



INSPIRE | ENCOURAGE | REWARD

# User Guide

Member

Express Publishing

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## 1. Member: Role Explanation

A **Member** is a user who has registered on the platform and only has access to the books bought. A **Member** can do the exercises and check whether the answers given are correct, but has no interaction with other users. It could be said that a **Member** is a 'self-study' user, who uses the platform to help oneself with one's studies in the absence of a teacher.

## 2. Sign Up

There are two ways you can register on the platform:

- i. [with a valid email address](#) (provides better support if credentials are lost).
- ii. [without an email address](#) (your activation code and/or username need to be kept safe, to recover your password, if it is lost or forgotten).

### i. Registration with valid email address

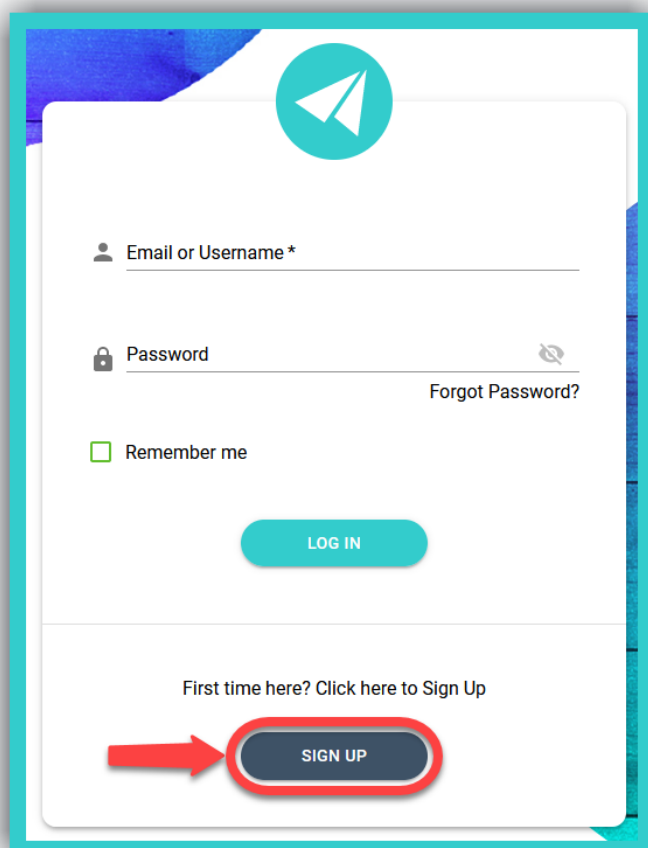
In order to register as a **Member**, please follow the steps below:

#### Step 1:

Navigate to [www.expressdigibooks.com](http://www.expressdigibooks.com)

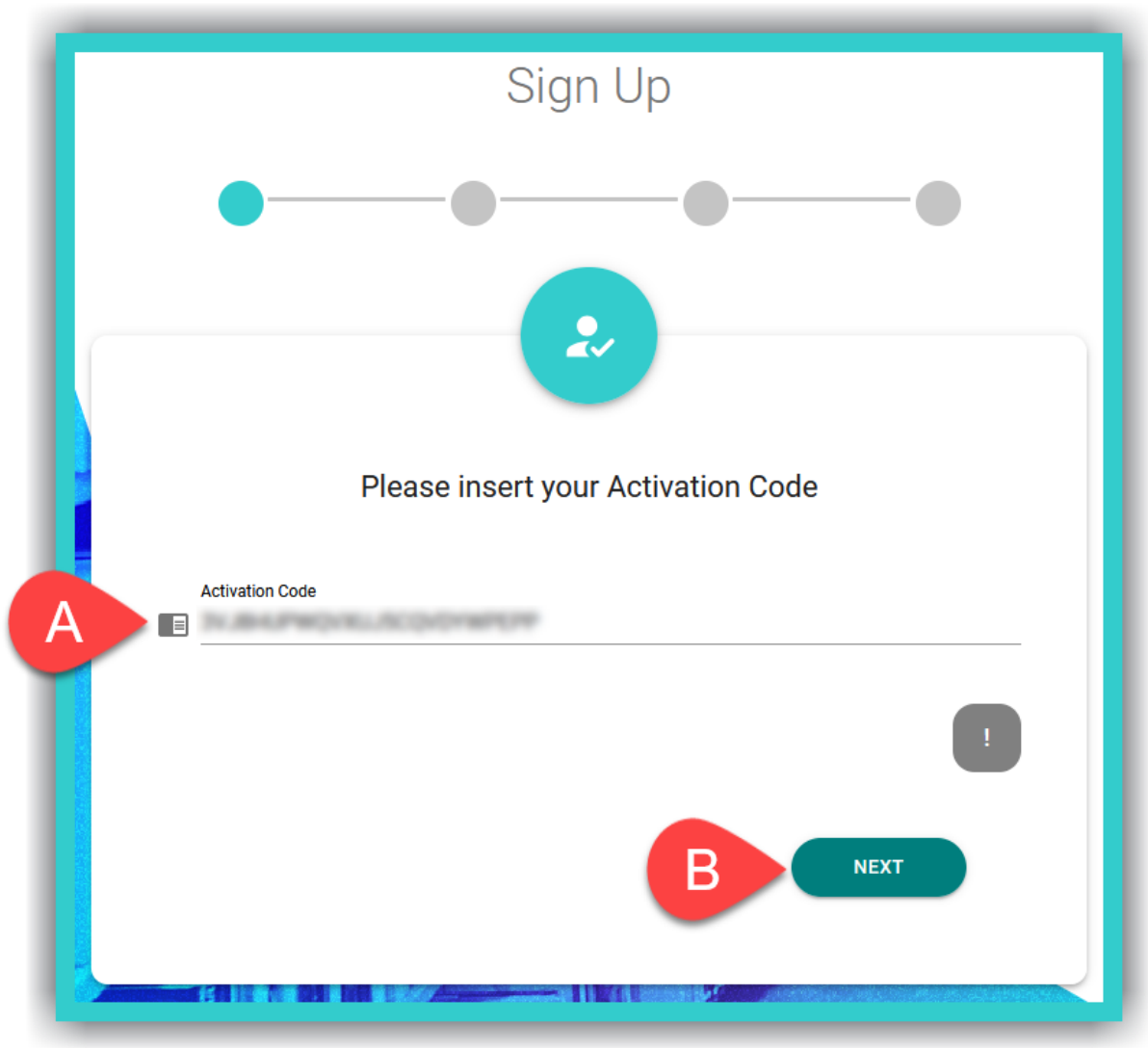
#### Step 2:

Select the button the arrow shows below:



The image shows a login and sign-up form. At the top right is a teal paper plane icon. Below it are two input fields: 'Email or Username \*' and 'Password'. The password field has a lock icon on the left and an eye icon on the right. Below the password field is a link that says 'Forgot Password?'. There is a checkbox labeled 'Remember me'. Below these fields is a teal 'LOG IN' button. At the bottom of the form, there is a link that says 'First time here? Click here to Sign Up'. Below this link is a dark blue 'SIGN UP' button, which is circled in red with a red arrow pointing to it from the left.

