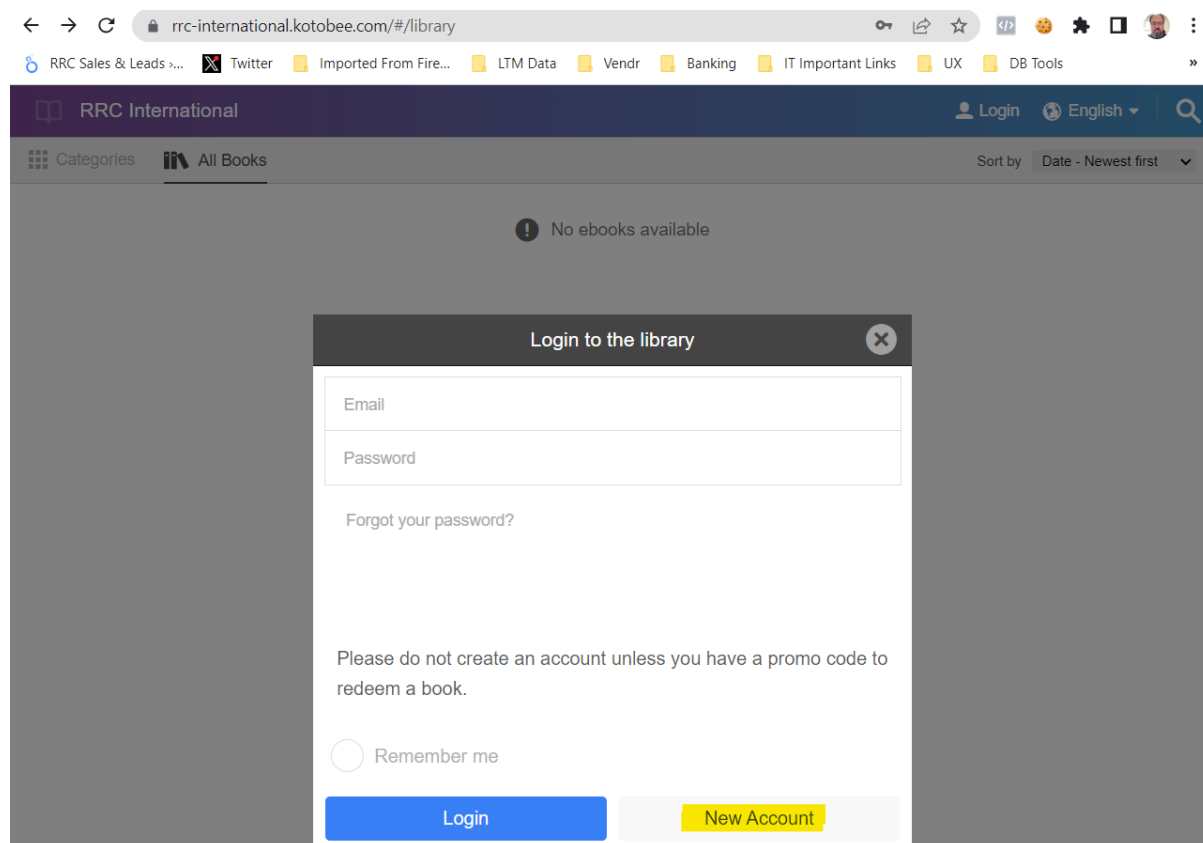
RRC's e-books are accessed via Kotobee, as we won't have much contact with your delegate it might be useful letting them know of this in order for them to receive the appropriate communication. Kotobee allows the books to be highlighted, bookmarked and offer a "text-to-speech" option which could assist those with difficulties.

Below we have listed by numbers the steps to take in order to have access to the books.

