

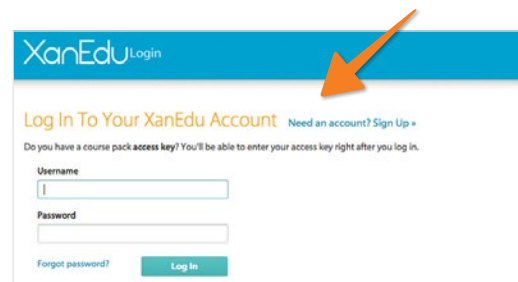
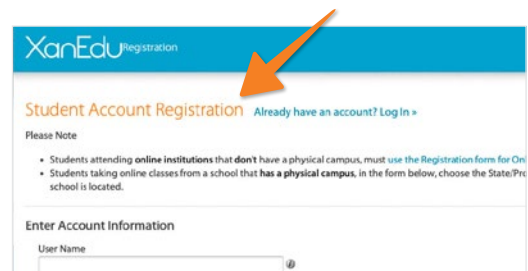
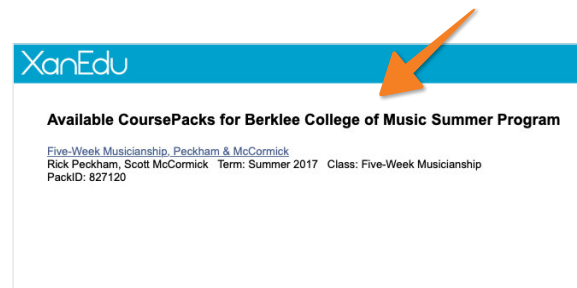
Berklee College of Music

Ordering Your Berklee Online Workbook/CoursePack

Each order contains a digital workbook for use on your smart device or computer, plus a code that will allow you to print the workbook at home.

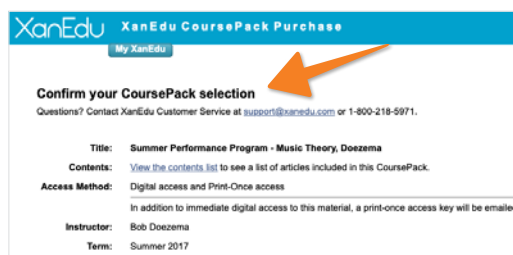
- 1 Open a web browser and visit:
<https://storefront.xanedu.com/store/36590>
A page with one or more Workbook/CoursePacks listed on it will open.
- 2 Select the Workbook/Course Pack you want to purchase and the Student Registration screen will open.
- 3 Create an account with XanEdu. Please be sure to select **USA** as the country, **Massachusetts** as the state, and **Berklee College of Music Program** as the institution.
- 4 Complete the registration and account activation process, and log into your new account. Once you log in, you will be asked to confirm your Workbook/Course-Pack selection.

Continued on the next page...



5 Confirm that the course pack you selected is displayed—click the **Continue** button on the bottom of the page.

6 Complete the purchase—this gives you access to both a digital and a **print once** version of your Workbook/CoursePack. To access the digital version, click the **Done** button on the last page of the purchase process. For the **print** edition, you will be sent an email within 24 business hours that grants you access to the secured **print once** version of your CoursePack (instructions below).



iPad and Android Tablet Users

Once you've purchased your CoursePack through the XanEdu website and it appears in your account, you can use the XanEdu tablet apps to access your pack.

- 1 Install the free XanEdu iPad or Android app from the [App Store](#) or the [Play Store](#).
- 2 Once the app is installed, your Course Pack has been purchased, and it appears in your XanEdu account—open the app.
- 3 Select the **Download** option in the toolbar above the app's Library bookcase.
- 4 Enter your XanEdu Username and Password and tap the **Log In** button.
- 5 Your course materials will appear on the screen, tap the **Download** button.

If you encounter problems ordering your CoursePack, please contact customer service at [XanEdu.com](#) Monday to Friday 8:00AM–5:00PM EST, or in the US call **1(800) 218- 5971** (option 4).

Berklee College of Music, Berklee Online

Printing Your Workbook/CoursePack

Please note: This is an **Open and Print Once** document—only open it when you are ready to print. **You will not be able to open it a second time.**

To print, you'll need either **Adobe Acrobat Reader** or **Foxit Reader** installed on a **laptop or desktop computer**, download the latest version of Acrobat Reader for free from Adobe's website: get.adobe.com/reader

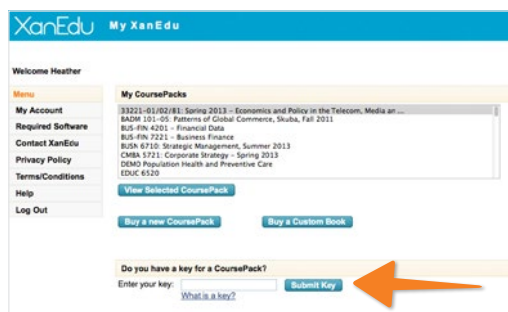
1 When you receive your email notification that the **Open and Print Once** version of your pack has been added to your account, visit coursepacks.xanedu.com

2 Enter your Username and Password and click the **Log In** button.

3 On your MyXanEdu page, locate the CoursePack key entry field below the My CoursePacks list. Enter the 16-digit CoursePack key that appears in the email you received—**include the hyphens**. Click the **Submit Key** button.

4 On the next screen, click the **Download & Print Now** button. The file download page will open—please **do not close this page** or hit the continue button until the download is complete. This is a large file and may take 2–3 minutes to finish. **Please be patient.**

Note: This is an open **once** and print **once** document—only open it when you are ready to print, as you will not be able to open it a second time.

The image shows the XanEdu Login page. At the top, it says "XanEdu Login". Below that, it says "Log In To Your XanEdu Account" with a link "Need an account? Sign Up >". A message states: "Do you have a course pack access key? You'll be able to enter your access key right after you log in." There are input fields for "Username" and "Password", a "Forgot password?" link, and a "Log In" button. An orange arrow points to the "Log In" button.The image shows the "My XanEdu" page. It has a "Welcome Header" and a "Menu" on the left. The main area is titled "My CoursePacks" and lists several course packs with their IDs and titles. Below the list, there is a "View Selected CoursePack" button. At the bottom, there is a section titled "Do you have a key for a CoursePack?" with an "Enter your key:" field and a "Submit Key" button. An orange arrow points to the "Submit Key" button.The image shows a page titled "XanEdu" with a message: "This key provides a PDF which can be opened and printed one time only." Below this, it says: "Please make sure your printer is ready to print this content. You will have only one opportunity to download." There are two buttons: "Download & Print Now" and "Cancel". An orange arrow points to the "Download & Print Now" button.

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5 Check that your computer is connected to a printer, has enough paper and ink loaded, and is ready to print.

6 Open your CoursePack PDF in either **Adobe Acrobat Reader** or **Foxit Reader**.

7 Print the document. It's a large file and may take some time to begin printing. **Please be patient** and wait until it has spooled to the printer. Be sure to verify that your document has printed fully **before you close it**.

Please Note: If you're not certain that you can print a long document successfully, we recommend printing 30-50 pages at a time until all pages are printed (**again, do not close the document until printing is complete**).



If you have any problems printing, please contact customer service at [XanEdu.com](https://xanedu.com) Monday to Friday 8:00AM–5:00PM EST, or in the US call **1 (800) 218- 5971** (option 4).