**Step 3:**



A. Insert your **Activation Code** (found on the cover of your book or sent to you via email).

**IMPORTANT NOTICE:** The **Activation Code**, usually, consists of twenty (20) or more, Latin, alphanumeric, characters.

B. Select the 'Next' button.

**Step 4:**

The screenshot shows a 'Sign Up' form with a progress indicator at the top consisting of four circles. The first circle is green with a checkmark, while the others are grey. Below the progress bar is a teal circle containing a white person icon with a checkmark. The main heading is 'Insert your preferred credentials'. There are three input fields: 'User Name\*' with the value 'joesmithmember', 'Password\*' with masked characters and a 'Password is valid' message below it, and 'Email (optional)' with an information icon. At the bottom are 'BACK' and 'NEXT' buttons. Red callout bubbles with letters A, B, C, and D point to the User Name field, Password field, Email field, and the NEXT button respectively.

- A. Enter your desired **Username**.
- B. Enter your desired **Password**.

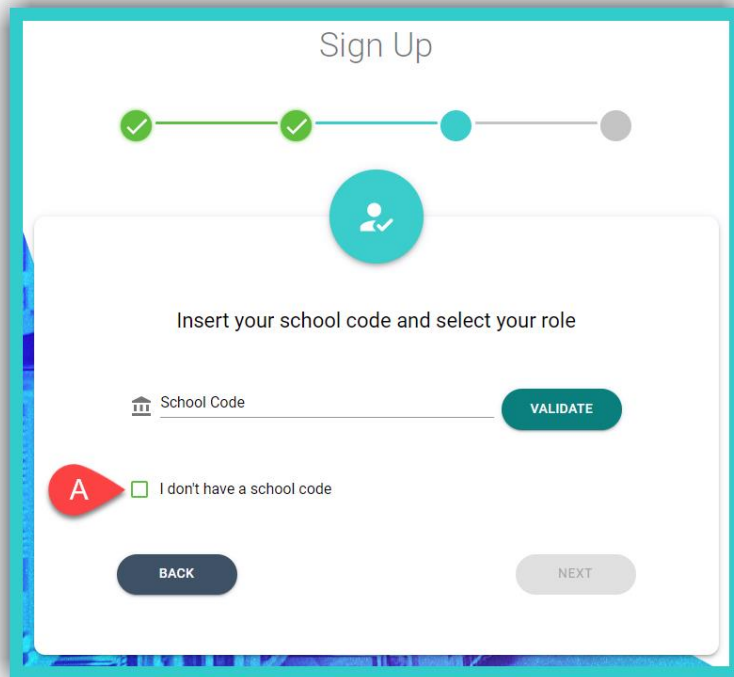
**IMPORTANT NOTICE:** For security reasons your password needs to be at least six (6) characters long and consist of: one (1) uppercase, *Latin*, letter, one (1) lowercase, *Latin*, letter, one (1) special character (e.g. a symbol), and one (1) number.

- C. Enter a *valid* email address.

**IMPORTANT NOTICE:** A *valid* email address makes it easier to retrieve your password in case you lose/forget it. If an *invalid* email address is given, you will not be able to retrieve/reset your password using this method.

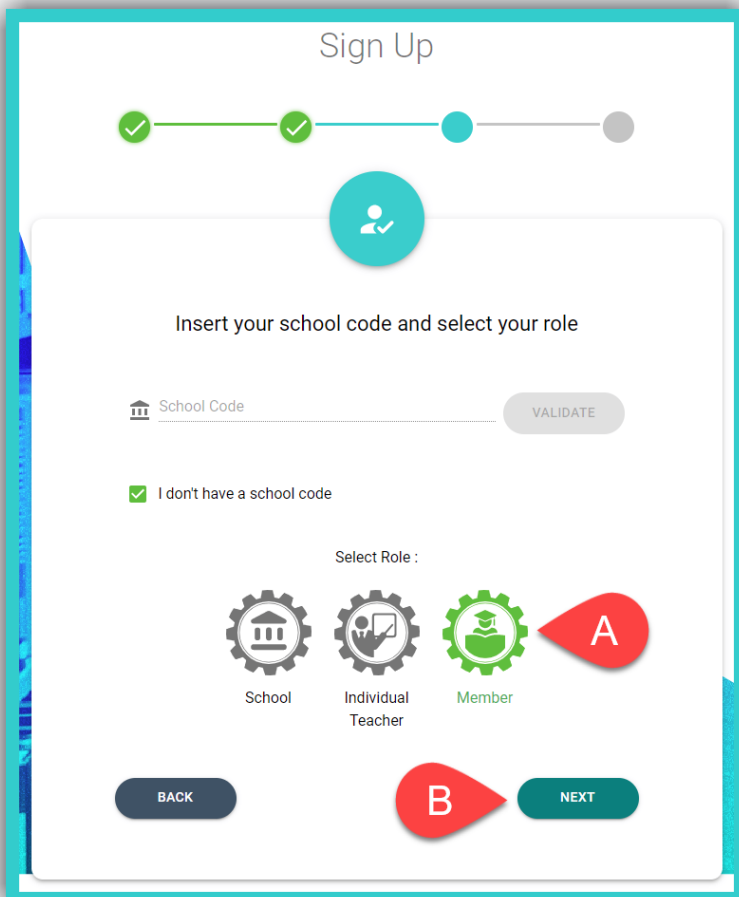
- D. Select the 'Next' button.

**Step 5:**



- A. Select this box.
- B. Select the 'Next' button.

**Step 6:**



- a. Select the field *Member*.
- b. Select 'Next'.

**Step 7a:** Registration *I am over 16* on the platform

The screenshot shows a 'Sign Up' form with a progress indicator at the top consisting of four circles connected by a line. The first three circles are green with checkmarks, and the fourth is blue. Below the progress indicator is a teal circle with a white person icon and a checkmark. The form contains a 'Submit' button, a toggle switch for 'I am under 16', a 'Country\*' dropdown menu, and a checked checkbox for 'I agree to your Terms and Conditions and have read the Privacy Policy'. At the bottom are 'BACK' and 'SUBMIT' buttons. Red callout bubbles labeled A, B, C, and D point to the toggle switch, the country dropdown, the checkbox, and the submit button respectively.

- A. Do not select the switch if you are over 16. If you are under 16, go to **Step 7b**.
- B. Click/tap here to enter your country. This field is mandatory.

**IMPORTANT NOTICE:** You can either scroll down the list to select your country or type it in and select it.

- C. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**.
- D. Select the field 'Submit' to successfully complete your registration.

**Step 7b:** Registration *I am under 16* on the platform.

Sign Up

Submit

A  I am under 16

B

C

D  I agree to your [Terms and Conditions](#) and have read the [Privacy Policy](#)

BACK SUBMIT

- A. Click/tap on the switch to select your age (under 16).
- B. Fill in a **valid** email address for your Parent/Guardian, so that they can 'consent' to you using the platform.