1. Send the code to the learner

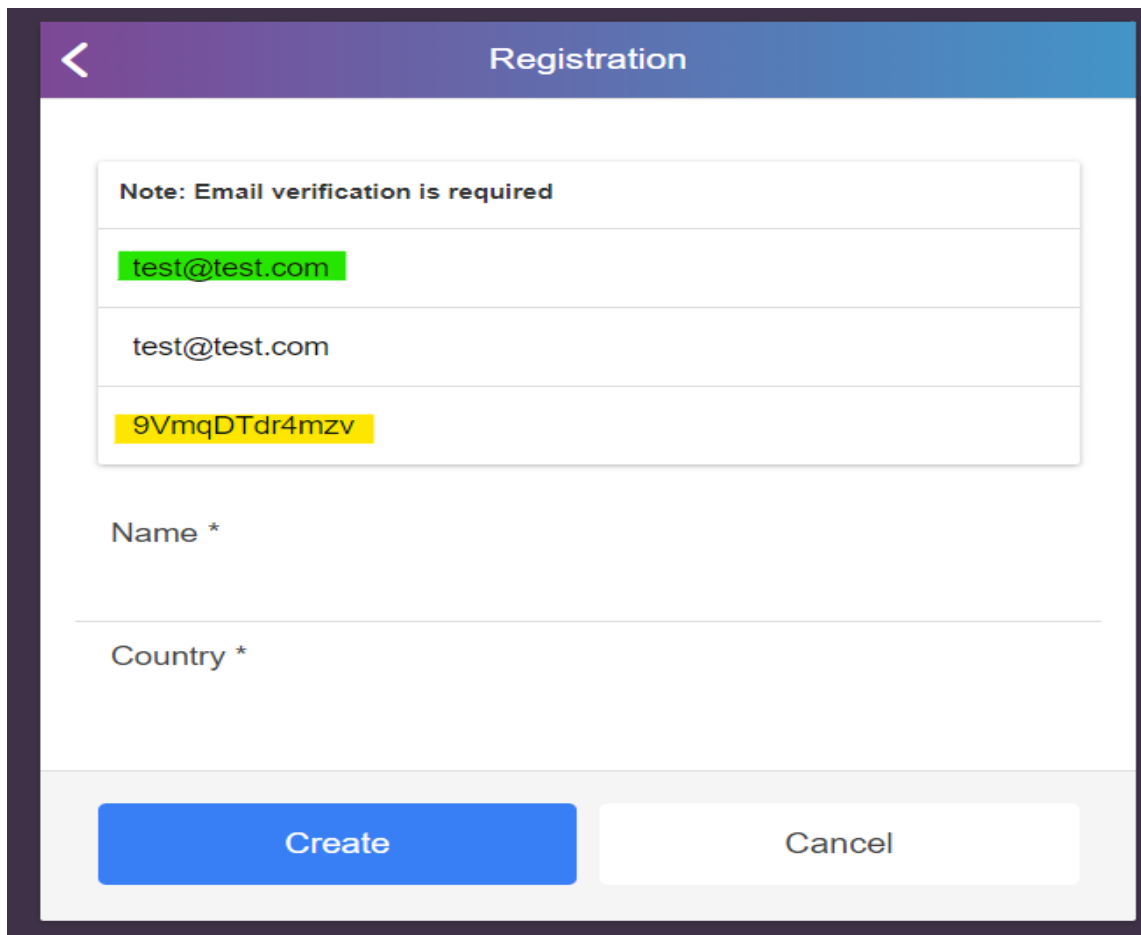
Once you purchase from us you should receive a batch of codes that you can provide to your learners. The easiest way to use these is to go to the web based RRC Kotobee Library, see link here: <https://rrc-international.kotobee.com/#/library>

It should look like this:



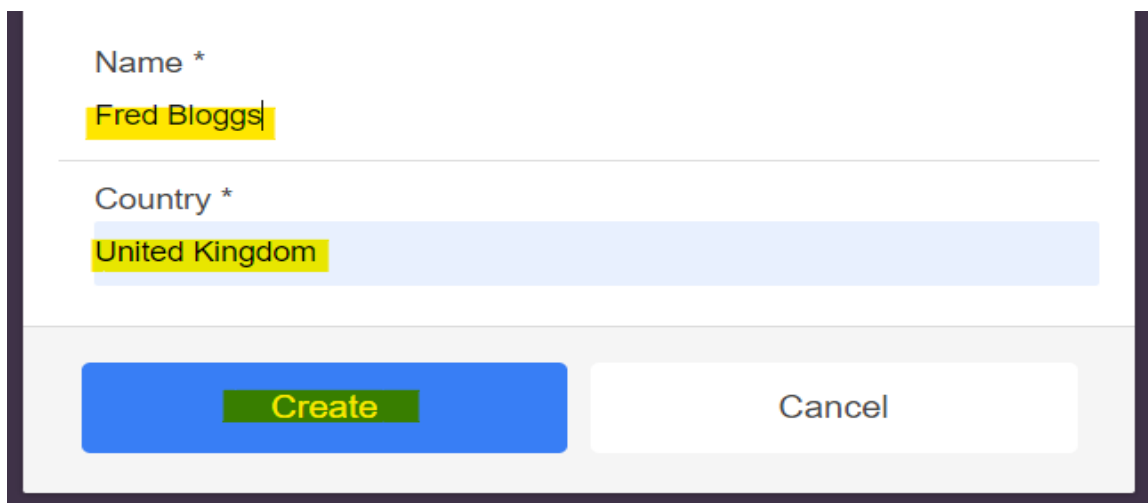
2. Learner Creates Account

If they do NOT already have an account with Kotobee they should click on New Account and register their details.



