Redeem an Access Code and Enter Course Code

To complete this process, you will need:

1. the 10-digit access code that you received through email or with the course material that was shipped when you placed your order, **AND:**
2. The alpha-numeric course code located on the "JB Course Learning Access Sheet" that you received at time of your registration on campus. If you do not have this information, you must contact Ricky Barnet via email at rbarnet@mdc.edu .

STEPS TO REDEEM AN ACCESS CODE AND ENTER COURSE CODE:

1) To redeem your 10-digit access code please go here http://www.jblearning.com/accesscode/.

2) Read the "Terms and Conditions" and click on the "Agree" button at the bottom of the page.

3) On the Redeem an Access Code page, Enter your 10-digit access code and click Submit

4) You are now on the "Account Information/Confirmation" Page

- If you are a **_returning user_** enter your username and password in the Returning Users box and click the submit button. Go to Step 5.

- If you are **_a new user_**, all new users would enter the email address they would like to use with their account in the New Users box and then click the Continue button.

- As **_a new user_**, you will need to choose a password for your account. The password you choose will be used, along with your username, to access your account. Enter the password you would like to use in both the Password and Password Confirmation fields and click the submit button.

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Redeem An Access Code

Account information | Confirmation

You are enrolling in **JBTest Prep: EMT-Basic Success**

Please choose from one of the following options.

Returning Users

Returning Users please login here.

Username: [   ]

Password: [   ]

[Submit]

Forgot Your Password?

If you are a Returning User enter your Username and Password

New Users

New Users enter your email address here. You will be asked to create a password later.

Email: [   ]

[Continue]

If you are a New User enter the email address you would like to use with your account

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Redeem an Access Code

You are enrolling in **JBTest Prep: EMT-Basic Success**

Please select a password for your account. Along with your e-mail address, your password will allow you sign-in and skip the initial registration process. This will also be your password for any JBLearning courses.

E-Mail Address   testing@jbl.com
Password   [   ]
Password Confirmation   [   ]
[Submit]

Enter the password you want to use for your account

5) After you have submitted your password or previously established log on information you will be taken to your Account Information page.

- If you are *a returning user* the account Information page will automatically populate each field with the information we have on record for your account.

- If you are *a new user* you will need to fill out all required fields with the information you would like attached to your account.

6) Verify that all information is correct and click the Submit Info button.

Verify your information is correct and then click Submit

7) Once you have submitted your account information you will be taken to the Account Confirmation page. At this point your 10-digit access code has been redeemed and the course has been placed in your account.

8) To access your account, either click on the "Click here to sign into your account" or the "My Account" link. Clicking on the "Click here to sign into your account" or the "My Account" link will bring you to the My Account log on page.

Click on one of these two links to access the log on page for your account

9) Use the Username and Password associated with your JBLeaning account to log on and access your My Account page.

10) Once you are logged on you will be taken to your "My Account page". Your course will be listed in blue under the Courses section. Click on the "Navigate Course" link.

11) Once you have clicked on the "Navigate Course" link, the "Enter a course code for Navigate" link will appear. Click on the "Enter a course code for Navigate" link.

