PIVOT POINT eBOOK
INSTRUCTION GUIDE

First-time users: Follow these steps for first-time access to your Pivot Point eBooks. Afterward, you can navigate directly to the eBook Webreader or Mobile App to view your eBooks.

Do not use multiple emails on one device.

Users who have never logged in to their Online Learning Platform cannot access eBooks. Users must login one time to initiate eBook access.

ACCESSING THE eBOOK
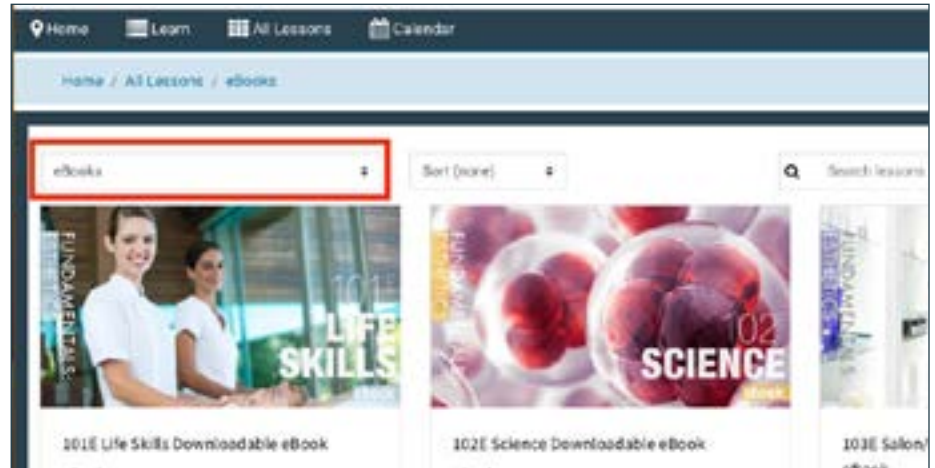CHOOSE YOUR DEVICE TYPE:

FOR LAPTOP/COMPUTER   FOR TABLET/MOBILE PHONE
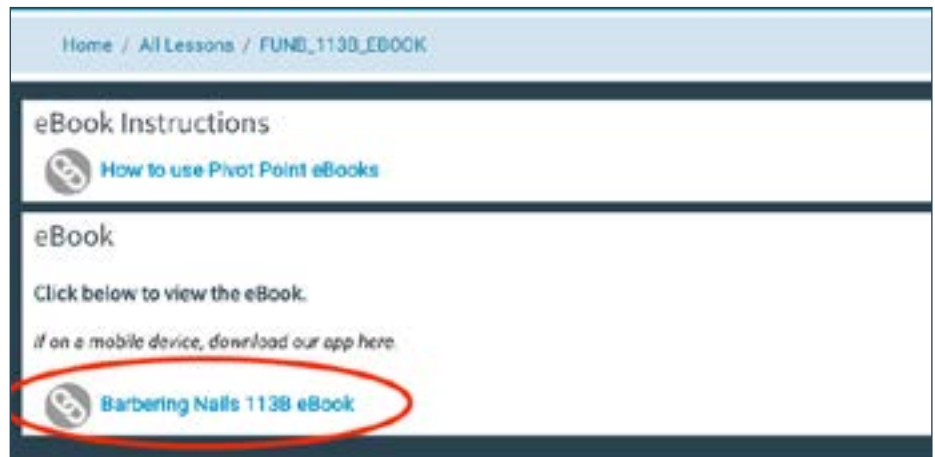
USING THE eBOOK FEATURES

eBOOK INSTRUCTIONS FOR LAPTOP/COMPUTER

We recommend using Chrome for the best experience. eBooks within the Webreader are not downloadable, you will need internet access to view.
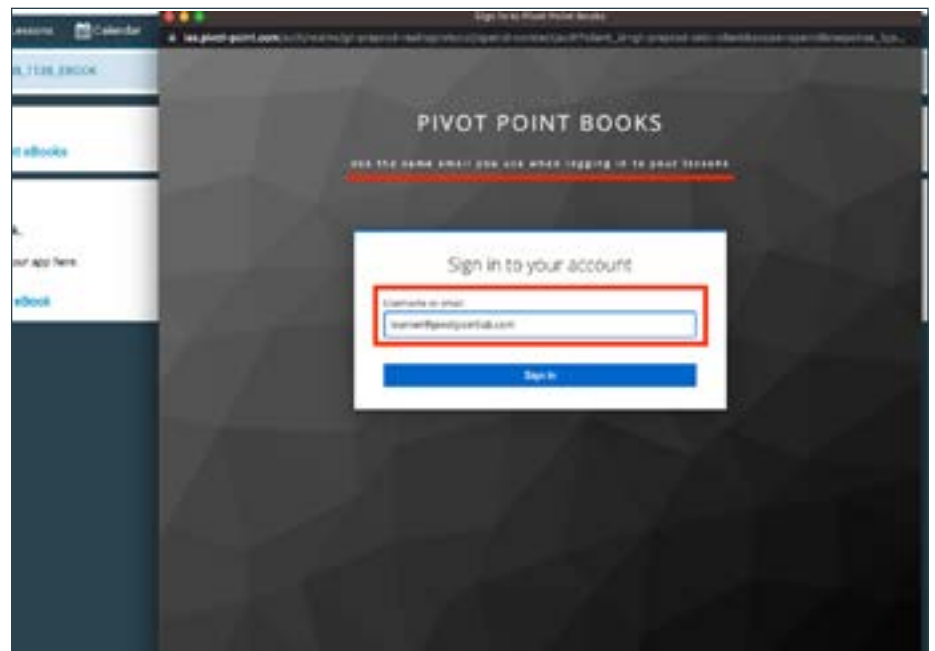
1. Log in to your Online Learning Platform
2. Navigate to All Lessons
3. Select the catalog eBooks

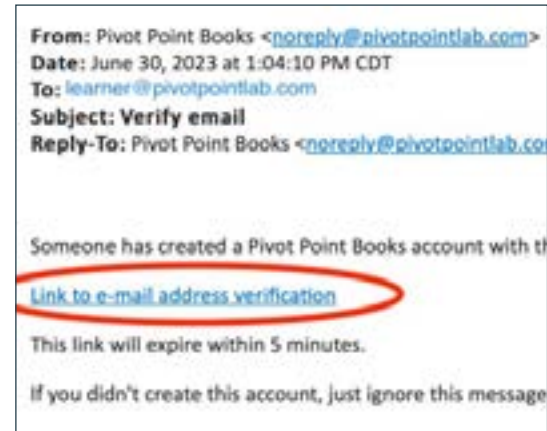4. Select an eBook lesson to view
5. Select the eBook link

6. In the pop-up window, type in your email address and click the Sign in button This must be the same email used to log into your Online Learning Platform.
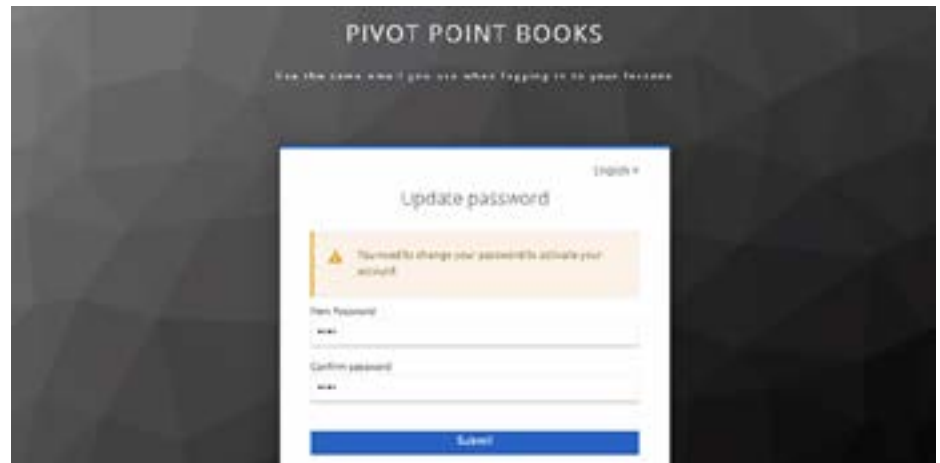
eBOOK INSTRUCTIONS FOR LAPTOP/COMPUTER

7. On first access, it will need to verify your email. Close out of the pop-up window and navigate to your email service and look for an email from **Pivot Point Books** at **noreply@pivot-pointlab.com** Check your spam/junk folder if it does not appear in your inbox.

