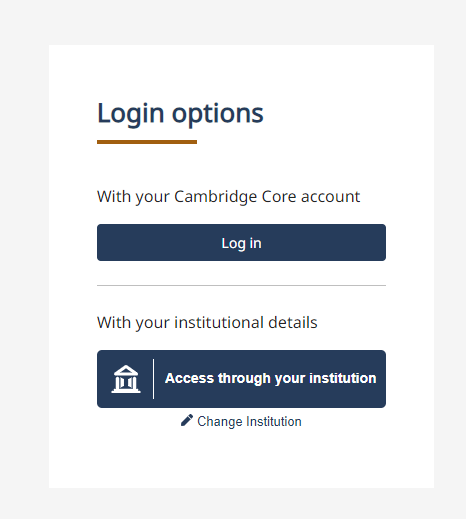
**SETTING UP YOUR HIGHER EDUCATION ACCOUNT**

**Registering**

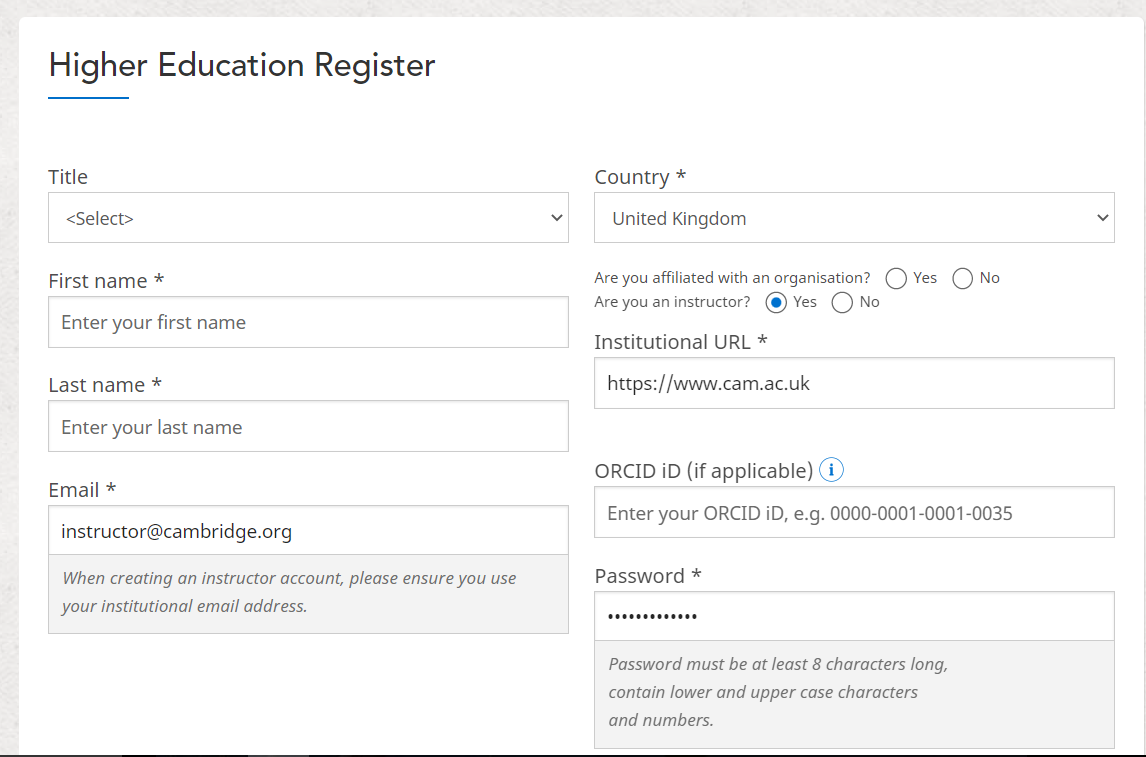
If you already have a Cambridge Core account, you can use the same email address and password details to log into the Higher Education site. Have you forgotten your login details? Visit [this page](https://www.cambridge.org/core/password) for information about whom to contact next.

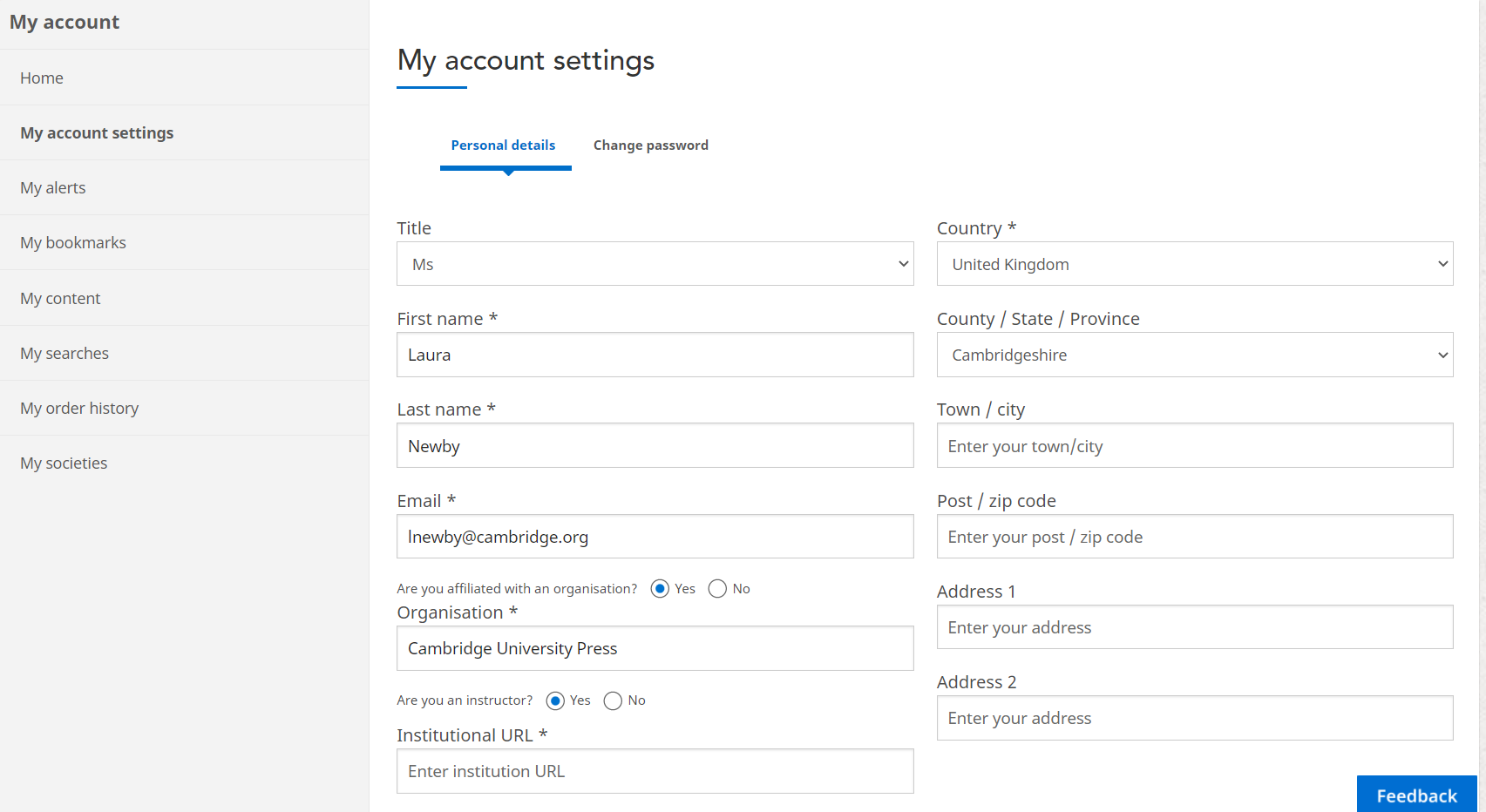


If you don’t have a Cambridge Core account, you can set up an account by selecting the **Register** button on the top right of the Higher Education homepage. You will then be redirected to the Cambridge Core platform to fill out our short form asking for your name, email address, organisation and country. You will also be asked to create a secure password.

**If you are an instructor** please also remember to select the **I am an Instructor** box when registering. This will mean future examination copy requests, and access to locked instructor resources are granted promptly.

You can also add this retrospectively to an existing account by going to your **Account Settings** in the **My Account** dashboard and ticking the **I am an Instructor** box.





