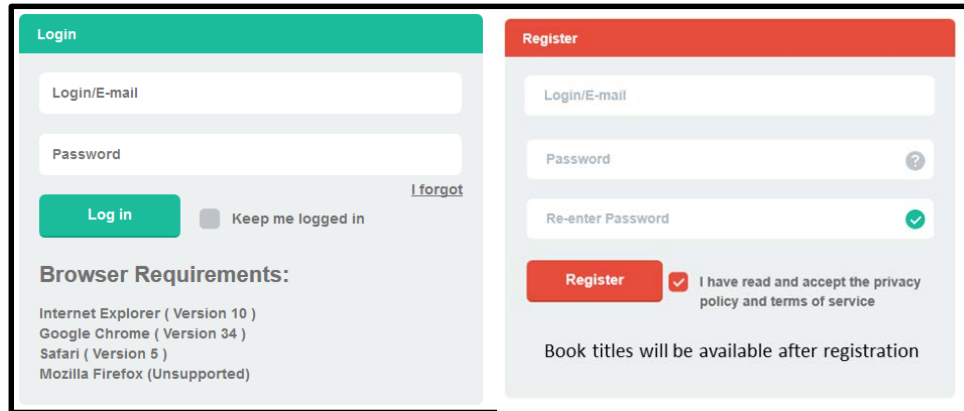


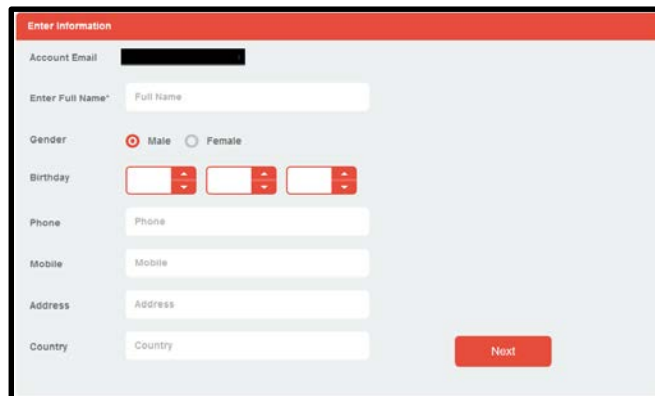
Online Digital Book User Guide

Creating an Account

1. Go to the AHLEI's Online Digital Book website **at the following link:** <http://digibook.ahlei.org>
2. Using the "Register" section of the landing page, enter your email address (which will be your login name) and password. Your password should be at least six alphanumeric characters.
3. Click the **Register** button.

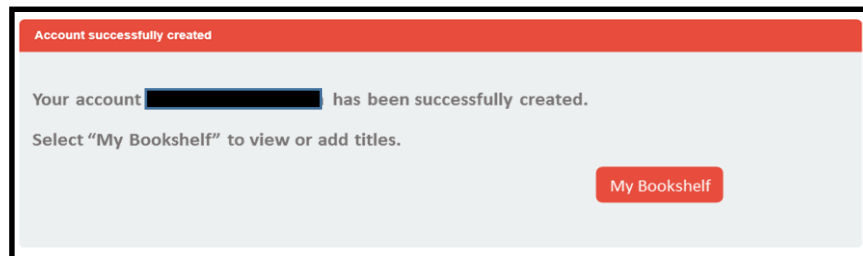


The image shows two side-by-side forms. The left form is titled "Login" and has a green header. It contains fields for "Login/E-mail" and "Password", a "Log in" button, a "Keep me logged in" checkbox, and a link for "I forgot". Below the login form is a "Browser Requirements:" section listing: Internet Explorer (Version 10), Google Chrome (Version 34), Safari (Version 5), and Mozilla Firefox (Unsupported). The right form is titled "Register" and has a red header. It contains fields for "Login/E-mail", "Password" (with a help icon), and "Re-enter Password" (with a checkmark icon). There is a "Register" button, a checked checkbox for "I have read and accept the privacy policy and terms of service", and a note: "Book titles will be available after registration".



The image shows the "Enter Information" registration form with a red header. It includes the following fields: "Account Email" (with a redacted value), "Enter Full Name*" (with "Full Name" as a placeholder), "Gender" (radio buttons for Male and Female), "Birthday" (three dropdown menus), "Phone", "Mobile", "Address", and "Country". A red "Next" button is located at the bottom right.

You will be taken to another screen where you will be asked to provide more information about yourself. The only required field is the **Full Name** field. Click the **Next** button when finished.



The image shows a confirmation screen with a red header that says "Account successfully created". The main text reads: "Your account [redacted] has been successfully created. Select 'My Bookshelf' to view or add titles." A red "My Bookshelf" button is positioned at the bottom right.

