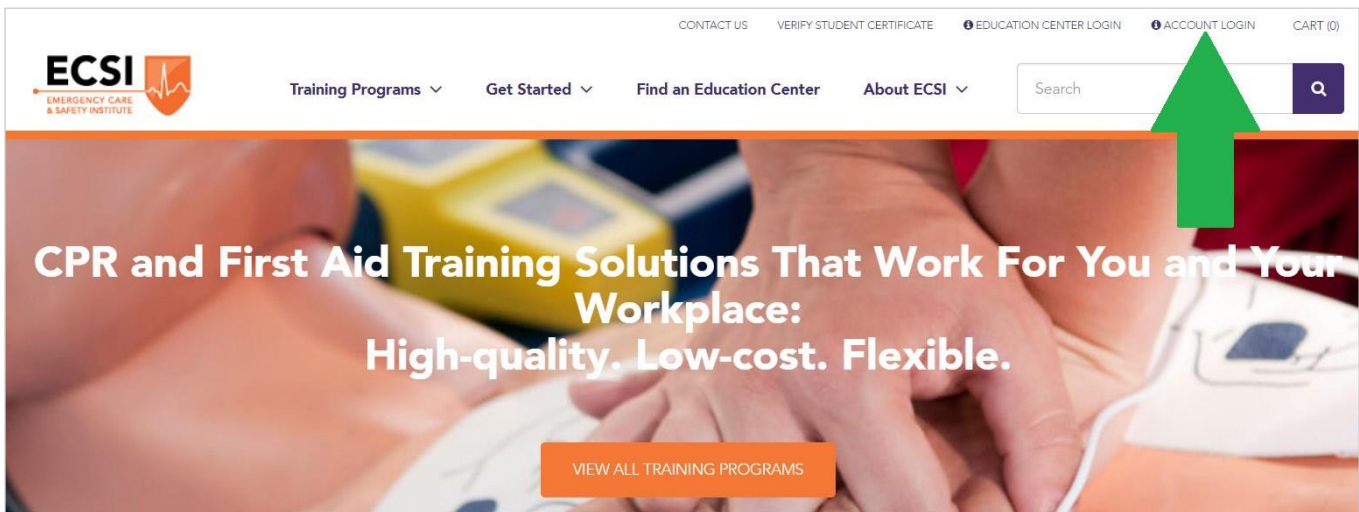


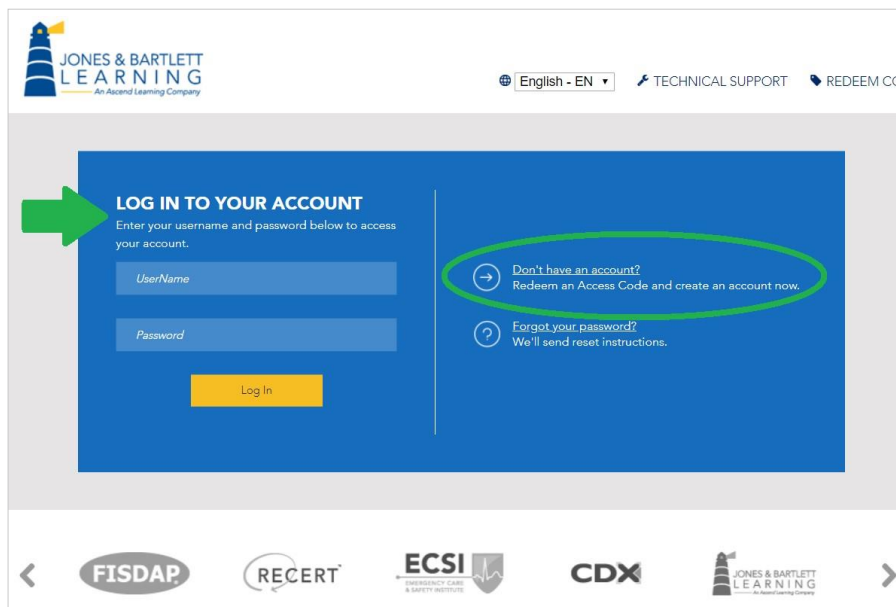
How to Redeem an Online Course Access Code

- 1 Visit www.ecsinstitute.org and select the “Account Login” button in the top right-hand corner.

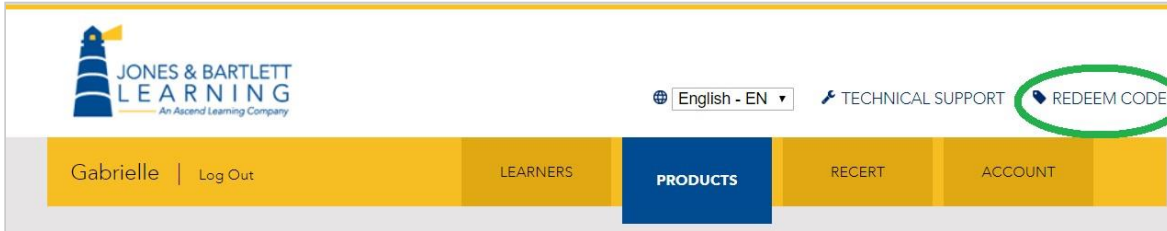


- 2 The “Account Login” link will direct you to the **Jones & Bartlett Learning** account page.* If you have an account, simply enter your credentials in the fields provided. If not, select “Don’t have an account?” on the right and follow the instructions provided to set up your account.

