

# User Guide:

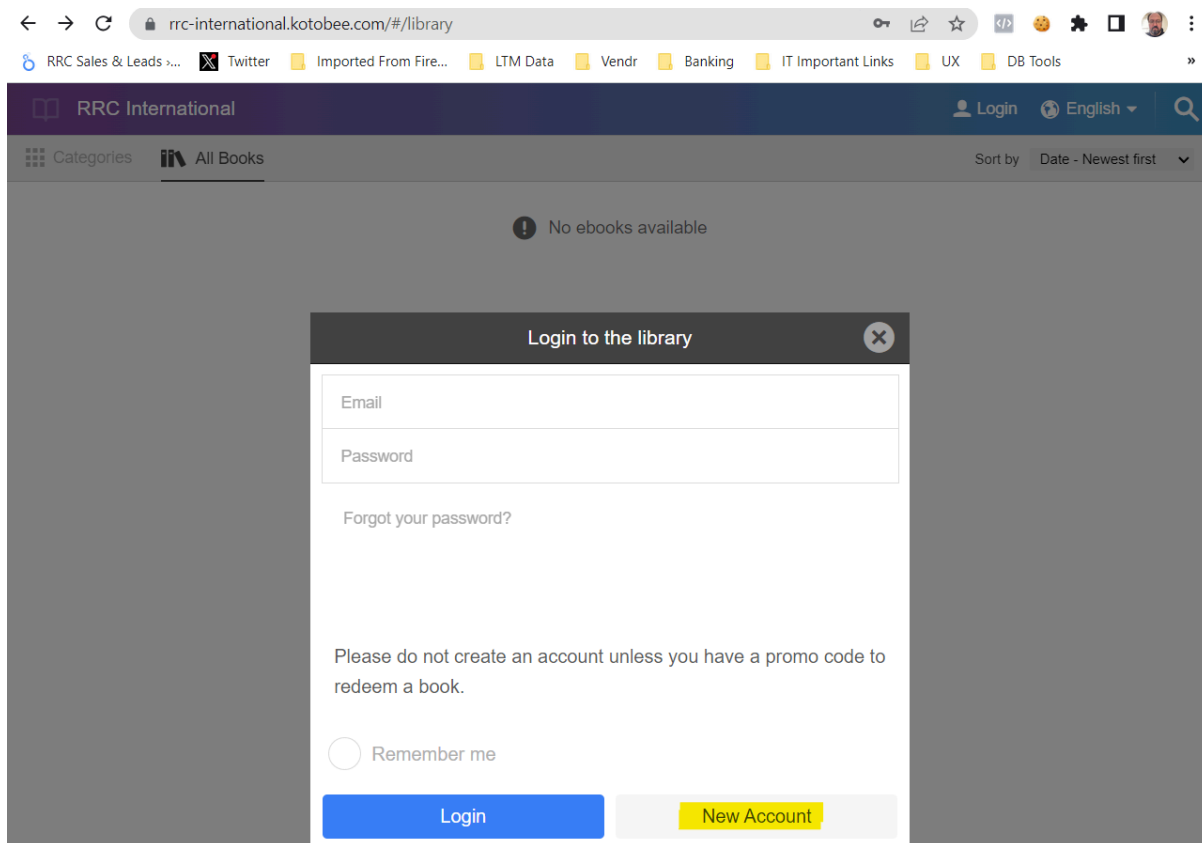
## Using a Kotobee Code to access my eBook

RRC's eBooks are accessed via Kotobee. Kotobee allows the books to be highlighted, bookmarked and offer a useful search and look up feature. We will provide a step-by-step guide in order to help using the eBook