**IMPORTANT NOTICE:** If you enter an **invalid/incorrect** email address, the platform will still allow you to complete your registration, however, you will keep seeing a reminder asking for your Parent's/Guardian's

- C. Click/tap here to enter your country. This field is mandatory.

**IMPORTANT NOTICE:** You can either scroll down the country list to select it or type it in.

- D. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**.
- E. Select the field 'Submit' to successfully complete your registration.



**Step 8:**

You will receive a message, in the **Parent/Guardian** email address you entered above, within 24 hours, with instructions on how to give your consent. Please check your *Spam* folder, too. If you do not receive it within 24 hours, please contact us at [support@expressdigibooks.com](mailto:support@expressdigibooks.com).

## ii. Registration without an email address

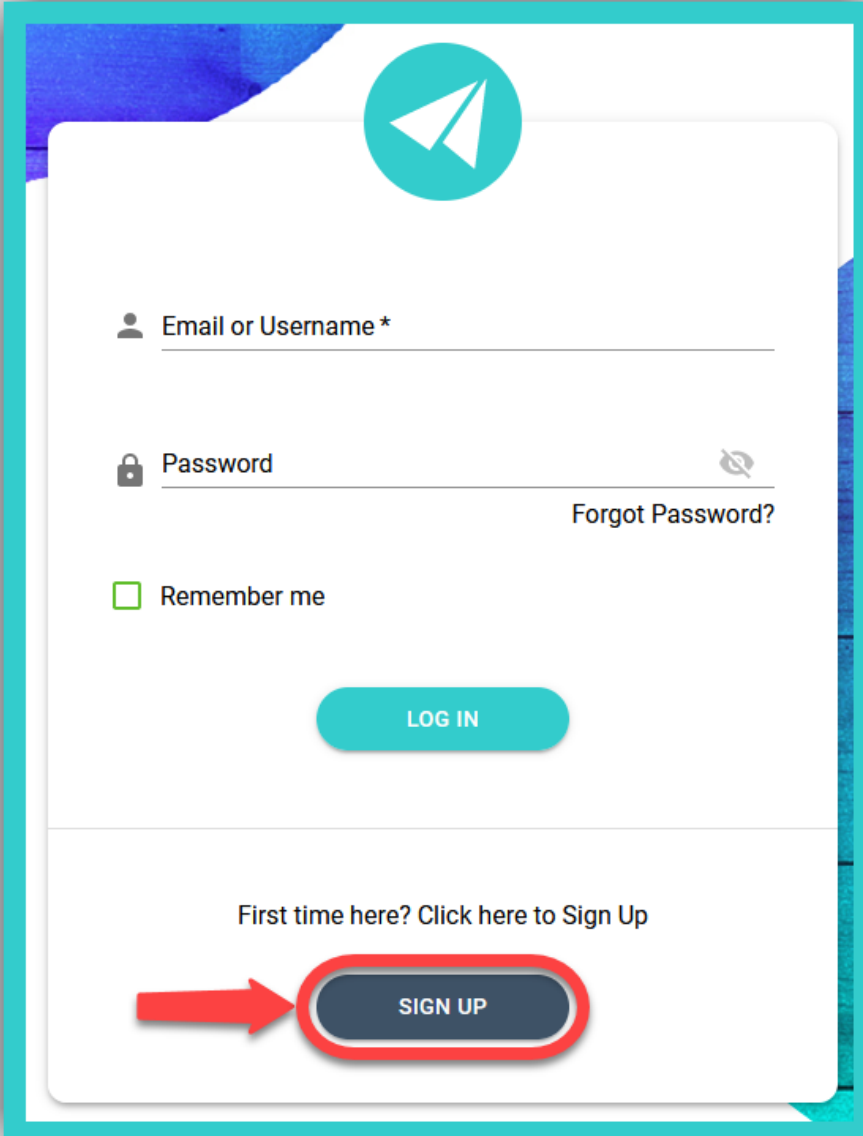
In order to register as a **Member**, please follow the steps below:

**Step 1:**

Navigate to [www.expressdigibooks.com](http://www.expressdigibooks.com)

**Step 2:**

Select the button the arrow shows below:



The image shows a login and registration interface. At the top, there is a teal header with a white paper plane icon. Below this is a white login form. The form contains two input fields: 'Email or Username \*' and 'Password'. The 'Password' field has a lock icon on the left and a toggle icon on the right. Below the 'Password' field is a link that says 'Forgot Password?'. There is a checkbox labeled 'Remember me'. Below the form is a teal button labeled 'LOG IN'. At the bottom of the form, there is a link that says 'First time here? Click here to Sign Up'. Below this link is a dark blue button labeled 'SIGN UP', which is highlighted with a red oval and a red arrow pointing to it from the left.

**Step 3:**

The image shows a 'Sign Up' form with a progress indicator at the top consisting of four circles, the first of which is filled. Below the progress indicator is a teal circle containing a white person icon with a checkmark. The main heading of the form is 'Please insert your Activation Code'. Below this heading is a text input field labeled 'Activation Code' with a small document icon on the left and a red callout bubble 'A' pointing to it. The input field contains a blurred alphanumeric string. To the right of the input field is a small grey button with an exclamation mark. At the bottom right of the form is a teal 'NEXT' button with a red callout bubble 'B' pointing to it.

- A. Insert your **Activation Code** (usually found either inside the front cover of the book or in an email you have received).

**IMPORTANT NOTICE:** The **Activation Code**, usually, consists of twenty (20) or more, Latin, alphanumeric, characters.

- B. Select the 'Next' button.

**Step 4:**

The screenshot shows a 'Sign Up' form with a progress indicator at the top consisting of four circles. The first circle is green with a checkmark, while the others are grey. Below the progress indicator is a teal circle with a white person icon and a checkmark. The main heading is 'Insert your preferred credentials'. The form has three input fields: 'User Name\*' with the value 'joesmithmember', 'Password\*' with a masked password and a 'Password is valid' message below it, and 'Email (optional)'. At the bottom are 'BACK' and 'NEXT' buttons. Red callout bubbles labeled A, B, C, and D point to the User Name field, Password field, Email field, and the NEXT button respectively.

- A. Enter your desired **Username**.
- B. Enter your desired **Password**.

