INSTRUCTIONS:

HOW TO GET YOUR EXAMPREP TEST KEY:

1. Call your account manager at **1-866-248-6265.**
2. Provide account manager your training location, current class and email address.
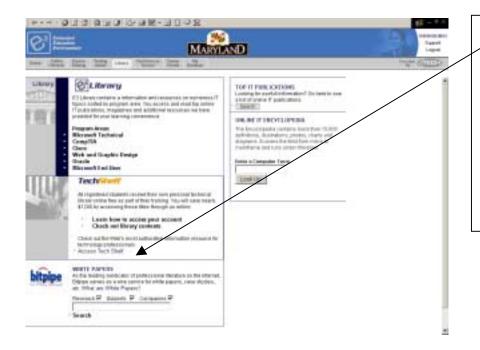3. You will receive your user name and password by email within 48 hours.

Sample TechShelf Email:

As an I/Tech college partner student, you automatically receive a free 25 book technical library account that corresponds to your enrolled courses.   The Tech Shelf library is provided through our partnership with Books24x7 and is accessible from your E3 account for a period of one year. You can access your Tech Shelf account by logging into E3, clicking into the Library area, and choosing the Tech Shelf link on the right hand side of the page.

Library
Tech Shelf - Supporting Microsoft
Tech Shelf - Supporting Cisco
Tech Shelf - Developing Solutions

User Name:
Password:

1. Login into E3 and click Library. Click Access Tech Shelf to access the system immediately.
2. You can also click Learn How to Access Your Account or check our Library Contents to get book details plus you can access your library from this location.

This is the next screen you will see if you click Access Tech Shelf.

1. Enter your user name and password provided by account manager.
2. Click logon.

Finding Books

There are three ways to find a book:
1. Browse the topic hierarchy:
    - Click on 'FIND BOOKS' on the top navigational bar to get to the main topic list.
    - Select a main topic to display a list of subtopics.
    - Select a subtopic to display a list of books.
    - Once you've selected a main topic or subtopic, use the Search function and restrict your search to the specific topic for greater precision in your results
2. Perform a keyword search. Use the Search box on the left of the page. If the Search box is not displayed, click on 'FIND BOOKS' on the top navigational bar.
3. Perform a lookup by author, title, publisher or ISBN. Use the Lookup box on the left of the page. If the Lookup box is not displayed, click on 'FIND BOOKS' on the top navigational bar.

Viewing Book Contents

- Select the book you want to view by clicking on the title.
- Either click on 'Table of Contents' or scroll down to view the table of contents.
- Click on the chapter you want to view.

When the chapter is displayed, the chapter's section headings along with navigational aids are displayed in the left column. From the left column, you can:
- Click on any section to jump to that page in the book.
- Click on the right or left arrow to move to the next or previous chapters.
- Click on the Table of Contents heading to return to the book's table of contents.
- Click on the up arrow to return to the book list from where you made your selection.

Additionally, at the end of the book's content page, you can use the 'Next' button to move to the next section in the chapter or to the next chapter if you're viewing the last section of a chapter.

Creating Bookmarks

Creating a bookmark automatically places the book on your personal bookshelf.
- Select the book in which you want to place a bookmark.
- Select the chapter from the table of contents.
- Select the appropriate chapter section.
- Click on 'Create a bookmark' button at the top of the page.
- Choose the appropriate optional features:
    - Enter a bookmark note,
    - Select colleagues with whom you want to share this bookmark and note,
    - Select to notify colleagues by email

Colleague options are available only if you are part of a team subscription.
- Click the 'Create a Bookmark' button at the bottom of the page