WebCOM 2.0
Instructions for purchasing and registering access to your online publication.

ROUTE 1

Purchasing access to your publication through e-commerce

To purchase access to your publication directly from the publisher, Great River, proceed to the next page.

ROUTE 2

Registering the access code included in your bookstore purchase

If you purchased an Access Card at the bookstore, please skip to Page 7.

For information on activating Rhapsody codes, skip to Page 10.
Purchasing access to your publication via Great River’s secure e-commerce engine

**Step 1:** Go to [http://www.grtep.com/](http://www.grtep.com/)
This is the publication login page. As a first time user without access to the publication, locate the **First Time User** box and click on the orange button **“Click Here to Purchase”**.

**Step 2:** You will now begin the purchasing process via the Great River secure e-commerce engine. Choose your institution and publication from the Institution and Online Publication dropdown menus.
Variable Step: If multiple sections of your course exist, you will need to select the section which you are enrolled in at your institution. This is vital to the registration process, as any grades or scores you obtain will be tied to the section that you select.

Step 3: You will now create your user account by filling out the appropriate account, billing, and shipping information. Take special care to enter a valid email address, as it will serve as your username throughout the semester. If your publication purchase includes additional resources such as a Rhapsody subscription, this information will be included in the Selected Course box at the top of the screen.

Standard course without additional resources:

Course with an additional resource:
<table>
<thead>
<tr>
<th>Account Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Miss</td>
</tr>
<tr>
<td>First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Phone</td>
<td>(555)555-5555</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jdoe@university.edu">jdoe@university.edu</a></td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td><a href="mailto:jdoe@university.edu">jdoe@university.edu</a></td>
</tr>
<tr>
<td>Password</td>
<td>********</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>********</td>
</tr>
<tr>
<td>Password Challenge Question</td>
<td>What is your mother's maiden name?</td>
</tr>
<tr>
<td>Password Challenge Response</td>
<td>Smith</td>
</tr>
</tbody>
</table>
**Step 3 continued:** Complete your account by providing the billing and shipping address(es) of the credit card you will use for this purchase. If the billing address and shipping address are the same, check the box at the bottom of the billing section and the information will automatically populate under Shipping.
Step 4: This is the final screen to review your purchase. Please note the tax included in your grand total may vary depending on the state in which you make the purchase. Enter your credit card information and select “Submit”. Once this information is submitted, you will have successfully enrolled in your publication.

Step 5: Your order is now complete and you can log into your publication via the “Login to WebCOM” button. A receipt of your purchase will be sent to the email address that you provided when creating your account.
WebCOM: Enrollment Receipt


Login to www.grtep.com with your email and password to get started.

<table>
<thead>
<tr>
<th>Billing Information:</th>
<th>Shipping Information:</th>
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</thead>
<tbody>
<tr>
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<td>Your Name</td>
</tr>
<tr>
<td>Street Number</td>
<td>Street Number</td>
</tr>
<tr>
<td>City,State</td>
<td>City,State</td>
</tr>
<tr>
<td>563-555-5555</td>
<td>563-555-5555</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Online Publication</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Institution</td>
<td>Your Publication</td>
<td>UNIVERSITY - Your Publication (AC-Ecommerce)</td>
<td>$xx.xx</td>
</tr>
</tbody>
</table>

Once you click the "Login to WebCOM" button you will be taken back to the publication login page at http://www.grtep.com/.

In order to view your publication, login with the username and password you entered during step 3. The username is the email address you used when setting up the account. This is how you will access the publication for the remainder of the semester.
Registering the access code included in your bookstore purchase

**Step 1:** Go to [http://www.grtep.com/](http://www.grtep.com/)
Once you’ve purchased an access code from the bookstore, you need to register that code in order to view the publication. Enter your 20 digit access code into the prompt box under *First Time User (with access code).*

**Step 2:** You will then choose your institution and publication from the Institution and Online Publication dropdown menus. Most often, your institution and publication will automatically populate.
**Variable Step:** If multiple sections of your course exist, you will need to select the section which you are enrolled in at your institution. This is a vital step in the registration process, as any grades or scores you obtain will be tied to the section that you select.

