#### **How to Access Your HR+ Resources**

If you have purchased a new textbook from us (whether print or electronic) that comes with HR+ access, please follow these instructions to access your HR+ resources. You can either work through the full guide, or jump to a topic using these links:

Step 1: Does my book come with HR+?

Step 2: Has HR+ access been added to my order?

**Step 3: Am I registered on Emond.ca?** 

**Step 4: Accessing HR+ for a Print Book** 

Step 5: Accessing HR+ for an e-Book

Emond Publishing's HR+ resource portals are hosted on the Moodle course platform, and they show up in your Emond.ca account as digital purchases.

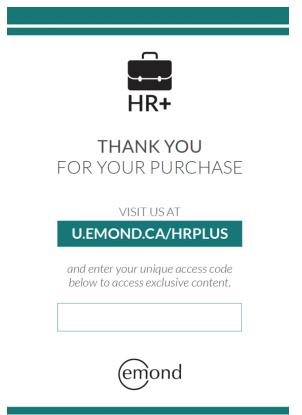
#### Step 1: Does my book come with HR+?

To determine whether your new textbook includes free access to a HR+ portal, look for some or all of the following:

## For print books:

- 1. A sticker on the outer packaging advising of HR+ access
- 2. A card inside the book providing a code for access to HR+



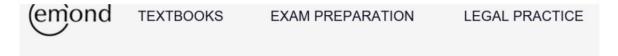


#### For electronic books:

- 1. Find the HR+ tab displayed on the book's webpage at Emond.ca.
  - ✓ FOR INSTRUCTORS
  - - HR+ is a new suite of digital study tools included with every new print or ebook copy of this book
    - HR+ provides access to:
      - o Audio lectures for every chapter
      - Self-quizzes
      - Flashcards
      - Videos
      - And more!

#### Step 2: Has HR+ access been added to my order?

Check your purchase confirmation emails to ensure that HR+ access has been added to your order. If it hasn't, kindly contact us at <a href="mailto:orders@emond.ca">orders@emond.ca</a> for assistance.



Dear Nora,

Your purchase of Employment Law for Business and Human Resources Professionals includes complimentary access to accompanying digital resources.

Visit your Digital Purchases dashboard and you will see this item listed with an access link. Follow the link to view the content.

Should you have any questions, please reach out to us at orders@emond.ca.

Sincerely, Emond Publishing www.emond.ca

### Step 3: Am I registered on Emond.ca?

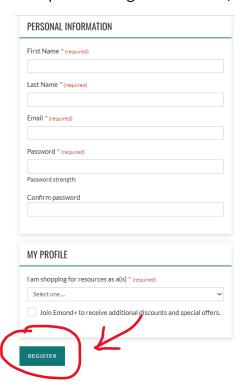
If you're already registered as a customer on Emond.ca, please skip to Step 4.

If not, please register – it's easy:

Click on the "REGISTER" tab to the right of the Search bar on Emond.ca:



## Complete the registration form, and click "REGISTER":



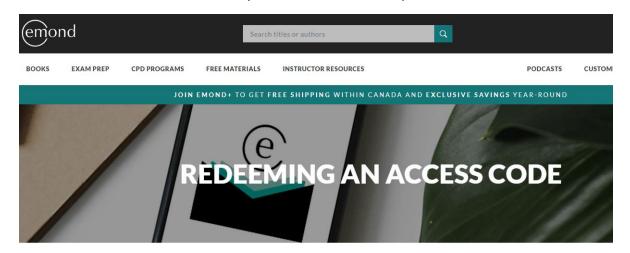
You will now receive a confirmation of registration via email.

The activation email will be sent to the email address that your account was created with. Please check your inbox, and if it hasn't arrived within 1 hour, check your junk or spam folder. Some email providers, including Yahoo, Windows Live, iCloud, and certain educational institutions, have firewalls that may block the email altogether. If this appears to be the case, please try registering with a Gmail email address or <u>submit an order support inquiry</u> for assistance.

