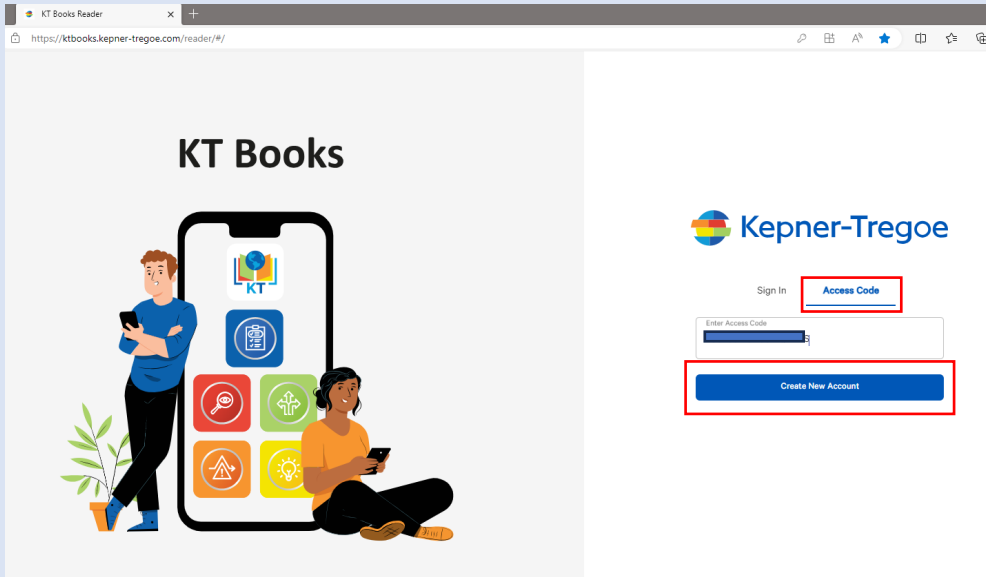
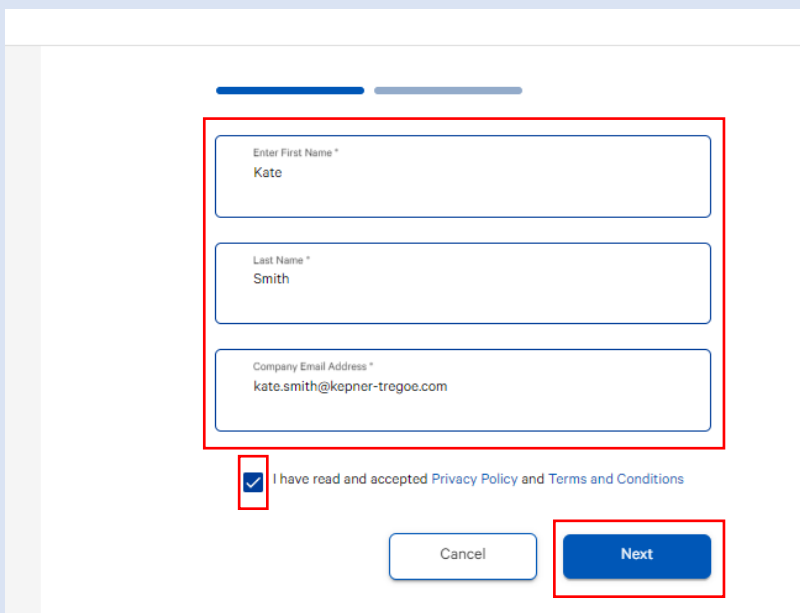


# KT BOOKS USER GUIDE: ACCESS CODE REDEMPTION

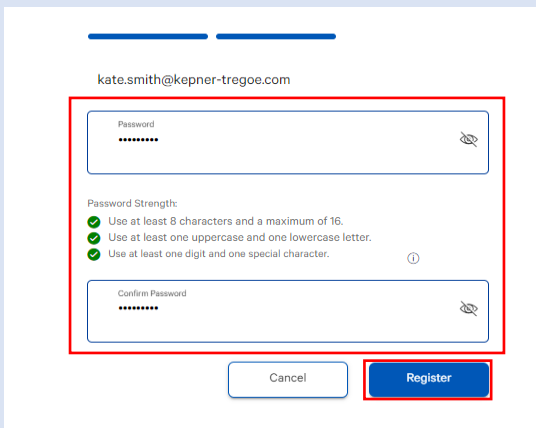
1. Go to <https://ktbooks.kepner-tregoe.com>
2. Click Access Code
3. Enter your access code and click Create New Account