From: Pivot Point Books <noreply@pivotpointlab.com>
Date: June 30, 2023 at 1:04:10 PM CDT
To: learner@pivotpointlab.com
Subject: Verify email
Reply-To: Pivot Point Books <noreply@pivotpointlab.co

Someone has created a Pivot Point Books account with th

Link to e-mail address verification

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message

8. Find the verification email with the subject "Verify email". Click the link in the email to verify.

9. Add a password to your account.

10. Once registered click this link **https://pivotpoint.webreader.io/** or navigate back to the eBook lesson page and click the link again.
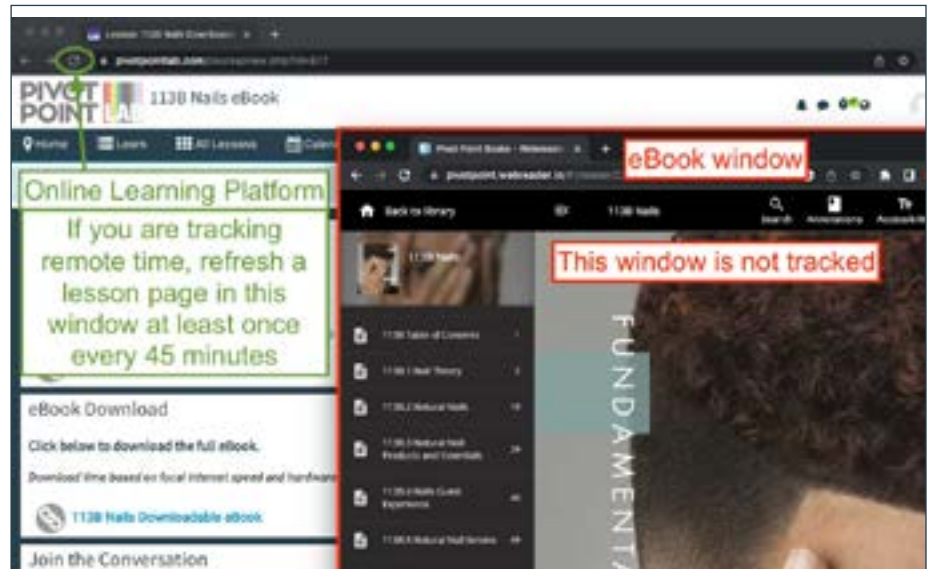

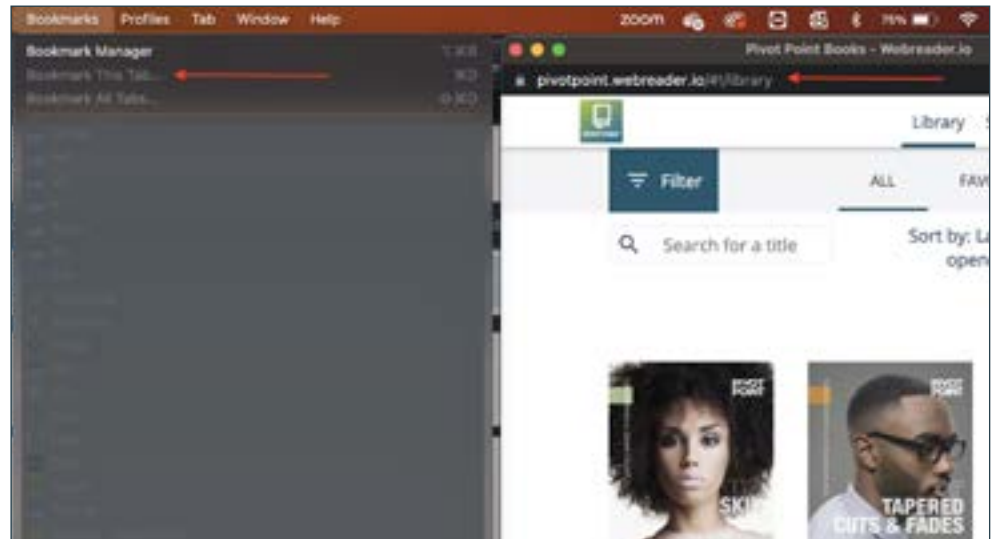10. Type in your email and click Sign In.