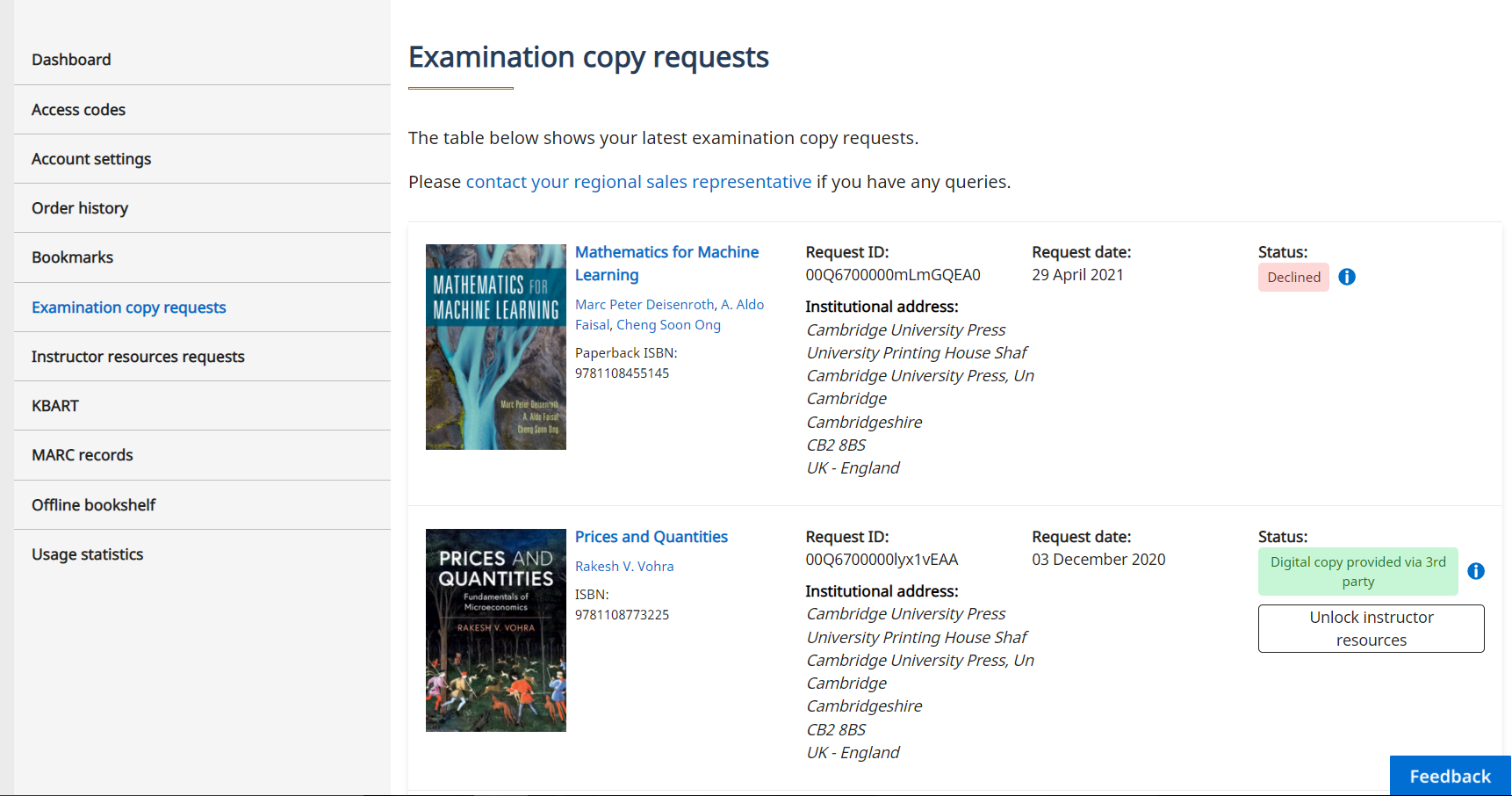
Once you have registered, you will receive a verification email from us. Please follow the instructions in this email. If you do not receive your verification email, please check your junk email folder. If you are sure that you haven’t received a verification email, please double-check that you have entered your email address correctly on the registration form. If you are still having problems setting up an account, please visit the Help page on Cambridge Core for information about whom to contact next.

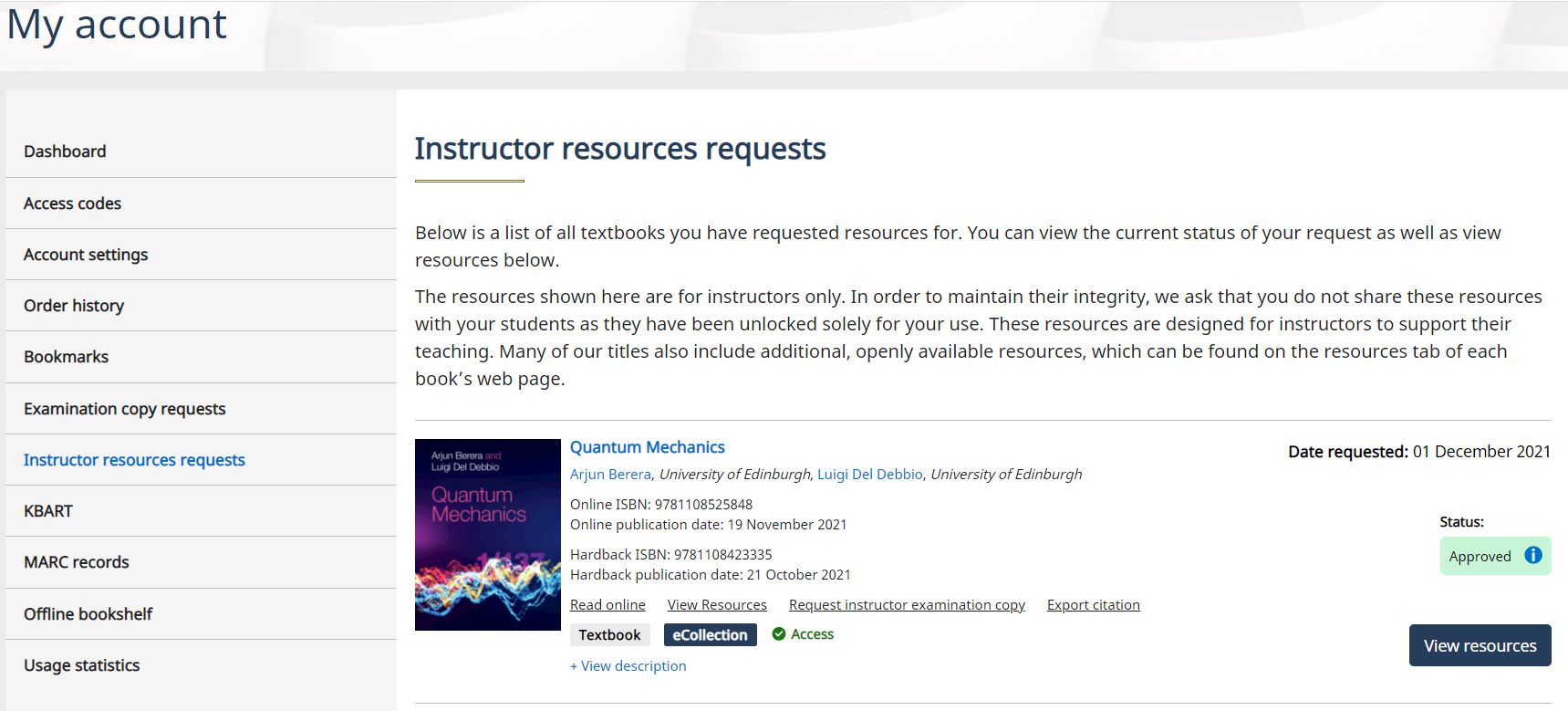
**Features of your Higher Education Account**

Once you have registered, you will be able to manage your account through the **My Account** dashboard area. Use the dashboard to manage:

* Examination copy requests (Instructor only)
* Instructor resource requests (Instructor only)
* Your offline bookshelf
* Your bookmarks
* Your order history
* Access Codes that you have used
* Account settings