4. Enter your first name, last name, and COMPANY email address (personal email addresses cannot be used)
5. Check the privacy policy and terms and conditions box
6. Click Next

A screenshot of the account creation form. It contains three text input fields: 'Enter First Name \*' with the value 'Kate', 'Last Name \*' with the value 'Smith', and 'Company Email Address \*' with the value 'kate.smith@kepner-tregoe.com'. Below these fields is a checkbox that is checked, with the text 'I have read and accepted Privacy Policy and Terms and Conditions'. At the bottom, there are two buttons: 'Cancel' and 'Next', with the 'Next' button highlighted by a red box.

7. Create your password and confirm it in the second text box
8. Click Register



The registration form is displayed on a white background. At the top, the email address "kate.smith@kepner-tregoe.com" is shown. Below it, a red rectangular box highlights the password creation section. This section includes a "Password" text box with a strength indicator icon, a "Password Strength" section with three green checkmarks and their corresponding requirements, and a "Confirm Password" text box with another strength indicator icon. Below the highlighted section are two buttons: "Cancel" and "Register".

kate.smith@kepner-tregoe.com

Password

Password Strength:

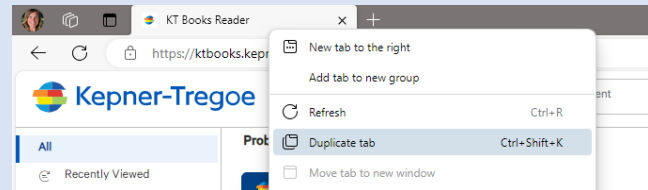
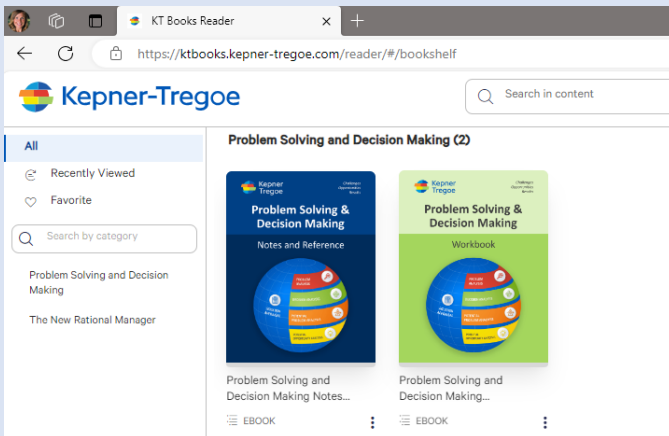
- Use at least 8 characters and a maximum of 16.
- Use at least one uppercase and one lowercase letter.
- Use at least one digit and one special character.

Confirm Password

Cancel Register

## Viewing your books

- To open a book on your shelf, click on the book.
- If you want to view multiple books at once, right click on your browser tab and click Duplicate Tab; this will allow you to open two different books in two different tabs to toggle between.



# NAVIGATING THE KT BOOKS VIEWER

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Make a note

Highlight

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Fit to width

Single/double page view

Thumbnail/Jump to page

Account

Print\*

Page forward

Workbook

Downloadable Resources  
PROCESS CARDS | EXCEL WORKSHEET

All books with cases have download Process Cards – some have Worksheets to download also

## \*Print and Access to your Books

- Once you open any book – all your books on your digital bookshelf will be available for 90 days. On the 91<sup>st</sup> day if you login – the bookshelf will be empty.
- During that 90-day period, you have the opportunity for each book to print it **OR** save it to PDF **ONCE**.
- *Clicking either Save to PDF OR Print will consume your one print and the Print Dialogue box will no longer be accessible.*
- *Be sure to select the proper pages to print PRIOR to selecting Save to PDF or Print*
- Both the Print and PDF options have a personalized watermark on each page.

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Please select the option for printing or saving your document.

You have 1 number of prints left for this document. Ensure you have sufficient paper, ink, etc. in your printer

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  Custom
  All the pages