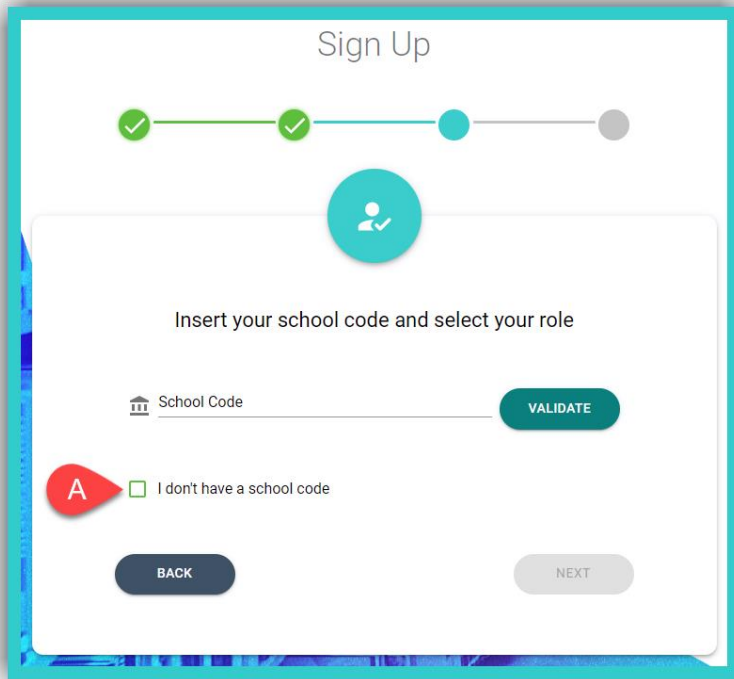
**IMPORTANT NOTICE:** For security reasons your password needs to be at least six (6) characters long and consist of: one (1) uppercase, **Latin**, letter, one (1) lowercase, **Latin**, letter, one (1) special character (e.g. a symbol), and one (1) number.

- C. Leave it *blank*.

**IMPORTANT NOTICE:** If you register on the platform without an email address, then you must keep, in a safe place, both the book's **Activation Code** and the **Username** that you entered, during the sign-up process, in order to recover your **Password** in case you forget/lose it.

- D. Select the 'Next' button.

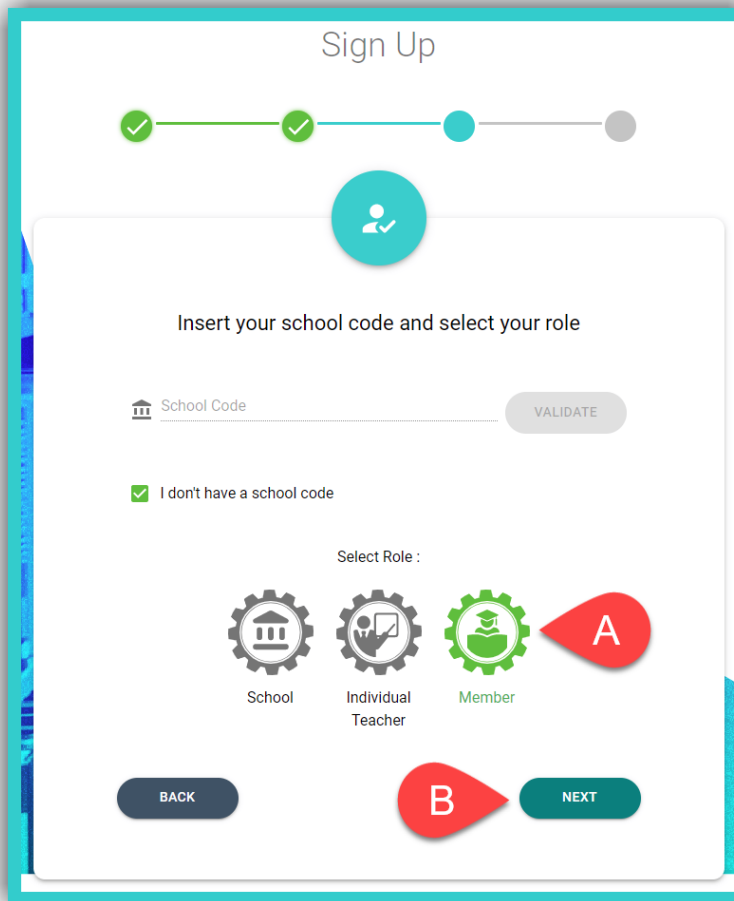
**Step 5:**



- A. Select this box.
- B. Select the 'Next' button.

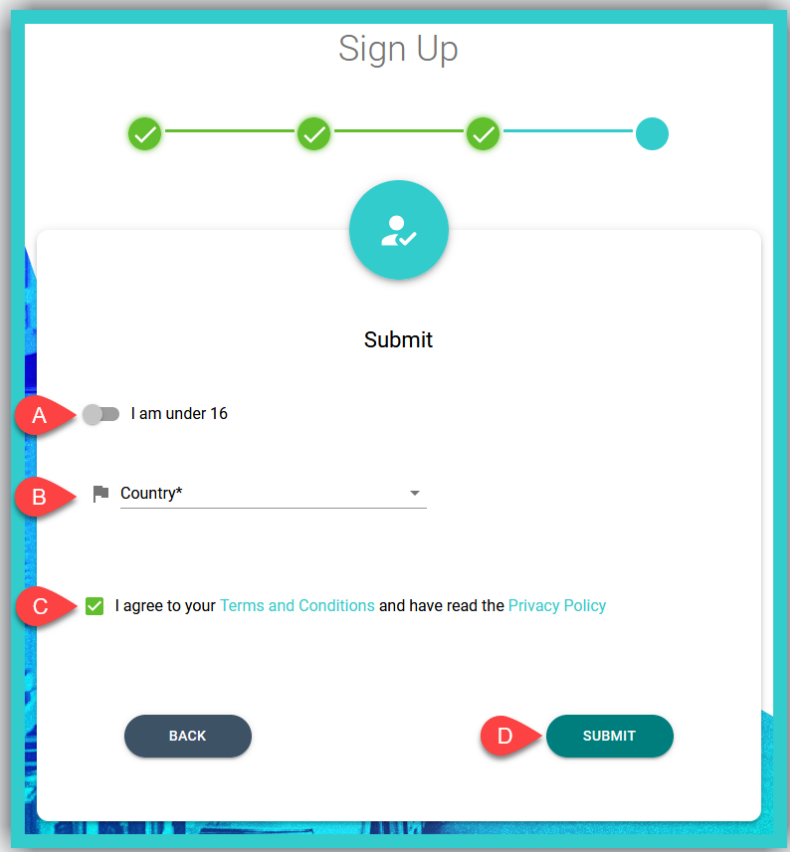
**IMPORTANT NOTICE:** Do not select any other icons here.

**Step 6:**



- A. Click on the *Member* icon.
- B. Click/tap on the 'Next' button.

**Step 7a:** Registration *I am over 16* on the platform



- A. Do not select the switch if you are over 16. If you are under 16, go to Step 7b.
- B. Click/tap here to enter your country. This field is mandatory.

**IMPORTANT NOTICE:** You can either scroll down the country list to select it or type it in.

- C. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**.
- D. Select the 'Submit' button to successfully sign up.

**Step 7b:** Registration *I am under 16* on the platform.

- A. Click/tap on the switch to select your age (over 16).
- B. Fill in a **valid** email address for your Parent/Guardian, so that they can give their consent for you to use the platform.