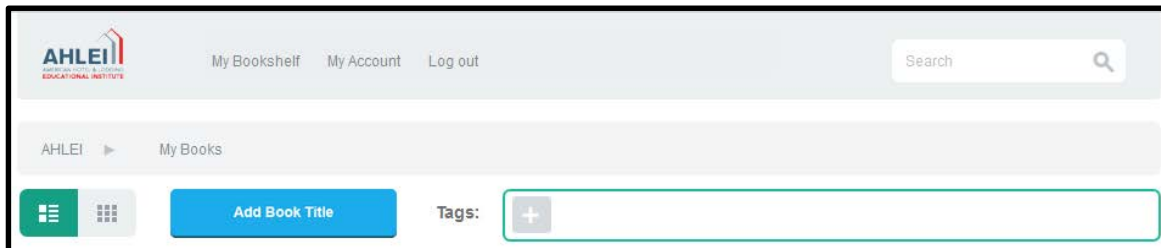
You will receive notification that your account has been created successfully. Click the **My Bookshelf** button to add/view Titles.

Accessing your Content

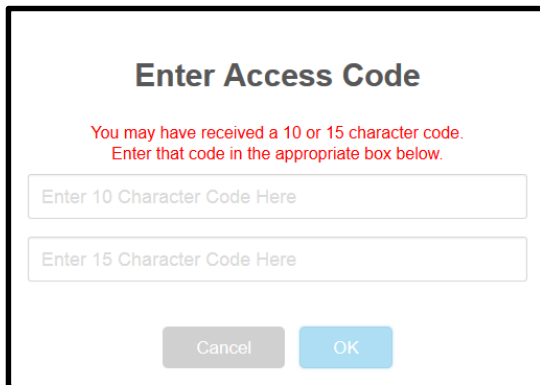
NOTE: You must first be logged into your account before you can access any of the digital content.

- Go to the AHLEI's Online Digital Book website **at the following link:** <http://digibook.ahlei.org>
- To Log in, enter your credentials in the **Login** section on the left side of the landing page.

Upon Log in, the system will land on the “My Bookshelf” page. This page can also be accessed by selecting the link “My Bookshelf” located at the top of the page.

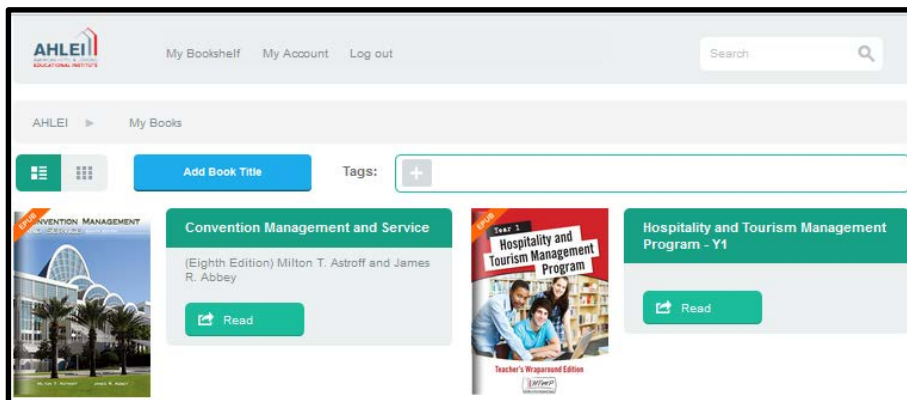


To Add a Book Title, click the **Add Book Title** button.



You will be prompted to enter an Access Code. There are two types of Codes; 10-Character Code and 15-Character Code. Make sure to type the Code in the appropriate space and to type it just like it is shown. The Code is character and Case sensitive.

To read a digital content, simply click the **Read** button below the desired content or click the content book image.



Content Features



Bookmarking – Selecting the Bookmark icon will allow you to add and remove bookmarks for quick navigation to sections of interest.



Table of contents – Selecting the Table of Contents icon will allow you to quickly select different sections of the book.



Notes – Selecting the Note icon will allow you to add and remove notes for quick reference.



Font Sizing – Increase or Decrease the font size based on your preference.



Search – Enter keywords into the search function and it will present you with links to matches.



Navigation – Left and Right arrows will move you back and forth through the book.



Home – Selecting the Home icon will return you to your account on the <http://digibook.ahlei.org> website.

The eiReader App

The eiReader provides easy access to hospitality books from the American Hotel & Lodging Educational Institute (AHLEI). eiReader allows participants to download AHLEI books from a library, whether you're a student taking a course through a school, or a professional seeking to increase your knowledge and skills in the hospitality industry. eiReader offers you the flexibility to read on your time-according to your schedule.



You will need an active account on the AHLEI digibook website prior to accessing your content with the app.

Your Reading Experience

- Search keywords and phrases within the book.
- Choose from three background and font color combinations
- Increase or decrease font size, and enlarge images

Notes View

- Add notes and bookmarks for future reference
- Jump to pages with notes

Video View

- Streaming video hosted on cloud servers
- Full Screen View (Landscape)

These digital books are available for online viewing and are downloadable only through our app. The eiReader is compatible with iPad iOS 7.0 or later and Android 4.0 and up.

<http://bit.ly/eiReaderiTunes>



<http://bit.ly/eiReaderGooglePlay>