### 1. Access the Library

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

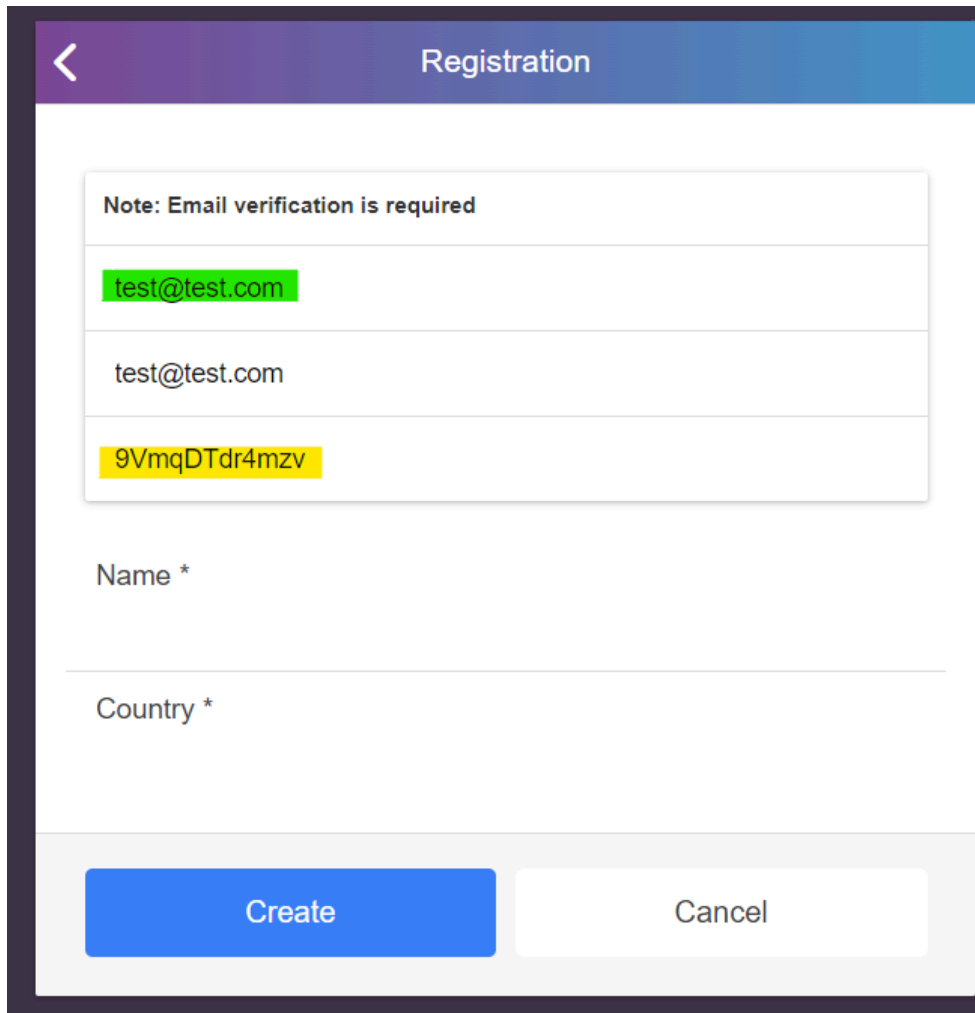
<https://rrc-international.kotobee.com/#/library>



The screenshot shows a web browser window with the URL [rrc-international.kotobee.com/#/library](https://rrc-international.kotobee.com/#/library). The browser's address bar and tabs are visible at the top. The website's header includes the RRC International logo, a 'Login' button, and a language selector set to 'English'. Below the header, there are navigation links for 'Categories' and 'All Books', and a 'Sort by' dropdown menu set to 'Date - Newest first'. The main content area displays a message: 'No ebooks available'. A modal window titled 'Login to the library' is open in the center, featuring input fields for 'Email' and 'Password', a 'Forgot your password?' link, a disclaimer: 'Please do not create an account unless you have a promo code to redeem a book.', a 'Remember me' checkbox, and two buttons: 'Login' (blue) and 'New Account' (yellow).

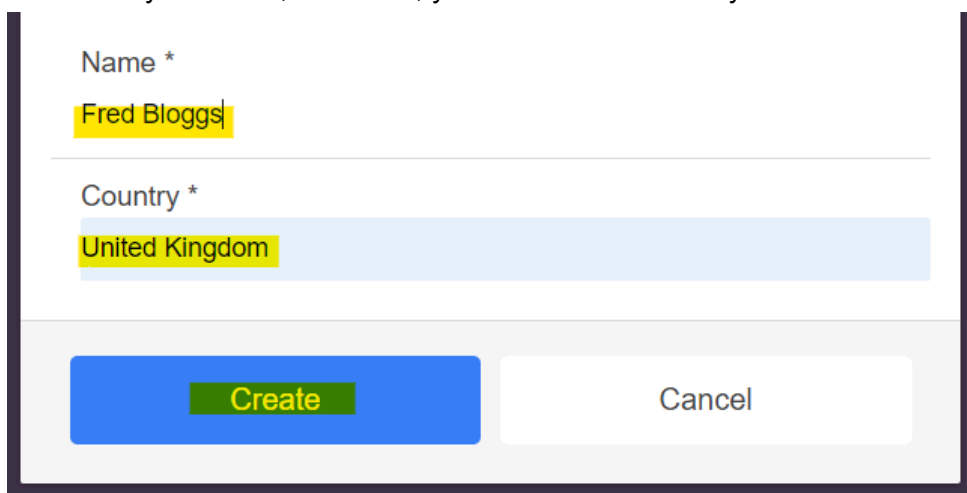
## 2. Create an account.