eBOOK INSTRUCTIONS FOR LAPTOP/COMPUTER

11. Your eBook will open in a new window.
    a. If you are tracking remote time, please advise that activity in the eBook window is not currently tracked. Only activity in the Online Learning Platform is tracked.
    b. Therefore, keeping both windows open is recommended to track time while reading an eBook. Once every 45 minutes, refresh an eBook lesson page within the Online Learning Platform. Then click back to the eBook window and continue reading. It is not necessary to close the eBook window and reopen.

12. For easy access in the future, bookmark the Pivot Point eBook library. Click this link **https://pivotpoint.webreader.io/#!/library** to add your bookmark.
    a. You will need to enter your email on each new device and browser, but you will not need to verify the email again.
    b. When you see your eBook library, click the Bookmark or Favorite option on your browser.
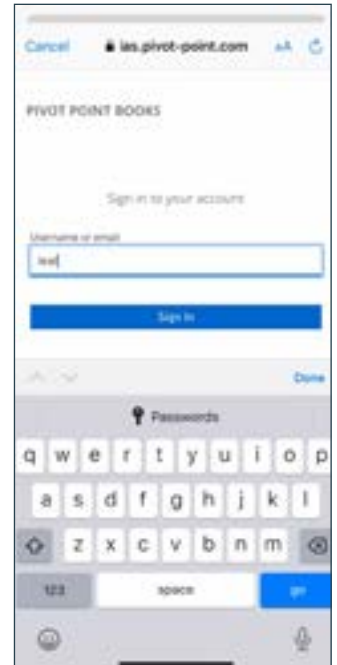

Click the image to go to "Using eBook Features"

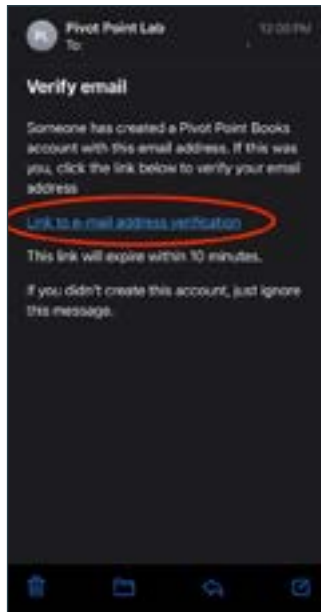# eBOOK INSTRUCTIONS FOR TABLET/MOBILE PHONE

1. Download the Pivot Point Books app

2. Open the app

3. Tap Connect and click Continue, if prompted.

4. Type in your email address and click the Sign in button This must be the same email used to log into your Online Learning Platform.
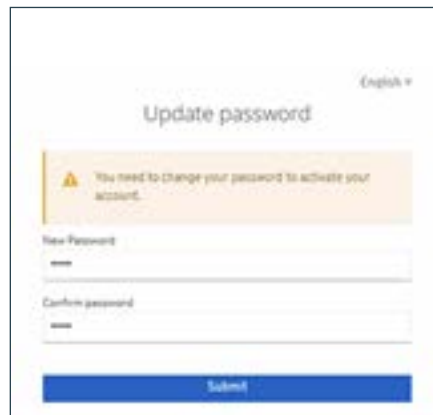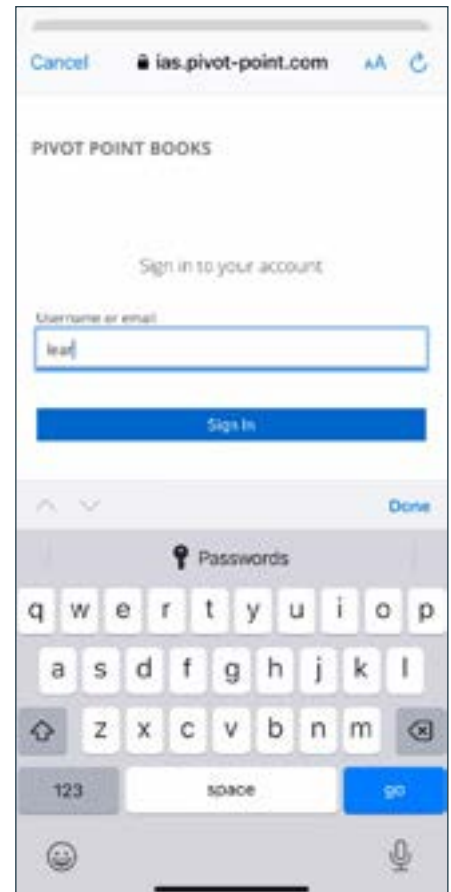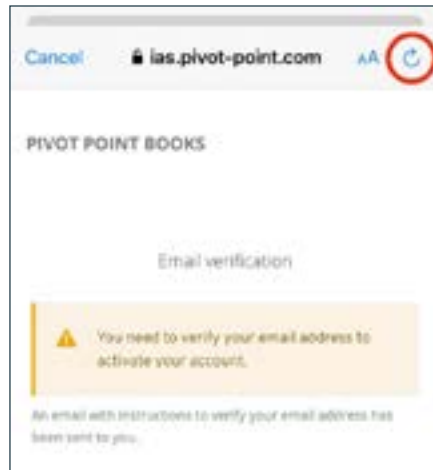