The screenshot shows a mobile application registration screen. At the top, there is a purple header with a white back arrow on the left and the word "Registration" in white text on the right. Below the header is a white form area. At the top of the form, there is a note: "Note: Email verification is required". Below the note are four input fields. The first field contains "test@test.com" with a green highlight. The second field also contains "test@test.com". The third field contains "9VmQDTdr4mzv" with a yellow highlight. Below these fields are two more fields: "Name *" and "Country *". At the bottom of the form, there are two buttons: a blue "Create" button and a white "Cancel" button.

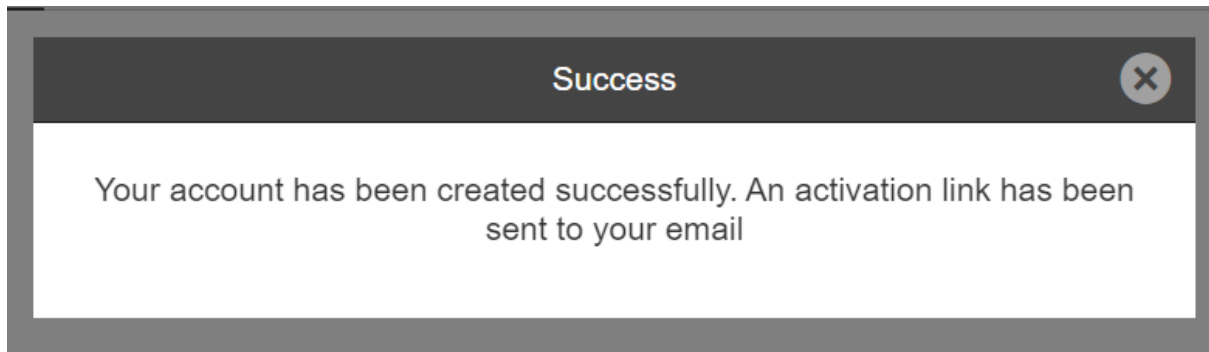
Once their email, the Code, their Name and Country are all updated they may click Create



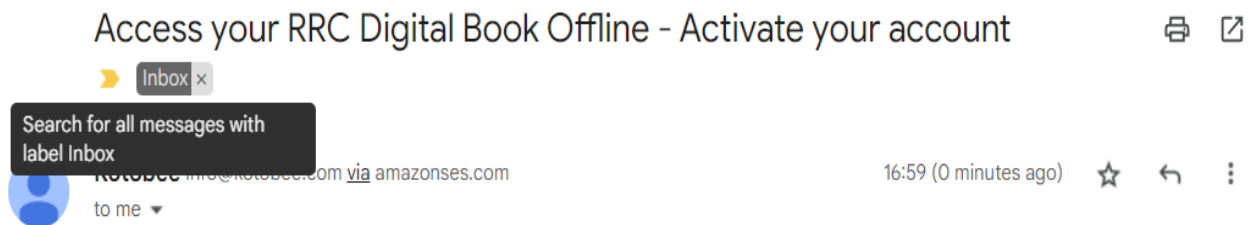
The screenshot shows the same registration form as above, but with updated values. The "Name *" field now contains "Fred Bloggs" with a yellow highlight. The "Country *" field now contains "United Kingdom" with a yellow highlight. The "Create" button is now blue with a green highlight, and the "Cancel" button is white.

3. Activate Account

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



They can locate the email in their inbox and click on the activation link



Activate your Account

To access your RRC eBooks, you will need to activate your account using the email address you registered with RRC.

Click on the link below to set your password and activate your account. If the link does not work, simply copy and paste it into your browser's URL.

[https://rrc-international.kotobee.com/user/activate?email=\[REDACTED\]&activationid=6542840b92fd7&env=library&cloudid=6025074920588&browser=true](https://rrc-international.kotobee.com/user/activate?email=[REDACTED]&activationid=6542840b92fd7&env=library&cloudid=6025074920588&browser=true)

Once your account has been activated, you will be able to download your eBooks to your computer, iOS or Android mobile device for offline reading.