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



A screenshot of a mobile application's registration screen. The title bar at the top is purple and blue, with a back arrow on the left and the word "Registration" in the center. Below the title bar, there is a note: "Note: Email verification is required". This is followed by three input fields: the first contains "test@test.com" with a green highlight, the second also contains "test@test.com", and the third contains a yellow highlight "9VmQDTdr4mzv". Below these fields are two more input fields labeled "Name \*" and "Country \*", both of which are empty. At the bottom of the form are two buttons: a blue "Create" button and a white "Cancel" button.

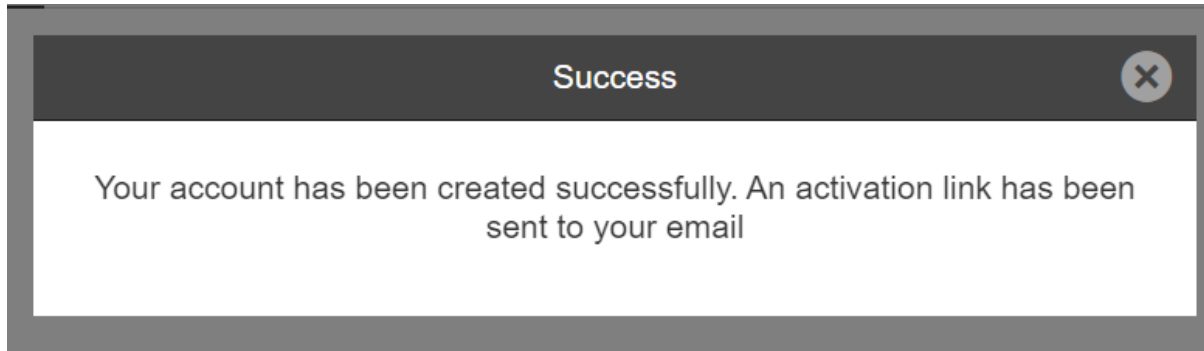
Now enter your email, the Code, your Name and Country - then click Create



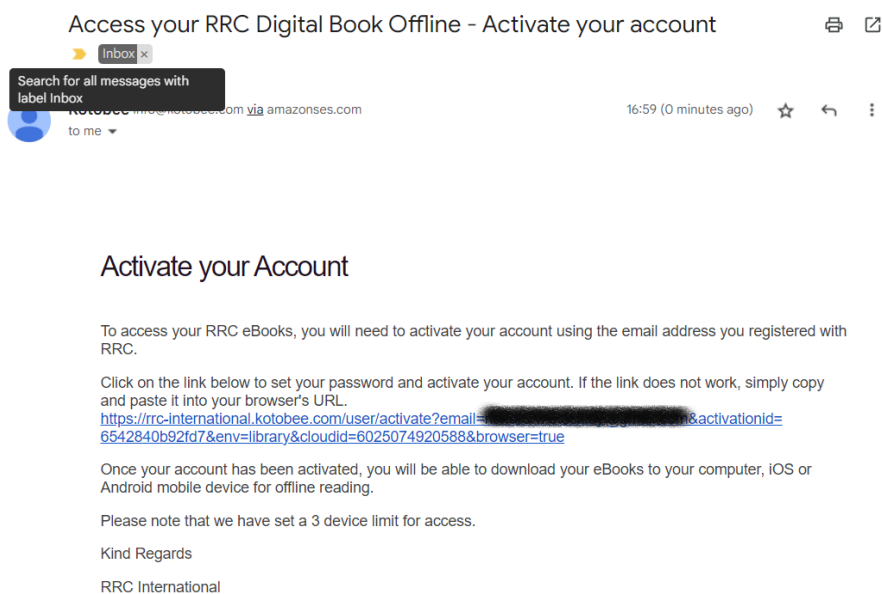
A screenshot of the same registration form, but with some fields filled in. The "Name \*" field now contains "Fred Bloggs" with a yellow highlight. The "Country \*" field now contains "United Kingdom" with a light blue background and a yellow highlight. The "Create" button is now blue with the word "Create" in yellow text, while the "Cancel" button remains white.