5. **On first access**, it will need to **verify your email**.
   a. Swipe out of the Pivot Point Books app.
   b. Navigate to your email service and look for an email from Pivot Point Books at **noreply@ pivotpointlab.com**. Check your spam/junk folder if it does not appear in your inbox.
   c. Find the verification email with the subject "Verify email".
   d. Click the link in the email to open the verification in a web browser.
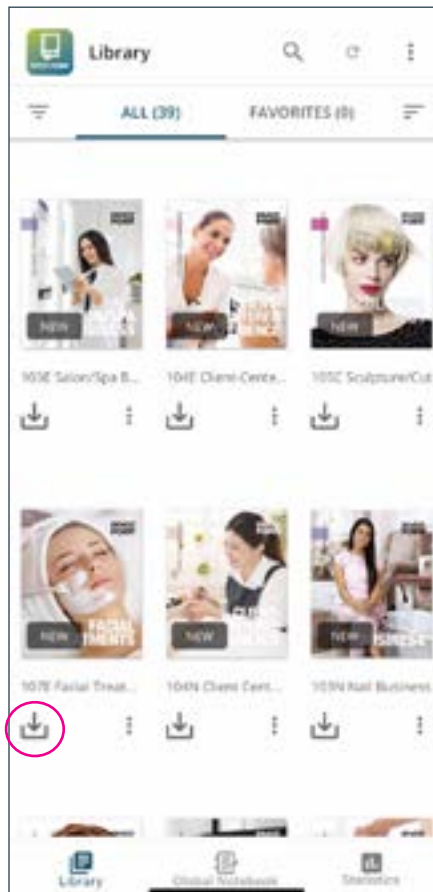   e. Tap 'Click here to proceed'

eBOOK INSTRUCTIONS FOR TABLET/MOBILE PHONE

6. Navigate back to the Pivot Point Books app. If the Email verification is still open, tap the Refresh icon. Or tap the Connect button again.
7. Create a password for your account.
8. Type in the same email you just verified and tap Sign In

9. The Pivot Point eBook Library will show all your books. Now you can open the app and access these anytime.
   a. You will need to enter your email on each new device, but you will not need to verify the email again.
   b. If you are tracking remote time, please advise that activity in the app is not currently tracked. Only activity in the Online Learning Platform is tracked.
   c. Tap the download icon to **download your books** to the App. Once downloaded, you will not need internet access to view.

USING THE eBOOK FEATURES

Whether you are on a computer, or a mobile device, the eBooks' unique features operate in a similar manner. Your books are sync'd beween apps, so if you make a change in the Webreader, it will sync to the book in your App and vice-versa.

Navigation
Once your eBook is opened, you can navigate to a page through the Table of Contents in the side bar. To open and close the side bar, click/tap on the "expand" icon. You may also choose to flip through pages using the "previous" and "next" buttons on the Webreader; swipe, or input a specific page within the App.