**Step 3:** You will now create your user account by filling out the appropriate account and billing information. Take special care to enter a **valid email address**, as it will serve as your username throughout the semester. Click **"Next"** in the lower right hand corner to complete the form.
Step 4: Your registration is now complete and you can log into your publication via the "Login to WebCOM" button. A receipt of your purchase will be sent to the email address that you provided when creating your account.

If your publication package includes a subscription to Rhapsody, please continue onto the following page. Otherwise, your enrollment is now complete and you can log into WebCOM with the username and password you provided while creating your account.
Registering your Rhapsody Code

Step 1: If your online publication includes a subscription to Rhapsody, a Rhapsody Login Key will be provided upon the completion of your WebCOM registration. Copy the Login Key provided on your Success! Screen and click on the “Finalize Rhapsody Activation” button in order to register your Rhapsody Code:

Step 2: The “Finalize Rhapsody Activation” button will take you to the Kendall Hunt Rhapsody portal as shown in the screenshot below. Paste or manually type the Login Key into the Rhapsody Code prompt box. Click Next.

Register for your Rhapsody Music Subscription

Kendall Hunt offers you a subscription to the Rhapsody online music library. You will have a 4 month subscription and be able to listen to over 10,000,000 songs available on the site. Your professor will be requiring you to listen to selected assignments throughout the semester.

Please enter your Access Code below (Sample code: Xxxxxxxxxxxxxx)

Need help with this form? Email Kendall Hunt Rhapsody Support or call 1-800-229-0810

Must be at least 13 years old to participate. Click here for promotion redemption details, download instructions, system requirements and complete promotion terms and conditions. Normal Internet charges may apply. Coupon code does not cover any charges associated with Internet connection. All use of the Coupon codes and downloading of songs is subject to terms and conditions posted through the Rhapsody music resource being utilized for this promotion. Void where prohibited. Kendall/Hunt Publishing Company is not responsible for content or for any loss or damage of any kind incurred as a result of any data transmitted via the Web site.

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Step 3: Enter your contact information into the form fields. Once you have finished, click the finish button to view the final steps in activating your Rhapsody account.

**Register for your Rhapsody Music Subscription**

Kendall Hunt offers you a subscription to the Rhapsody online music library. You will have a 4 month subscription and be able to listen to over 10,000,000 songs available on the site. Your professor will be requiring you to listen to selected assignments throughout the semester.

Please enter your contact information

- **First Name:** Jane
- **Last Name:** Doe
- **School:** Your University
- **Professor:** Your Professor
- **Email Address:** jdoe@university.edu

Step 4: Follow the “Set Up you Rhapsody Music Subscription directions”.

**Register for your Rhapsody Music Subscription**

Kendall Hunt offers you a subscription to the Rhapsody online music library. You will have a 4 month subscription and be able to listen to over 10,000,000 songs available on the site. Your professor will be requiring you to listen to selected assignments throughout the semester.

**Set Up your Rhapsody Music Subscription**

- **Step 1:** Print this page for your records. It is EXTREMELY IMPORTANT that you have the Coupon Code listed below in order to be able to set up your Rhapsody account.
- **Step 2:** Go to [http://www.rhapsody.com/promo](http://www.rhapsody.com/promo).
- **Step 3:** Select whether you are an existing or new Rhapsody customer.
- **Step 4:** Enter your information (email address, password(s), and coupon code - we recommend you copy and paste your coupon code) and click sign-in/continue. Your username will be your email address, if the program says your email is already used try a different email address.

**Coupon Code:** YYYYYYYYYYY

- **Step 5:** Your account has now been updated created and you can proceed to login to Rhapsody.com. Your subscription expires 4 months after activation.

**NOTE:** Your Rhapsody account can only be used with a desktop or laptop computer, PC or Mac. No handheld devices or tablets can access this service via the Rhapsody app. Should you wish to use one of these devices and the Rhapsody app, a Rhapsody Premier account must be purchased through Rhapsody.
 Redeem your coupon code at [http://www.rhapsody.com/promo](http://www.rhapsody.com/promo) and create your Rhapsody username and password. Once you hit “Continue” your subscription to Rhapsody will begin.