**My Account**

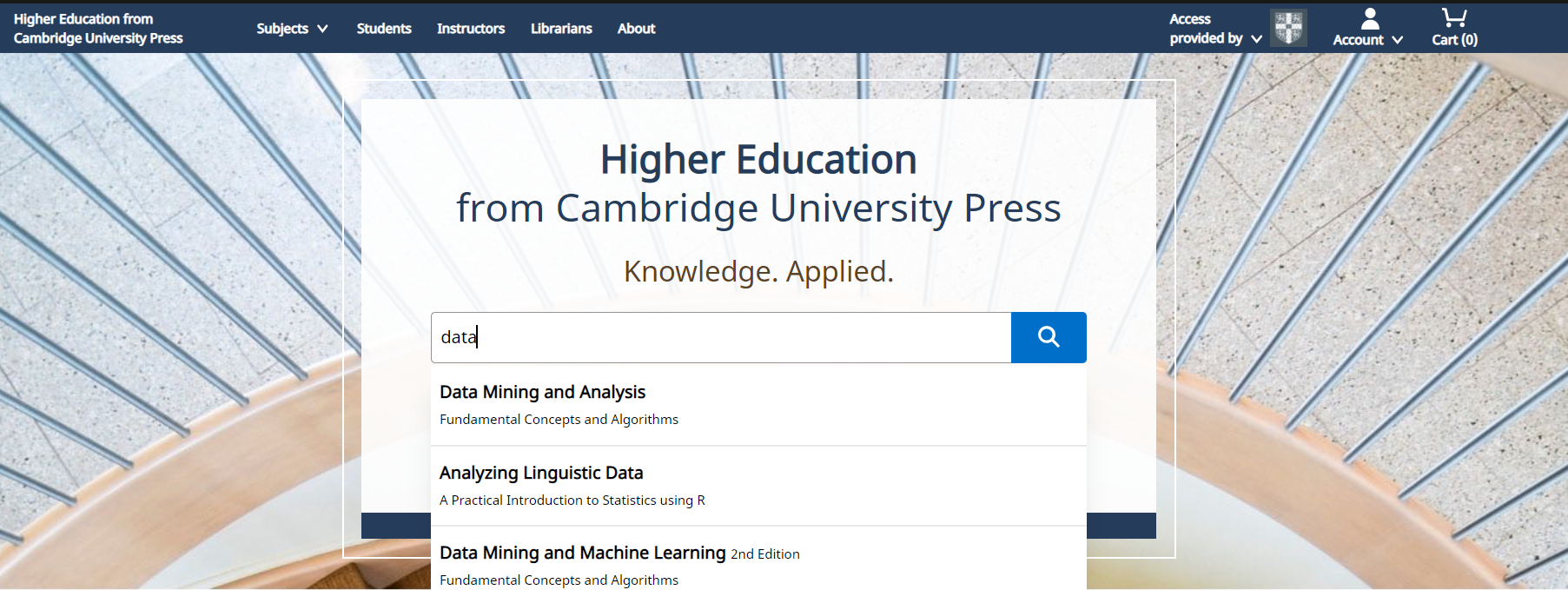




**KEY FUNCTIONALITY**

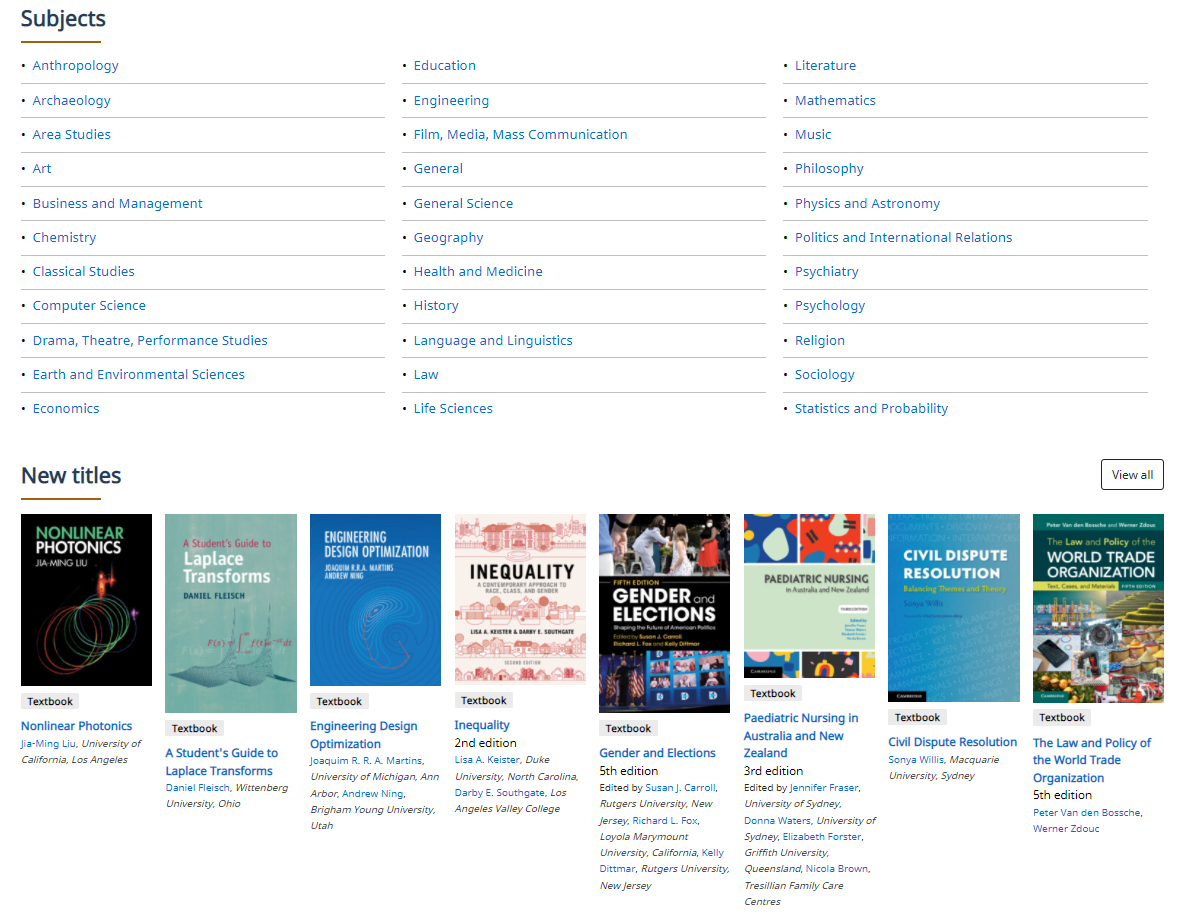
**Search on Homepage**

To perform a search, enter your terms in the search box, and select the icon to view your results. Predictive search has been enabled on the search box. Typing in a search term will return a selection of results with titles relating to the term.



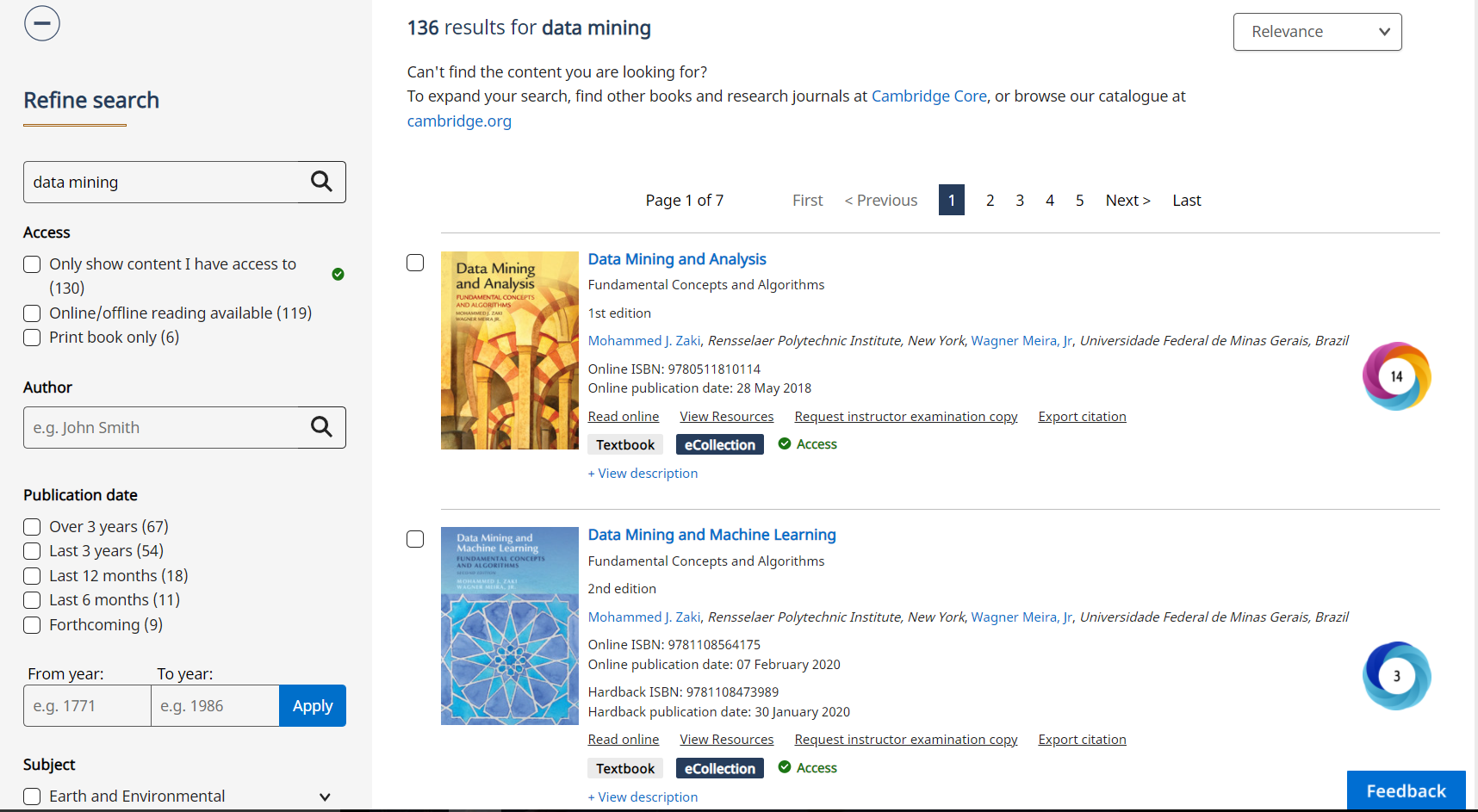
Predictive search also works by author name. You can enter a name and see the selection of titles authored appear under the search bar.

