


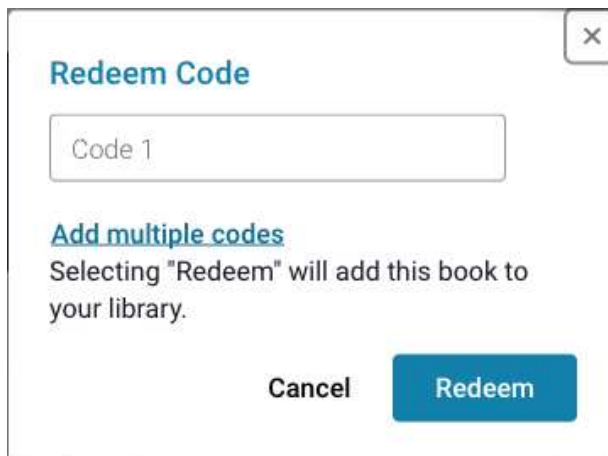
How to Access the eBook You Requested

First time access

1. Set up an account with [Bookshelf Online](https://bookshelf.vitalsource.com) (<https://bookshelf.vitalsource.com>). Check your email for a verification message from VitalSource Bookshelf. Click on the **Confirm Your Email** button.
2. On the page that opens, click on the **Redeem Codes** button.
3. Enter the twenty-digit alphanumeric code you received from the West Georgia RESA Professional Learning Library.
4. The book you requested will be available for reading.
5. Tap on the book cover to read it. Scroll down the page as you read, and then use the down arrow to go to the next page.
6. To return to your book at a later time, go to [Bookshelf Online](https://bookshelf.vitalsource.com) and enter your email address and password. The table of contents is linked for easy access when you return to reading.

Accessing a new book as a return library patron

1. Sign into [Bookshelf Online](https://bookshelf.vitalsource.com) using your email address and password.
2. Click on the **Tools** () > **Redeem Codes** in the menu bar along the top of the page.
3. Add your redemption code to the code box and click **Redeem**. To redeem multiple codes, click the **Add multiple codes** button and redeem up to 100 codes.
4. Your library will update with your new book(s). Refreshing your library may take a few minutes. Note: You can manually update your app by clicking on **Tools > Update Library**.
5. Tap on a book cover to read it.



The screenshot shows a dialog box titled "Redeem Code" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Code 1" containing a redacted code. Below the input field, there is a link "Add multiple codes" and a note: "Selecting 'Redeem' will add this book to your library." At the bottom of the dialog, there are two buttons: "Cancel" and "Redeem".