# Step 4: Accessing HR+ for a Print Book (instructions for access when purchasing an e-book follow below)

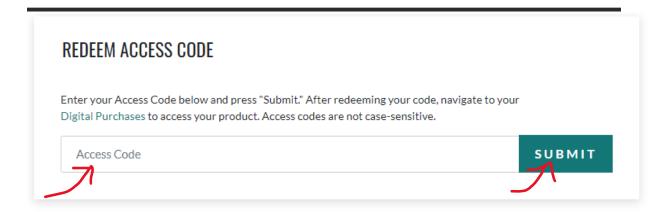
If you have purchased a print book containing a HR+ code card:

- 1. Log into your account on Emond.ca
- 2. Visit us at the URL shown on the code card: U.EMOND.CA/HRPLUS
- 3. Click "REDEEM ACCESS CODE" (see screenshot below)
- 4. Enter the unique access code printed on your card in the box labeled "Access Code", and click "Submit" (see screenshot below)

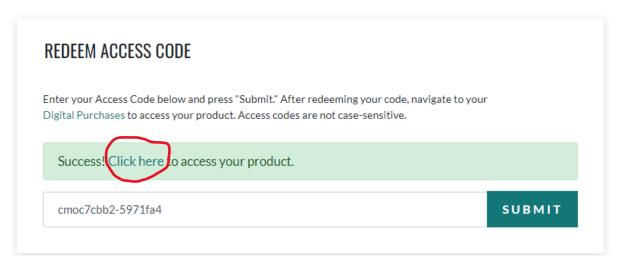


# REDEEMING AN ACCESS CODE

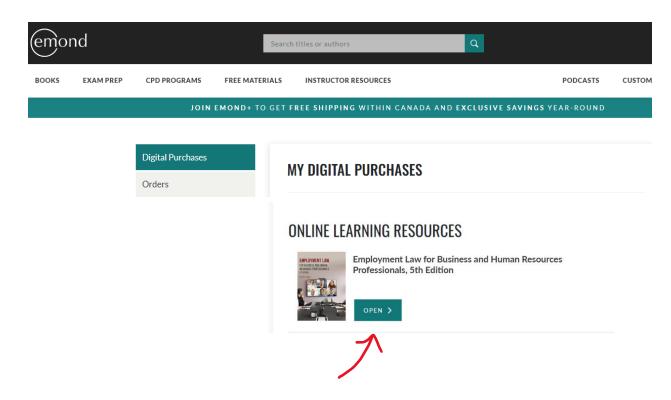




5. Once you've entered your code correctly (codes are not case-sensitive), you will see the message below (sometimes this can take several minutes – if it doesn't appear right away, try again in a short while):



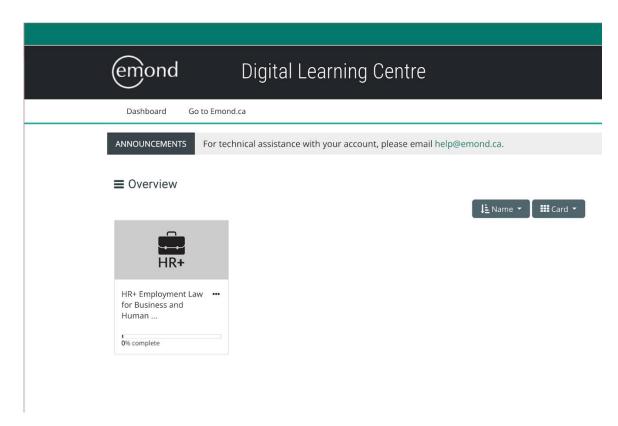
- 6. Click on the words "Click here" in the green box.
- 7. Your Digital Purchases list should appear. Under the header "Online Learning Resources", you will find the free learning resources associated with your Click on the "Open" button to navigate to them.



8. You will be directed to our Digital Learning Centre, where you may be prompted to log in:



9. After logging in, you should see your HR+ products displayed:



Click on the course to access the content!

### Step 5: Accessing HR+ for an e-Book

When you purchase an ebook that includes HR+, you won't need to redeem a code. Your HR+ access will automatically appear in your Digital Purchases on Emond.ca.

- 1. Log into your account on Emond.ca
- 2. Click the drop-down area under your account name in the black header:



3. Select "Digital Purchases":



4. This will display a list of your digital purchases. Your free HR+ access will appear under the header "Online Learning Resources":



5. Click "Open" to navigate to HR+!