To see a selection of our latest textbooks and a list of subjects that we publish, scroll down the homepage.



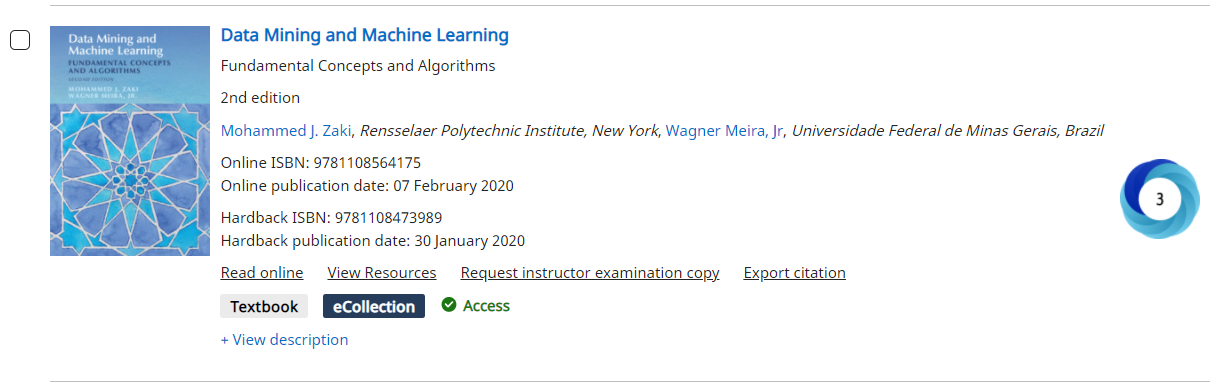
**Search Results**

You can refine your search results using the filters on the left-hand-side. You can filter by content that you have access to, refine the publication date, and narrow down by sub-subject.



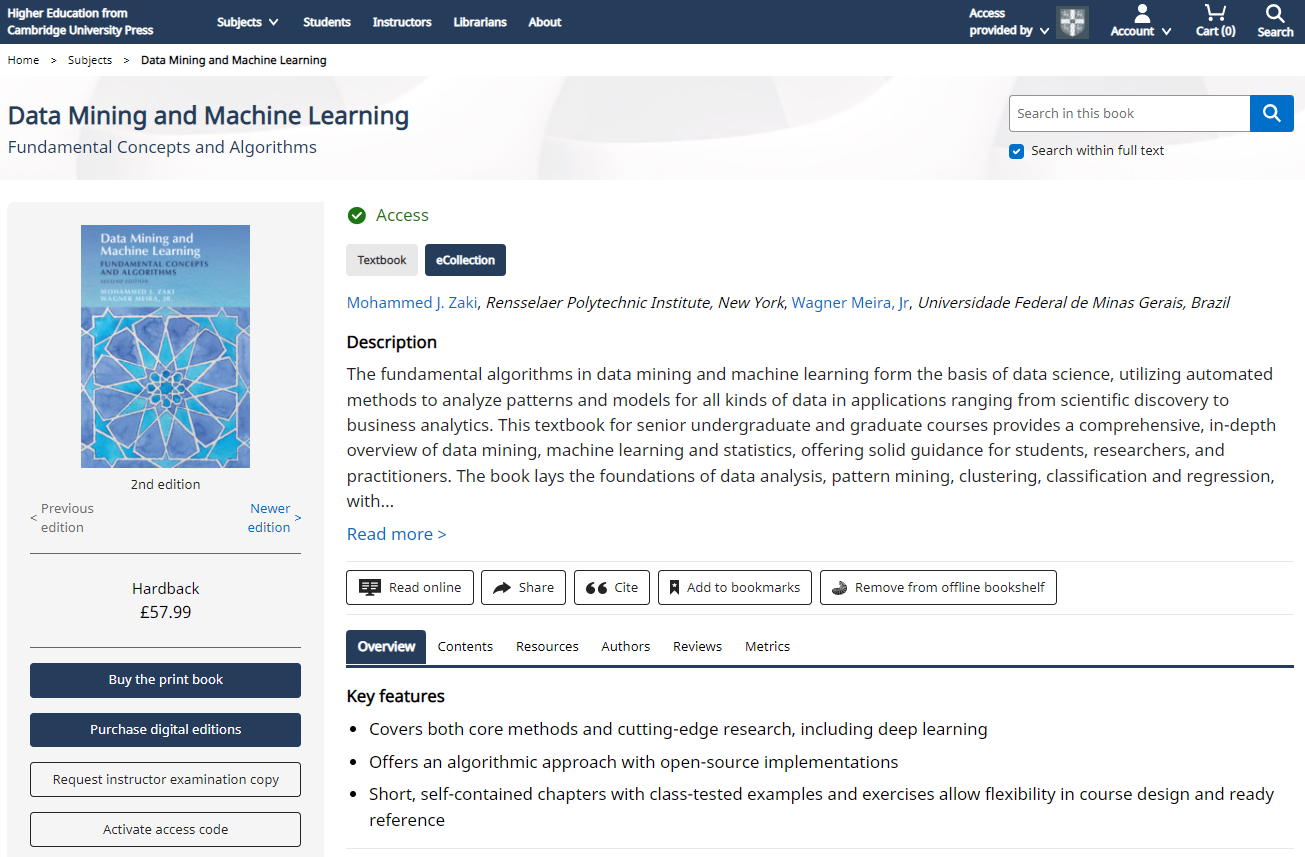
The search results will also show direct navigation links to various functions, including requesting an examination copy and viewing any online resources that accompany the textbook.

A green **Access tick** will show you if you have access to the textbook digitally.



**Textbook Landing Pages**

By selecting a specific book, you will be taken to its landing page. Here, you can find information about the book (e.g., table of contents, author details, reviews, prices, and ISBN as well as any relevant metrics). You can also preview a sample of any books that have the **Look Inside** feature and find related content. The landing page also enables you to buy an individual copy of the eTextbook should you want to.