### 3. Activate your account

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



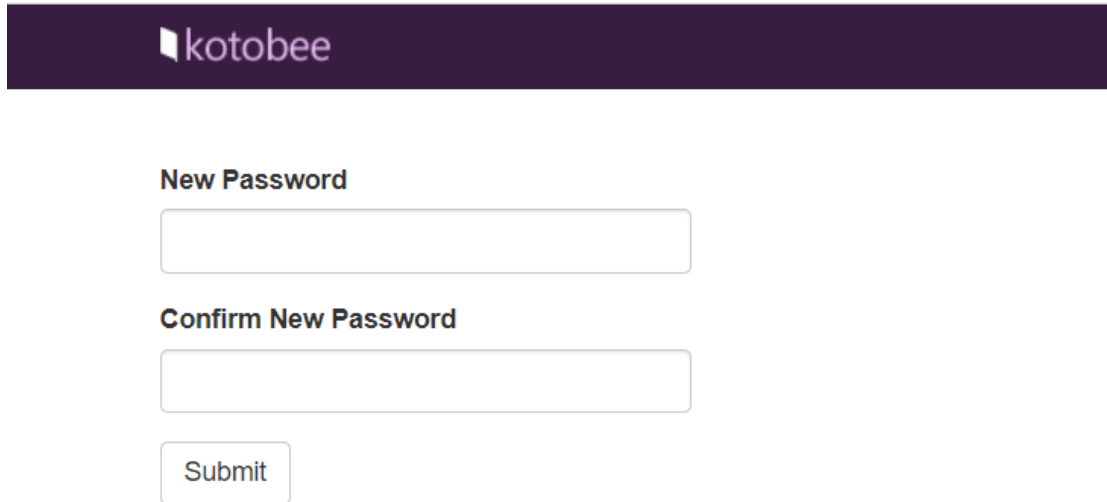
Locate the email in your inbox and click on the activation link



If you have not received your activation email please check your junk folder.

#### 4. Set Password

You should then be able to set your password



The screenshot shows the Kotobee website header with the logo. Below it, the form is titled "New Password". It contains two text input fields: the first for the new password and the second for confirming the new password. Below these fields is a "Submit" button.

**New Password**

**Confirm New Password**

Submit

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

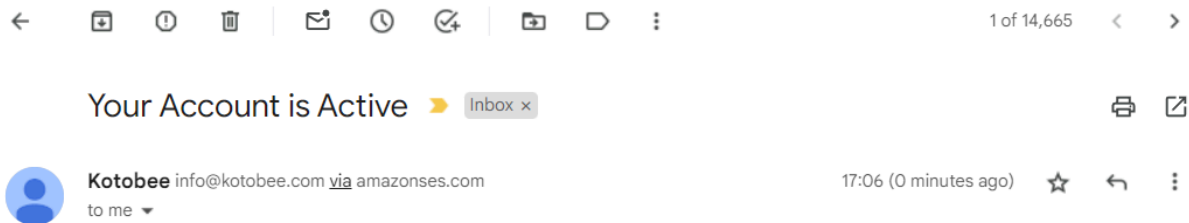


## Congratulations!

Your password has been set successfully.

## 5. Access your eBook

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)

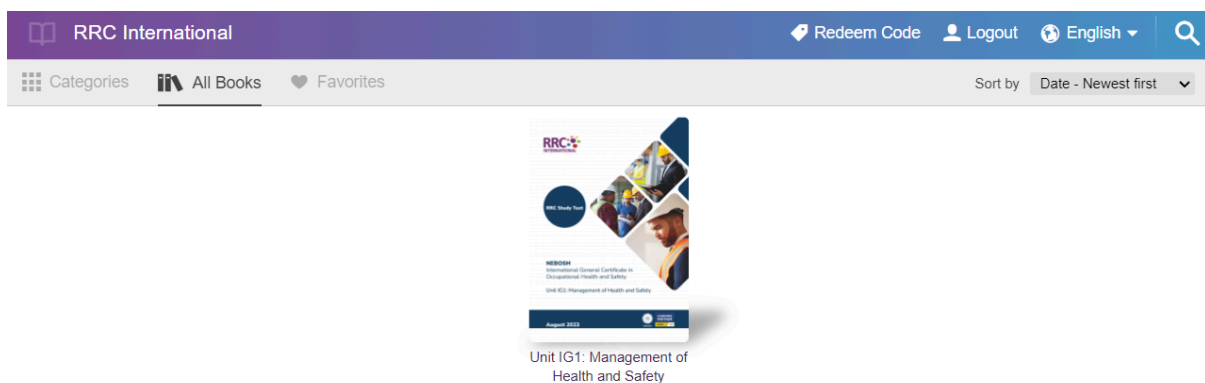
You can use the RRC Digital Books app to view your book offline on Windows, Mac, iOS or Android device. Please refer to the instructions in your course page on the Learning Centre for more information.

Kind Regards

RRC International

You can then access the eBook via the website, iOS app, Android App, or PC/Mac Desktop App.

At the top of the page you will see a section marked 'All Books' where your eBooks will be found.



If you already have an account, or have more than one code to redeem, click on 'Redeem Code' at the top right hand side and enter the second code.

We hope this helps!