12) The "Enter Your Course Code" pop up will appear. Enter your alpha-numeric course code found on the JB Course Learning Access Sheet that you received when you registered for this course, then click OK.
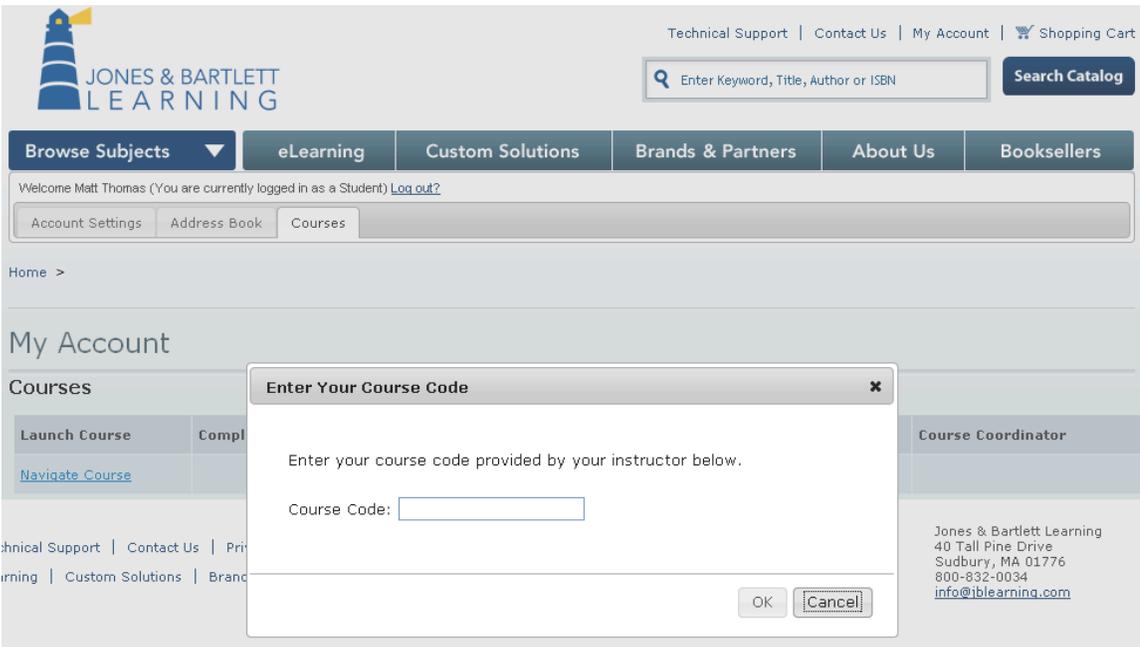
13) If you have entered a valid course code you will be informed that you have successfully signed up for your EMT course. Click on launch course to access your course.
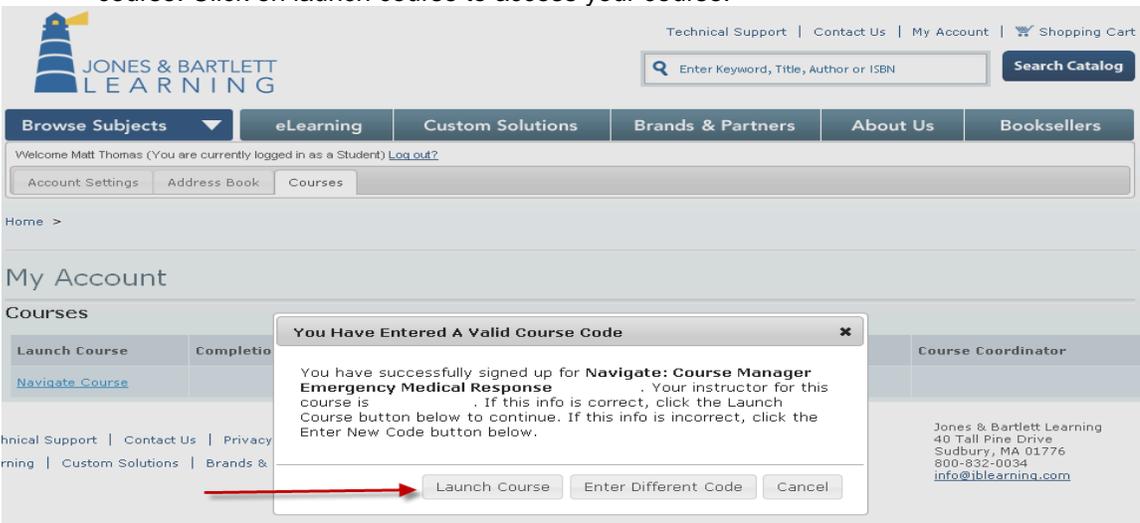
14) Clicking on Launch Course will take you to the Navigate Portal which will contain a link that will take you to your classroom.