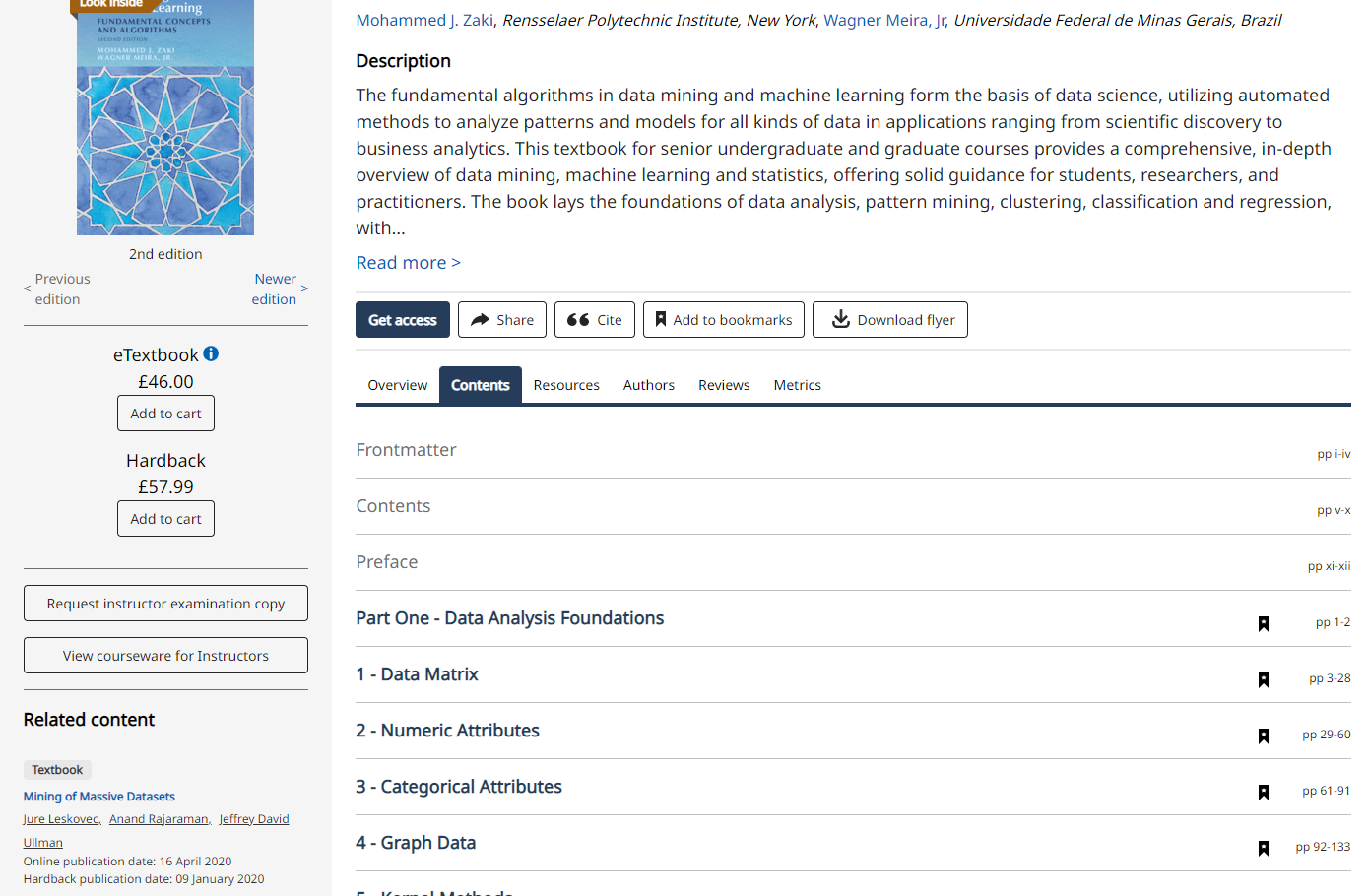


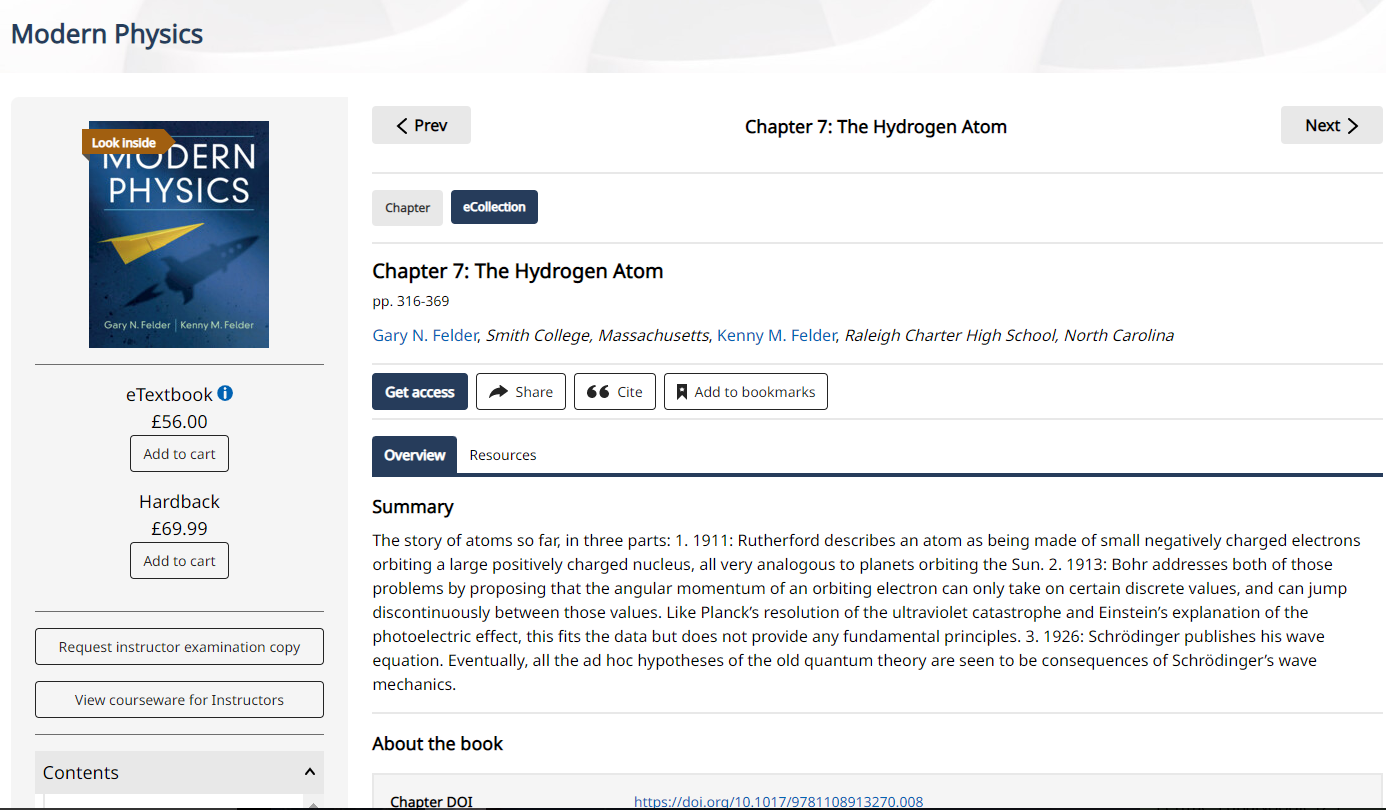
**Chapter Landing Pages**

Users can navigate into specific chapter landing pages through the **Contents** tab. On the Contents tab, the chapters (excluding front matter and index) are selectable and will navigate the user to the specific chapter landing page.

Chapter landing pages contain more detailed information on each chapter, including a chapter summary that may be supplied by the author or lifted from the textbook, and a set of key words.

Instructors can use these landing pages to assess the relevance of each chapter to their courses. If the user has access to the textbook, they can navigate directly into the relevant chapter from these chapter landing pages too.





**Bookmarking**

A user can select **Add to Bookmarks** to enable you to easily find the textbook you are interested in again. You must be logged in to use bookmarks. **Add to Bookmarks** is available on the search result page next to the citation tool in the **Refine Search** panel. It is also available on the textbook landing page.