* ECSI’s training materials are developed and distributed by Jones & Bartlett Learning, the exclusive publisher for ECSI.

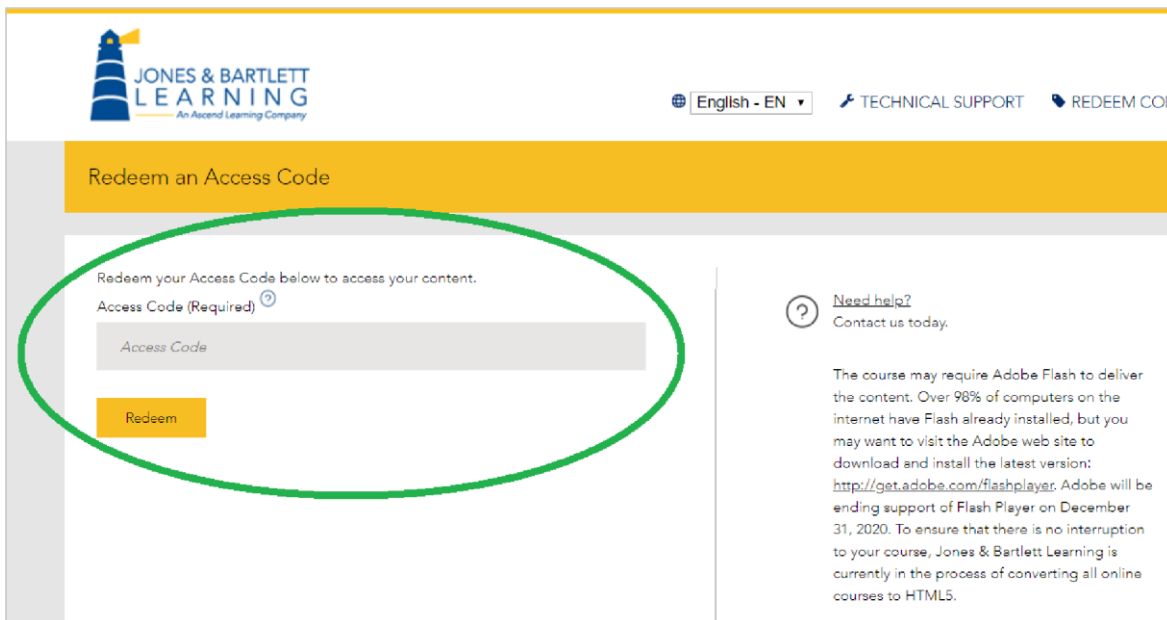


- 3** **CURRENT ACCOUNT HOLDERS:** After you log in, select “Redeem Code” in the upper right-hand corner. You will be directed to the “Redeem an Access Code” page.

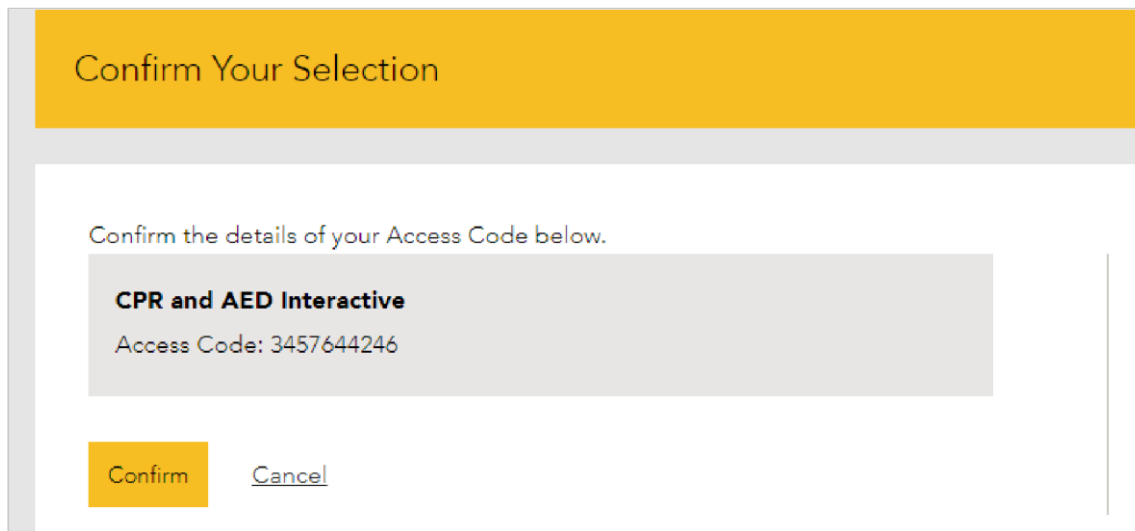


NEW ACCOUNT HOLDERS: After creating your account, you will automatically be taken to the “Redeem an Access Code” page.

To redeem your online course access code, enter the code in the field provided and click the “Redeem” button. Please note, you do not need to enter a course ID. Click the “Redeem” button a second time.



- 4** After you redeem your access code, you will be asked to confirm that you have the correct course. Click the “Confirm” button to proceed. Please note, if you are a new user, you will be asked to complete your account information following your confirmation.



- 5 Click on your desired course from the “Product” list.
On the next screen, click “Launch Open Enrollment Course” to join your class.