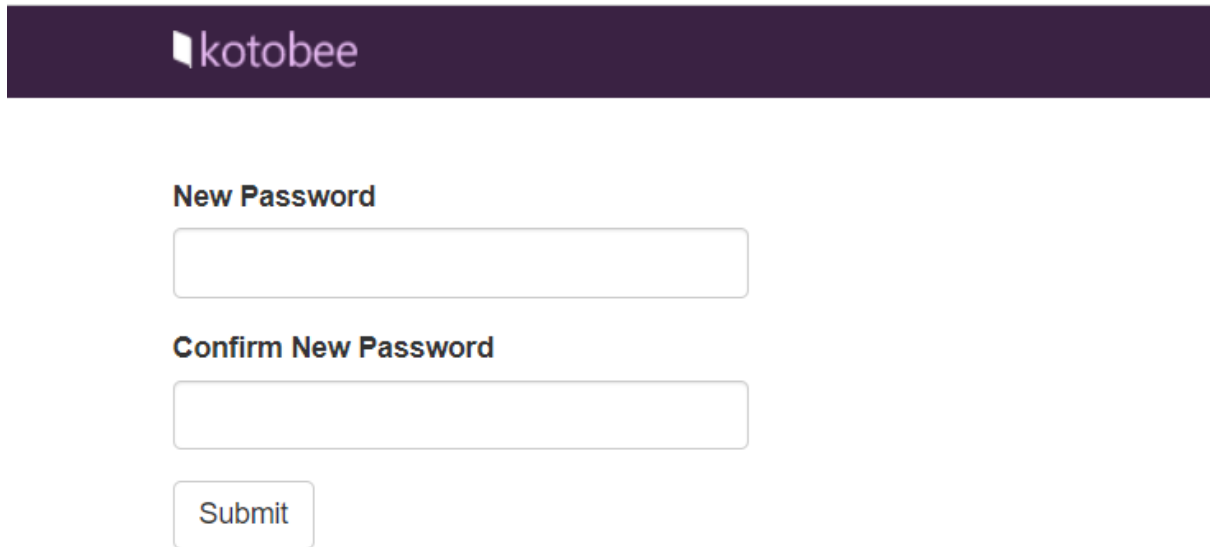
Please note that we have set a 3 device limit for access.

Kind Regards

RRC International

4. Set Password

Once they've done this, they should then be able to set their new password.



The screenshot shows a dark purple header with the Kotobee logo. Below the header, the text "New Password" is followed by a text input field. Below that, the text "Confirm New Password" is followed by another text input field. At the bottom of the form is a "Submit" button.

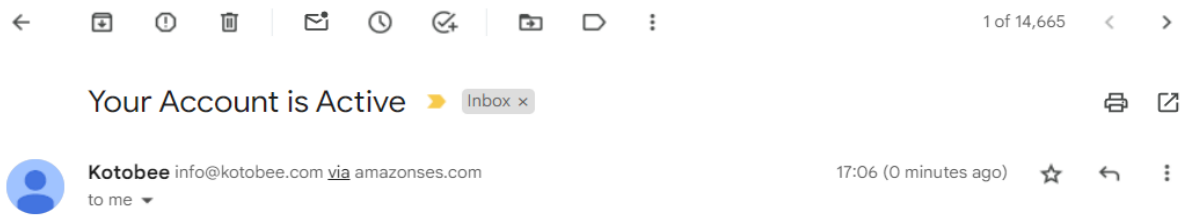
They will then get a final email telling them the account has been created



Congratulations!

Your password has been set successfully.

5. Active Account



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.

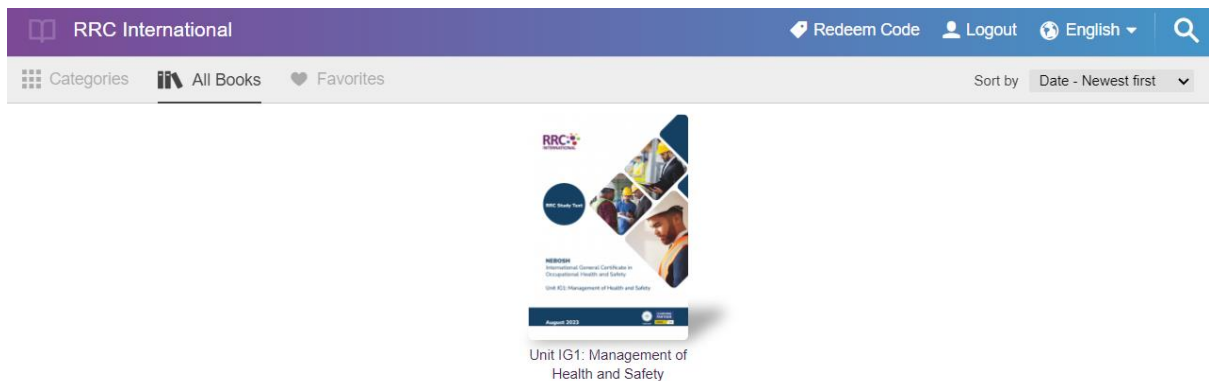
[https://www.kotobee.com/user/pwdreset?email=\[REDACTED\]&resetid=65428589851cc&browser=true](https://www.kotobee.com/user/pwdreset?email=[REDACTED]&resetid=65428589851cc&browser=true)

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

They can then access the e-book via the website browser, iOS app, Android App, or PC/Mac Desktop App and start reading.



I hope you find this helps!