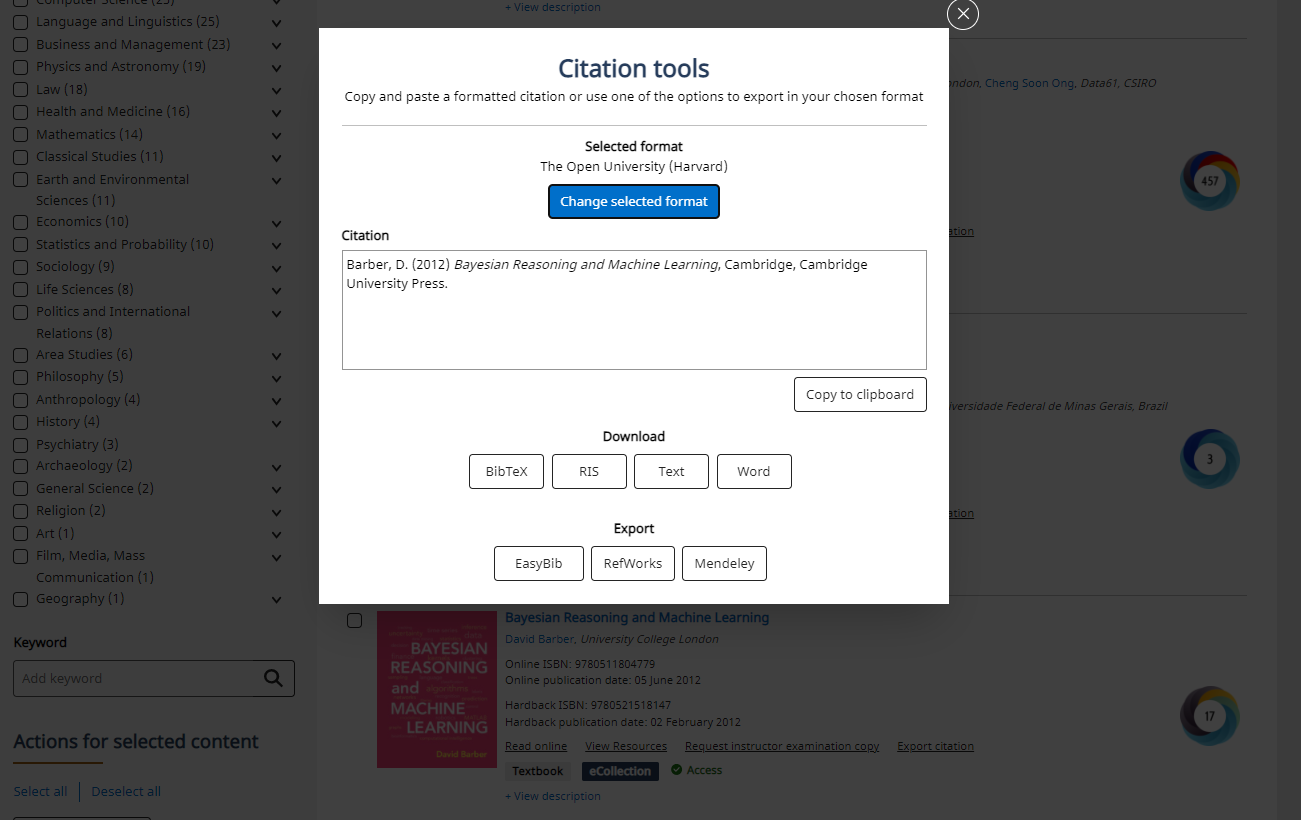
You can find your bookmarked textbooks in **My Account**, alongside any bookmarks you have made within the chapters of the eTextbook as well. For information on bookmarking functionality within Cambridge Spiral, please read our [**Cambridge Spiral User Guide**](https://www.cambridge.org/highereducation/services/contact-and-help/ereader-assistance).

**CITATIONS**

**Export citation** functionality is conveniently located on multiple pages throughout Higher Education from Cambridge University Press.

To export citations from the search results page, check the box next to the content you wish to obtain the citation for and choose **Export Citation** (you can select more than one book at a time). **Export Citation** is also a short navigation link next to the catalogue result for the book.

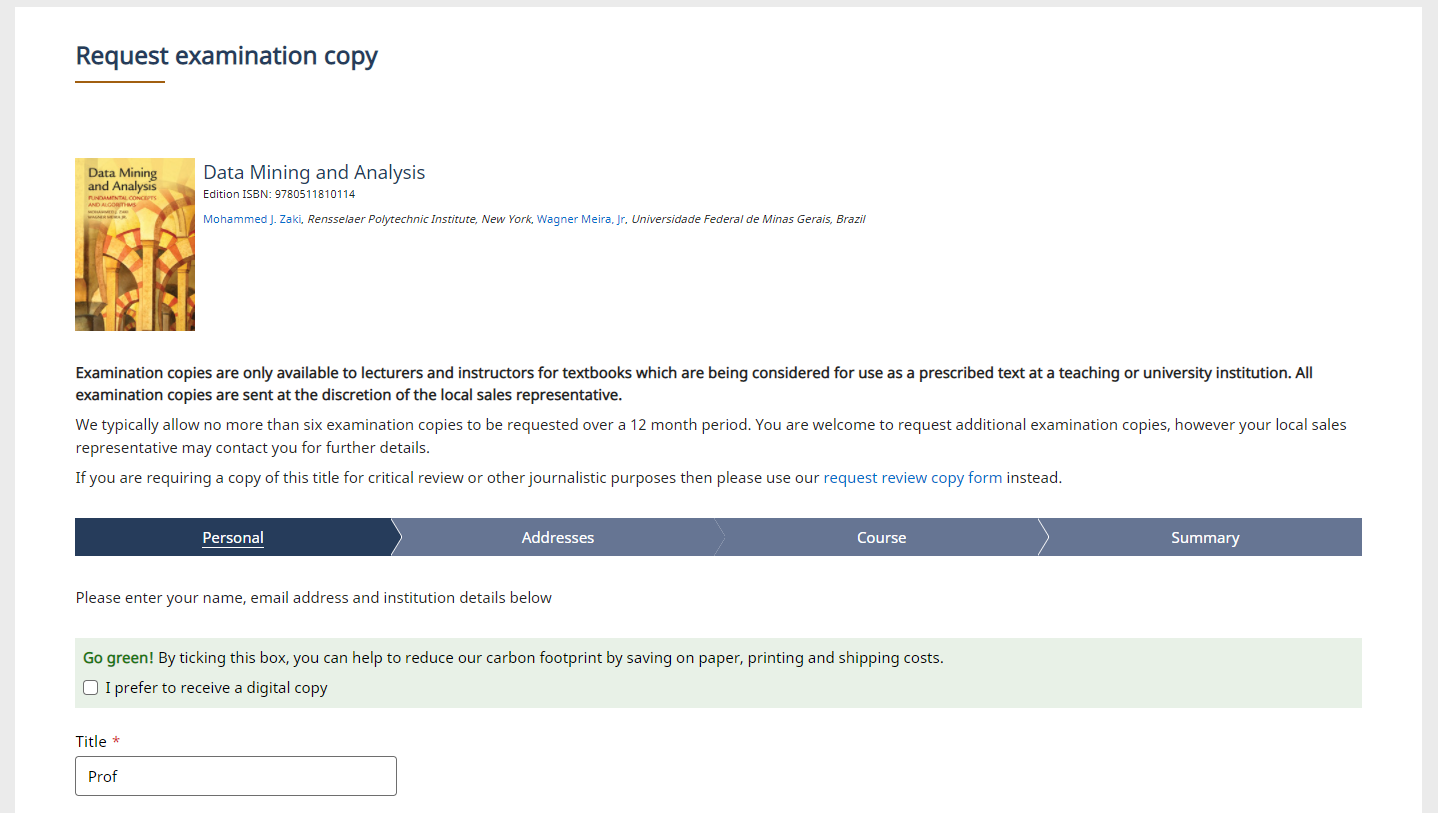
From the citation tool pop up you can change the citation style by using the **change selected format** button. You can copy and paste, or download the citation, or export to various citation tools.



Watch [this video](https://vimeo.com/448504986) to see how citations work. In-text citation generation through Cambridge Spiral is on our development roadmap for 2022/2023.