You can **Bookmark** any page by clicking the "Bookmark" icon in the top right toolbar.
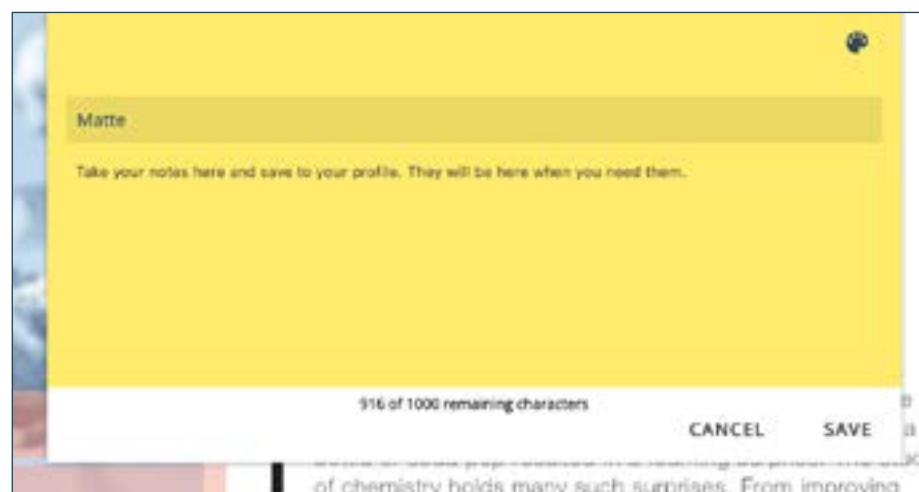
Highlighting
Tap/click and drag to select a word or phrase to highlight. Once selected, you have the option to choose a color. **For the most accurate highlighting experience, we recommend using the Webreader version in Chrome.**
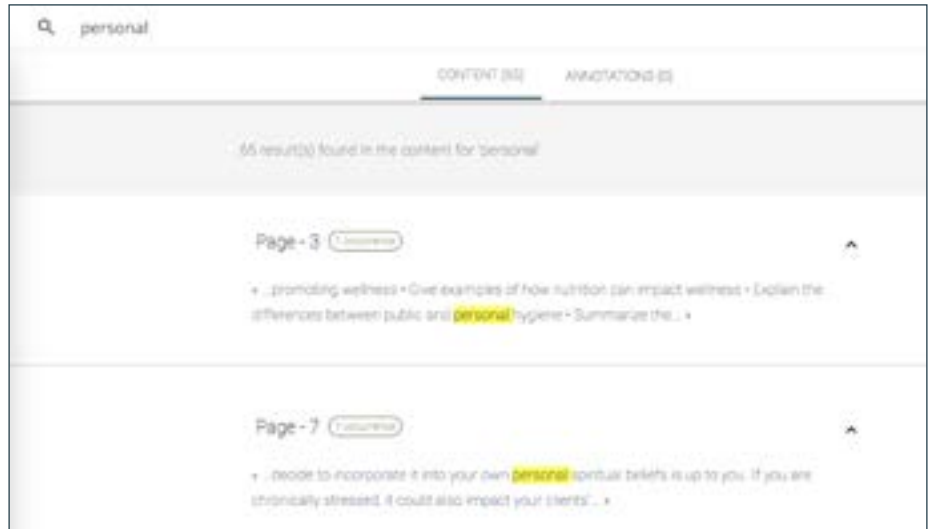
Note-Taking
Highlight a word or phrase and choose the "NOTE" option in the tool bar. This opens a popup window where you are able to type in your notes. Click/tap "SAVE".

USING THE eBOOK FEATURES

Search

Click on the magnifying icon in the top tool bar. Input your search team and click/tap enter. All terms matching your inquiry will appear in an index highlighted in yellow. By clicking on a yellow term, it will take you to the entry within the page of the book.

Annotations

All notes, highlights and book marks are kept under the "Annotations" section. Click on the "page" icons in the top right toolbar to access your saved entries.

Here you can view all of your annotations, or choose to view only notes, highlights, or book-marks.

Click/tap on the icon with the three dots and you will have the option to edit a note, delete the item, or open the item within the book.