**IMPORTANT NOTICE:** If you give a **fake/wrong** email address, the platform will still allow you to complete your registration, however, you will keep seeing a reminder asking for your (Parent's/Guardian's) consent.

- C. Click/tap here to enter your country. This field is mandatory.

**IMPORTANT NOTICE:** You can either scroll down the list to select your country or type it in.

- D. Select this field to accept the platform's **Terms & Conditions**, and that you have been informed of our **Privacy Policy**.
- E. Select the 'Submit' button to successfully sign up.

### Step 8:

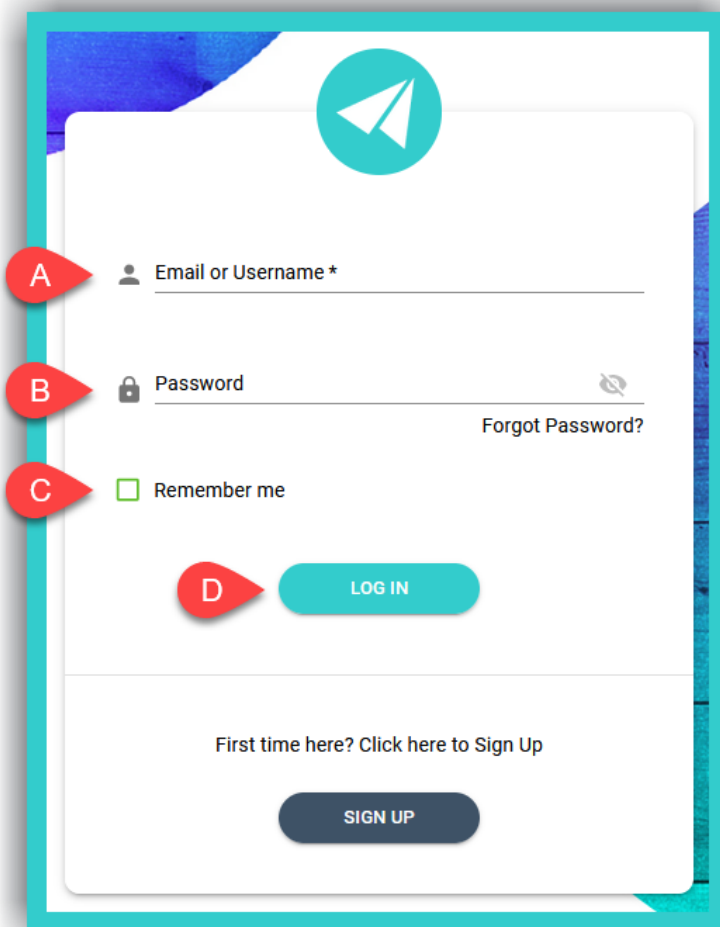
You will receive an email within 24 hours, with instructions on how to give your consent. Please check your *Spam* folder, too. If you do not receive it within the time mentioned, please contact us at [support@expressdigibooks.com](mailto:support@expressdigibooks.com).

2

3

### 3. Logging in to the platform


To log in on the platform, as a *Member*:

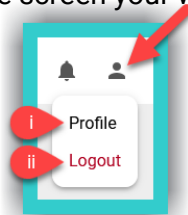


The image shows a login form with a teal header and a white body. At the top right is a teal circular icon with a white paper airplane. Below it are four input fields: 'Email or Username \*' (with a person icon), 'Password' (with a lock icon and a 'Forgot Password?' link), and 'Remember me' (with a checkbox). Below these is a teal 'LOG IN' button. At the bottom is a dark blue 'SIGN UP' button. Four red callout bubbles with white letters A, B, C, and D point to the email field, password field, 'Remember me' checkbox, and 'LOG IN' button respectively.

- A. Enter your **Email** address or your **Username**.
- B. Enter your **Password**.
- C. Select this option, if you want the platform to remember your login credentials for future logins.
- D. Select this field to log in to the platform.

## 4. Account Management

In the top right of the screen you will see two (2) icons. When you select the  icon, you will see two (2) options:



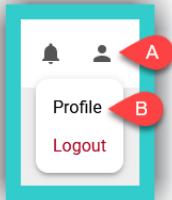
- i. **Profile**: Select this option to manage settings relating to your account.
- ii. **Logout**: Select this option to log out of your account.

### i. Profile

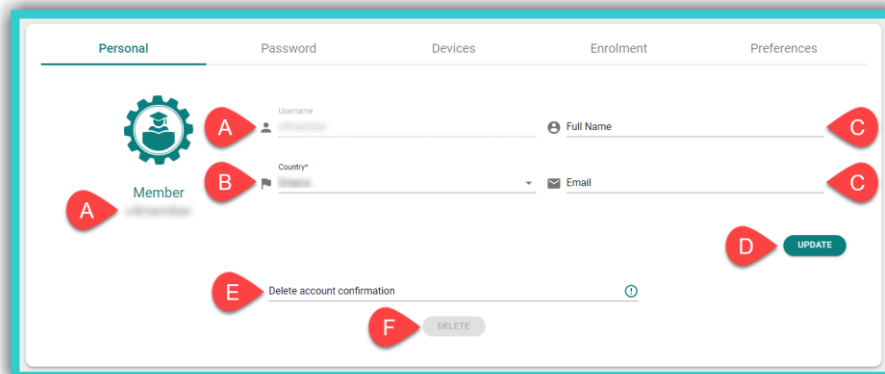
Here you can manage your:

#### - Personal information

**Step 1:** Select the  icon, as indicated by field A, and then field B (**Profile**).



### Step 2:

A screenshot of the account management page. The page has tabs for 'Personal', 'Password', 'Devices', 'Enrolment', and 'Preferences'. The 'Personal' tab is active. On the left, there is a profile card with a gear icon and the text 'Member'. A red circle with the letter 'A' points to the gear icon. The main form has several fields: 'Username' (with a red circle 'A'), 'Full Name' (with a red circle 'C'), 'Country\*' (with a red circle 'B'), and 'Email' (with a red circle 'C'). At the bottom, there is a 'Delete account confirmation' field (with a red circle 'E') and a 'DELETE' button (with a red circle 'F'). An 'UPDATE' button (with a red circle 'D') is also present.

- A. The **Username** is displayed here.
- B. Fill in the **Country** (required field).
- C. The fields **Full Name** and **Email** are optional; however, if you need to add yourself to a **School/Individual Teacher** account, we recommend filling them in, so that the **School Master/School Manager/(Individual) Teacher** can identify you.

**IMPORTANT NOTICE:** The fields **Full Name** and **Email** are not used by Express Publishing and the Express DigiBooks platform for any purpose other than to identify you on it. A **valid** email address can help recover a lost/forgotten password.

- D. If you make any changes to the fields above, select 'Update' to register them on the platform.
- E. If you want to delete your account type in the phrase: **Delete my account**. Then select field F to submit your request. This will PERMANENTLY delete your account after 30 days. If you want to reverse this action BEFORE the 30 days pass, please send us an email [HERE](#).