**EXAMINATION COPIES (Instructor Only)**

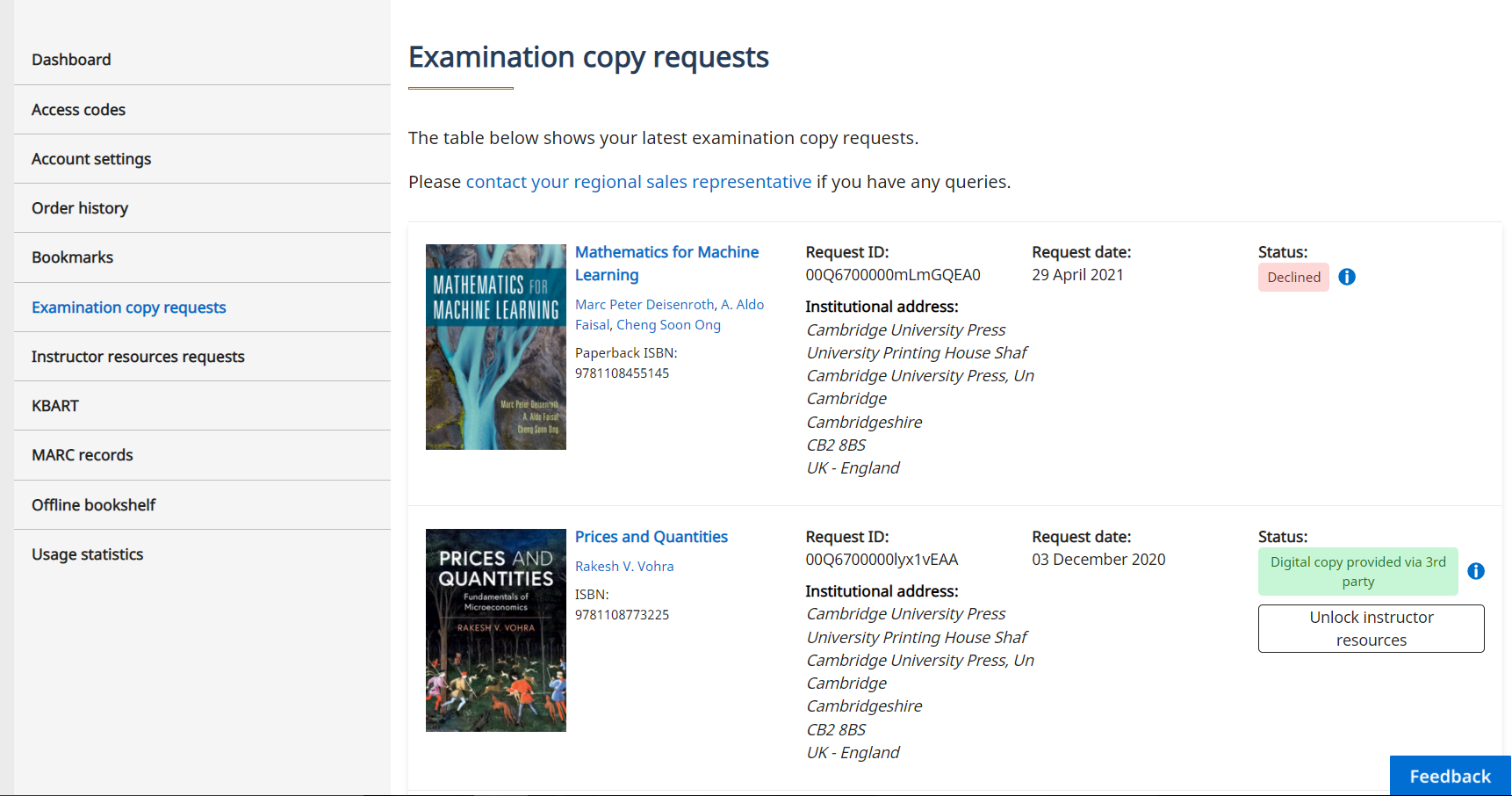
You can request an examination copy of a textbook from search results or the relevant landing page. You must be logged in and mark the **I am an instructor** box to enable examination copy requests. To add **I am an instructor** to your existing account, please see the **Setting up your account** section.



You can request both print or digital examination copies. Though we prefer to send physical examination copies to an institutional address, we understand that circumstances may lead to instructors being unable to access their campus. Instructors can add multiple delivery addresses for print examination copies.

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You can see all your requested examination copies and their status in **My Account**.

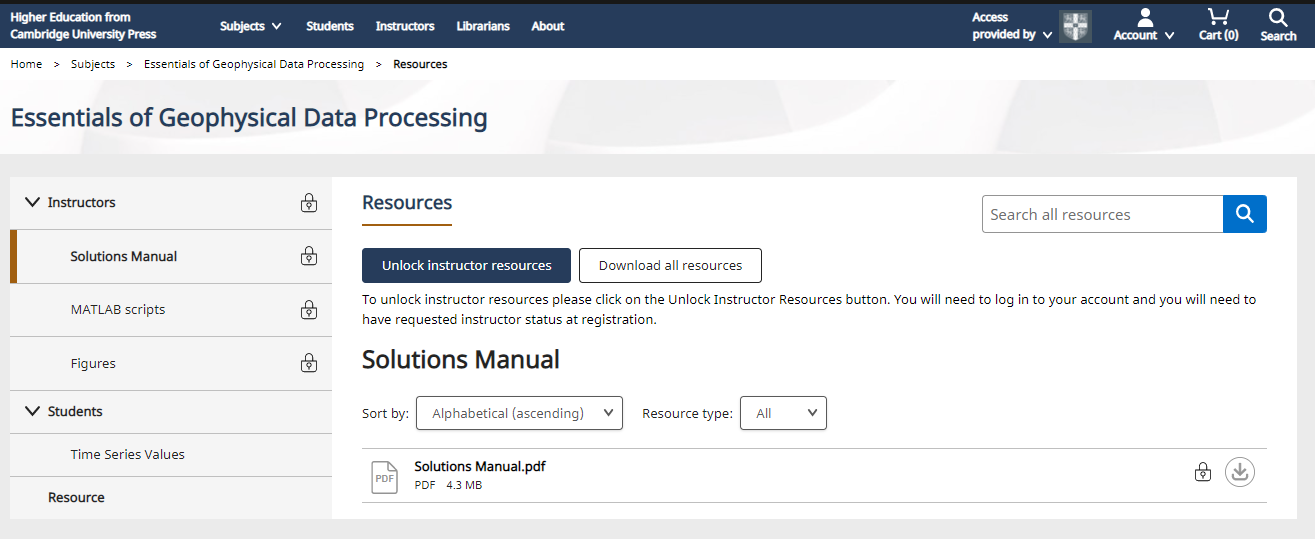


**ONLINE RESOURCES**

Resources refers to supplementary materials that are available to use with textbooks. Not every textbook has resources. To view resources available for a title you can select the Resources tab on the title’s main page. If the Resources tab is not visible, then no resources are available for that title.

Resources are organised into Instructor or Student folders. Some textbooks may have a third category, Supporting Materials, which includes resources like First Day of Class Slides.

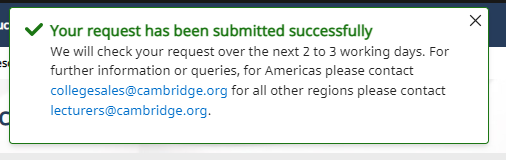
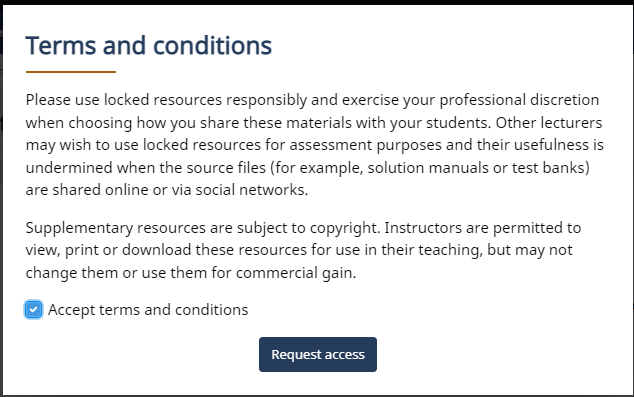
Student Resources are free to download without restrictions. Instructor Resources are generally locked and require the account holder to be validated as an instructor. Locked resources will appear with a padlock icon next to them.



**Locked Resources (Instructor Only)**

To access locked resources, select the **Unlock Instructor Resources** button. You must be logged in to progress the request. It should take less than 48 hours to be granted access to locked resources.

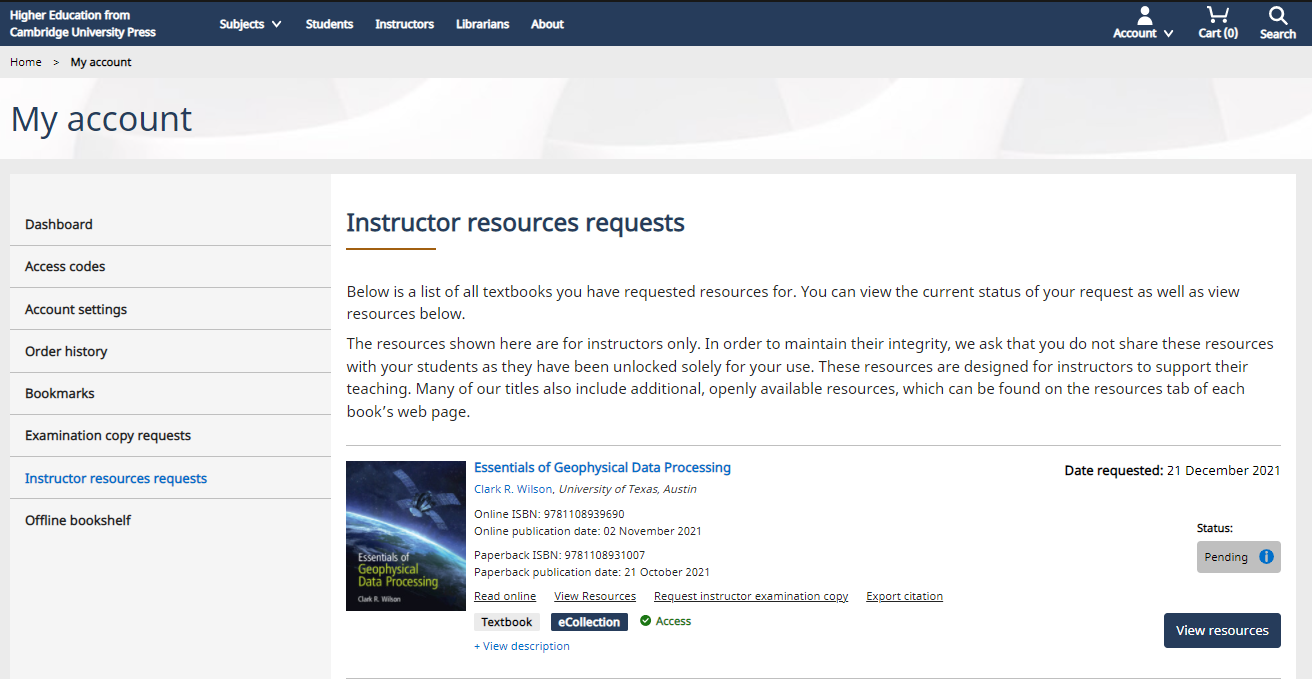
If you have ordered an examination copy of a specific textbook, you can also request to unlock associated instructor resources from the examination copy tracking area in **My Account.**