## - Password

The screenshot shows the 'Password' settings page with five tabs: Personal, Password, Devices, Enrolment, and Preferences. The 'Password' tab is active. It contains three password input fields: 'Old Password\*', 'Password\*', and 'Confirm Password\*'. Each field has a red callout letter (A, B, and C respectively) and an eye icon to toggle visibility. Below the fields is a green 'CHANGE' button with a red callout letter D.

4

To change/update your **Password**:


- A. Enter your **Old Password** (mandatory field).
- B. Enter your **New Password** (mandatory field).
- C. Re-enter your **New Password** to confirm the change (mandatory field).
- D. Select the field 'Change' to change/update your password.

**IMPORTANT NOTICE:** For security reasons your password needs to be at least six (6) characters long and consist of: one (1) uppercase, **Latin**, letter, one (1) lowercase, **Latin**, letter, one (1) special character (e.g. a symbol), and one (1) number.

## - Devices

Here you can manage the devices you are logged in on.

The screenshot shows the 'Devices' settings page with five tabs: Personal, Password, Devices, Enrolment, and Preferences. The 'Devices' tab is active. It displays a table with the following columns: Name, UUID, OS, Model, and Actions. A red callout letter A points to the trash icon in the Actions column for the first device.

Name	UUID	OS	Model	Actions
Xiaomi Redmi Note 8 Pro	feb07951-57e1-4a7c-85db-69f072f8a09d	Android 11	Redmi Note 8 Pro	

- A. Select this field to delete devices that you no longer use.

**IMPORTANT NOTICE:** The maximum number of devices you can log in on, through the corresponding **Express DigiBooks** application, simultaneously, at any given time, is ten (10).

## - Enrolment

To enrol in **School** and/or **Individual Teacher** accounts and **Classes**, please follow the steps below:

Personal Password Devices **Enrolment** Preferences

A School code JOIN

B Individual Teacher Code JOIN

ⓘ **IMPORTANT NOTICE**  
After Enrolment, please log out and then log in again, to view all changes

i. Enter the unique **School Code** (field A), you have been given, and select the 'Join' button.

and/or

ii. Enter the unique **Individual Teacher Code** (field B), you have been given, and select the 'Join' button.

iii. Then, as the 'Important Notice' at the bottom of the form indicates, log out of the platform and then log in again to see the changes made to your account.

iv. Go to **Profile** → **Enrolment** and enter the **Class Code** you have been given, in the respective field, and select the 'Join' button.

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*Whenever you enter a code in one of the fields in the image above, you must log out and log in again for the changes to take effect.*

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## - Preferences

Here you choose how we can send you notifications:

Personal Password Devices Enrolment **Preferences**

A Allow notification emails  Allow web notifications  C

B Allow mobile notification

A. to your email address.

B. on your mobile device.

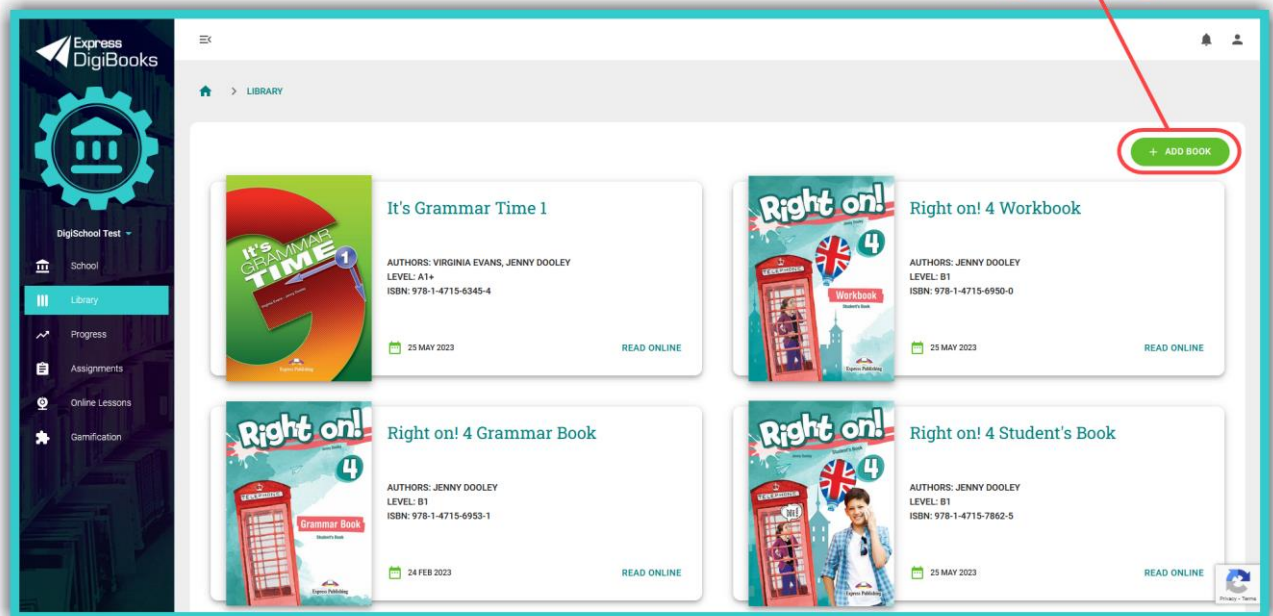
C. through your browser.

## 5. Library: How to use it

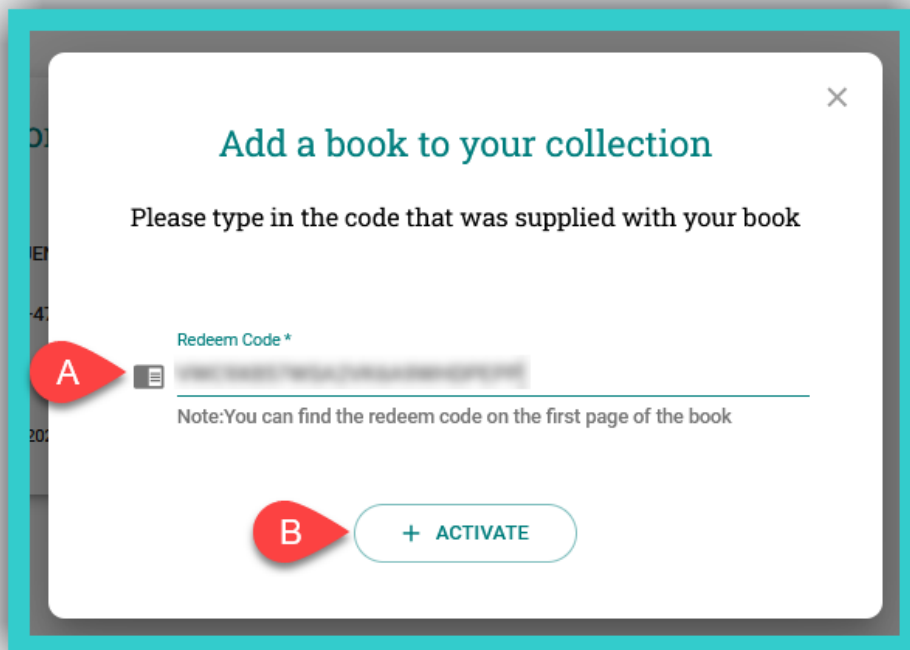
### i. Activation codes

**Activation Codes** are usually found either inside the front cover page of the book or in an email you have received. To activate your books, using the codes given, please follow the steps below:

**Step 1:** Select field A ('+ Add Book'), as shown in the image below.



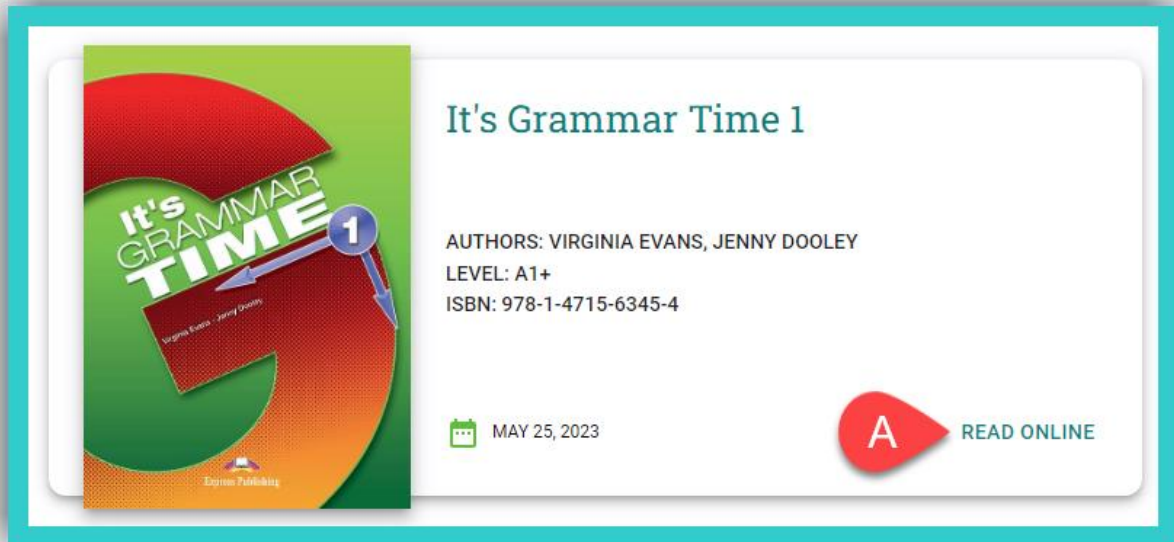
**Step 2:** Enter the book's **Activation Code** in field A, as shown in the image below, and then select field B ('+ Activate').



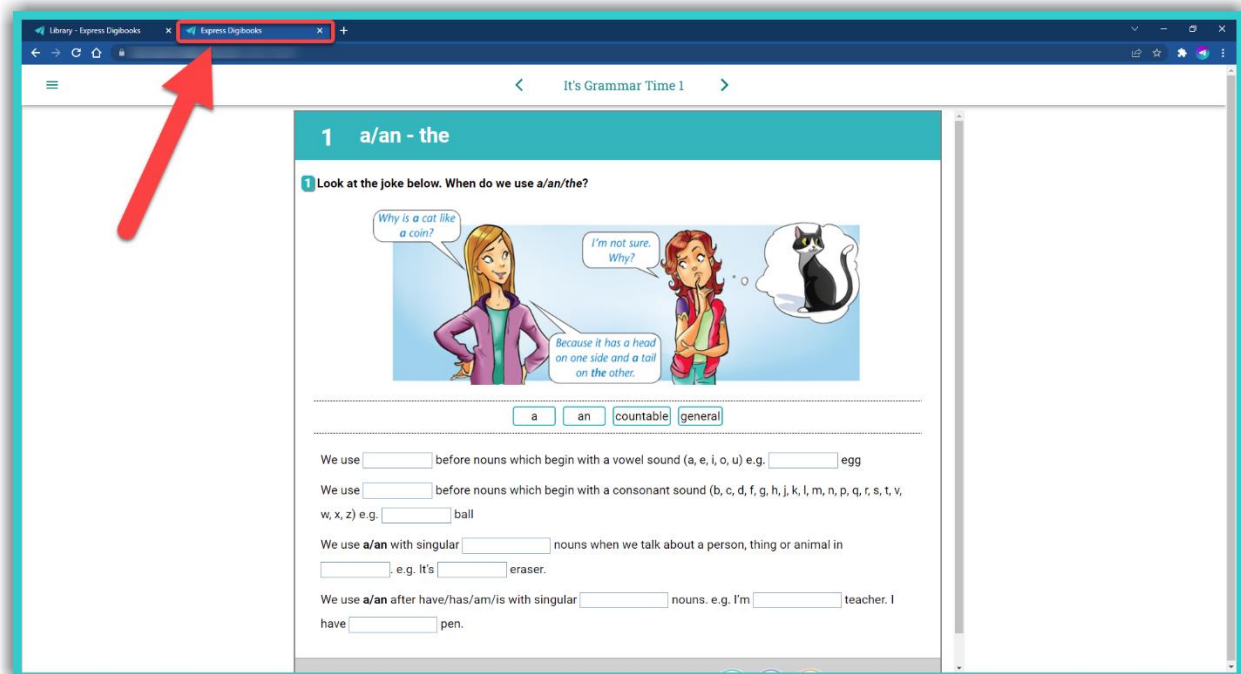
ii. Opening a *DigiBooks* title

Upon entering the platform, you will be, automatically, directed to your **Library** (which contains the list of Express Publishing books that you have activated in your account).

To open your book, select field A ('Read Online').