You will receive confirmation for this via your registered email address. You may be rejected if we have been unable to verify you as an instructor. If you need query about this decision, then please email **collegesales@cambridge.org** for The Americas and **lecturers@cambridge.org** for the rest of the world.

Please note that instructors are required to request access to locked resources for each specific textbook. One locked resource request will not grant an instructor access to all locked resources across the Higher Education website.

You can check the status of your resource requests in **My Account**.



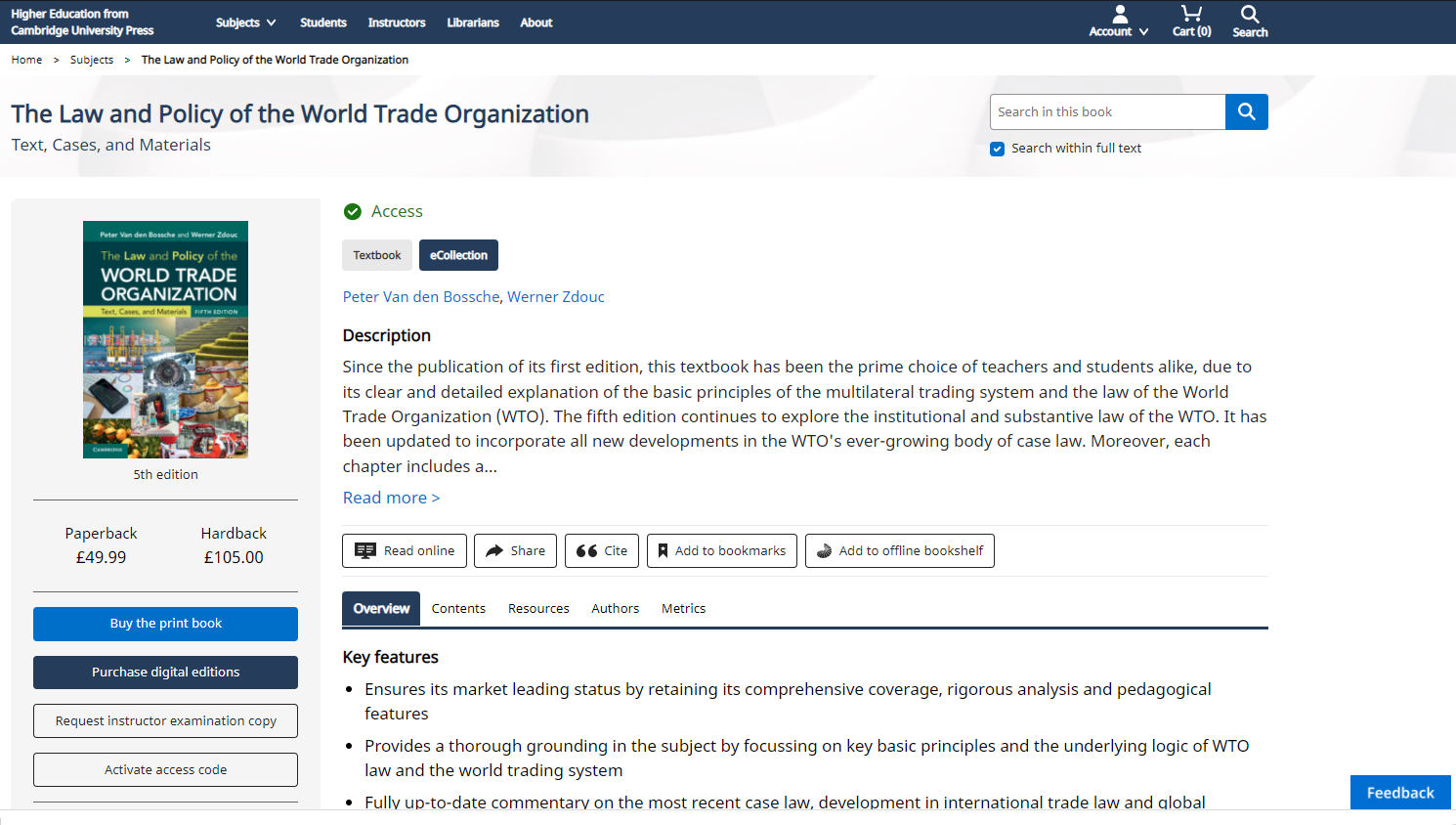
A green tick will be shown against the previously locked resources to illustrate that you have access.

Across both student and instructor resources, you can download each resource individually, or you can select **download all resources**.

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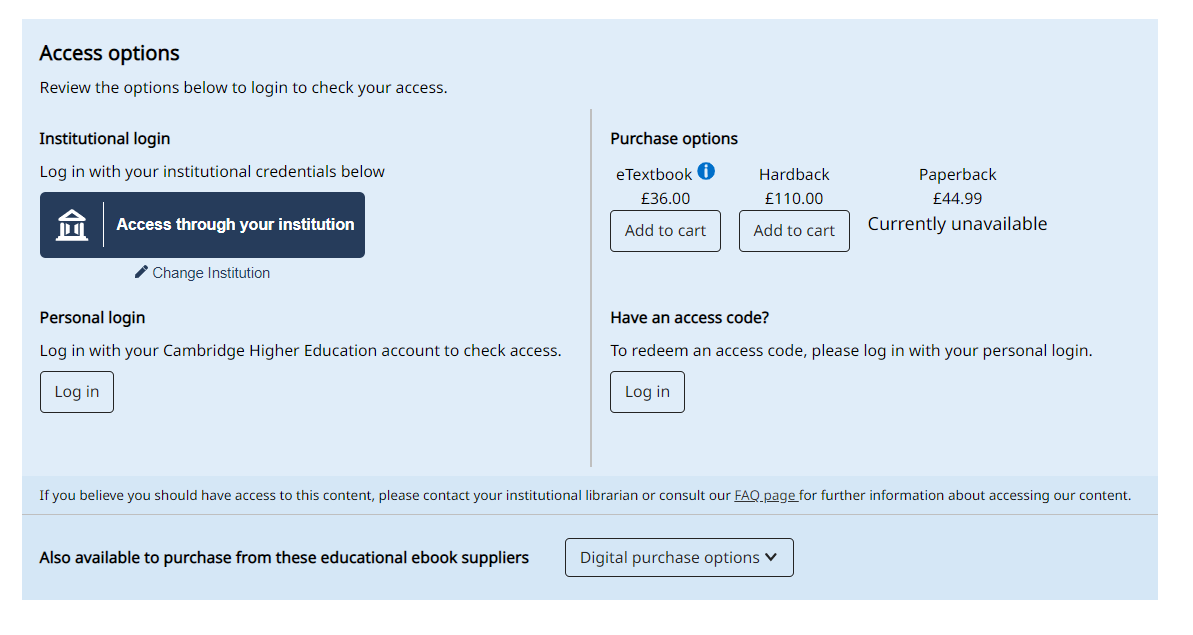


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You can also consult our [User Guide and Videos page](https://www.cambridge.org/highereducation/services/students/user-guides-and-videos), or find [contact information](https://www.cambridge.org/highereducation/services/students/contact-us) for our technical support team who can assist you further.

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* [Using Deep Links for your courses](https://www.cambridge.org/highereducation/services/instructors/deep-links-permalinks)
* [Courseware](https://www.cambridge.org/highereducation/services/instructors/cogbooks)