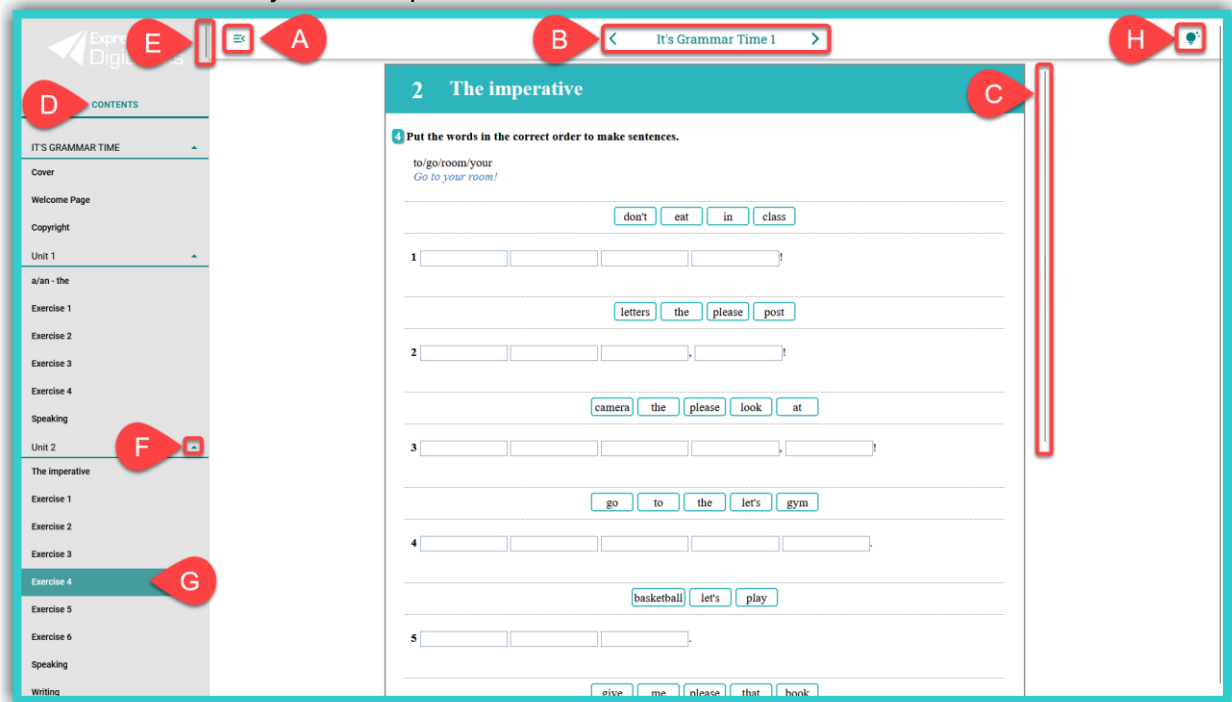



This will open up a *new* tab, next to the one you are already using. To switch to the newly opened tab click/tap on the tab the red arrow, in the image below, shows:



### iii. Using a *DigiBooks* title

In the new tab that you have opened:



- A. Select this icon to collapse/expand the side menu, so that you can browse the contents of the book with greater ease.
- B. Use the '<' arrows (left) & '>' (right) to go to the previous or next exercise/book page.
- C. You can select the scroll bar (or your mouse's scroll wheel) to navigate within the exercise.
- D. Select here to view the book's 'Contents'.
- E. You can select the scroll bar (or your mouse's scroll wheel) to navigate within the book's 'Contents'.
- F. Select this icon to collapse/expand the book's *Modules/Units*.
- G. Click/tap on any given exercise you want to do or view.
- H. Click this icon  to 'Show the Answers' for the exercise.

### iv. Check Answers

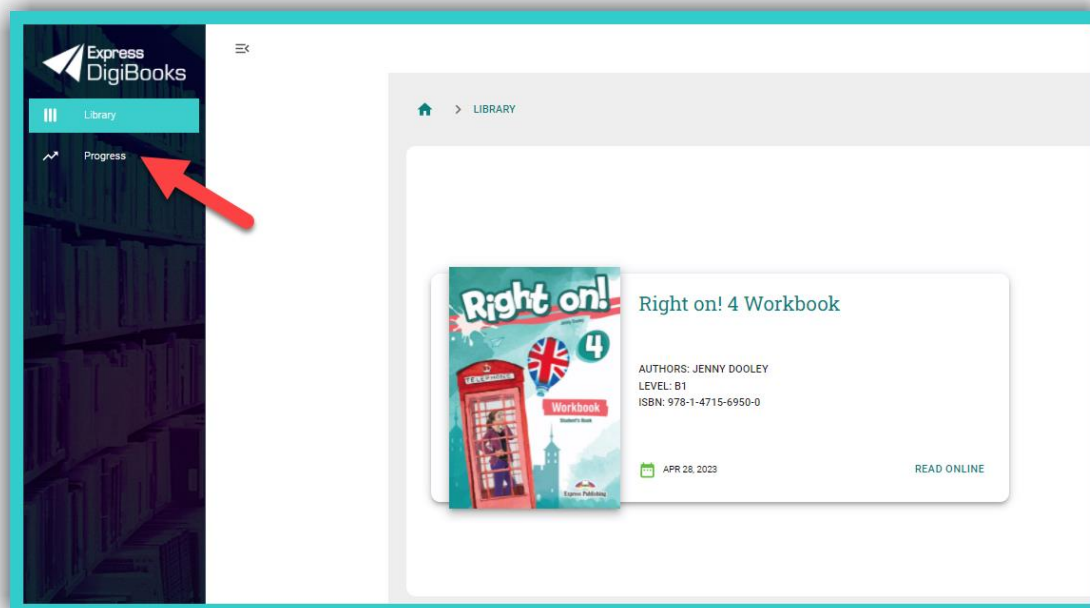
At the end of each exercise, you will see the following fields:



- A. Select this field, to check if the answers are correct or not.
- B. Select this field, to keep the correct answers and reattempt those that are wrong.
- C. Select this field, to erase (reset) the answers given and do the exercise from scratch.

## 6. Progress: How to see it

Select the **Progress** field the red arrow shows, in the image below, to view your own progress:



In the field **Progress** you can see the **Average Score** from all of the exercises and from all the books in your account (field A); the result from all the exercises and from all the books (field L); and filters to narrow down search results for your **Progress** in field L, according to:

Showing 1-6 of 6 items

Score	Package	Module	Activity	Skill Type
80%	Right on! 4 Student's Book	Starter	Exercise 2	Grammar
60%	Right on! 4 Student's Book	Starter	Exercise 2	Grammar
100%	Right on! 4 Grammar Book	Progress Check 1 (Starter-Unit 1.8)	Exercise 2	Grammar
100%	Right on! 4 Grammar Book	Progress Check 1 (Starter-Unit 1.8)	Exercise 1	Grammar
100%	Right on! 4 Student's Book	Starter	Exercise 1	Vocabulary
85%	Right on! 4 Student's Book	Starter	Exercise 1	Vocabulary

- B. The **DigiBooks** title.
- C. The **Module** [to use this filter you must first use filter B].
- D. The **Exercise** [to use this filter you must first use filter C].
- E. The general **Skill Type** being assessed, e.g. Grammar.
- F. The **Start Date** of assigned exercises (i.e. those solved from a specific date onwards).
- G. The **End Date** of assigned exercises (i.e. those solved up to a specific date).

Select the following fields each time you want to:

- H. reset the search results.
- I. see the **Progress** search results based on the filters you selected.
- J. export the **Progress** results (with the filters selected) to a .csv spreadsheet format, which can be opened with, for example, Microsoft Excel.
- K. export general statistical data relating to your progress.

**IMPORTANT NOTICE:** The platform by default shows you the items (attempts made by students in exercises) of the last six (6) months. Depending on the number of items you want to see, the **Progress** results could take a few seconds before they load.