



# Video Quick Guide

## Purchasing a Video

- To order a video, contact your JIST account manager, visit [JIST.com](http://JIST.com), or call 800-328-1452.
- JIST's videos include public performance rights, meaning customers are welcome to share their login credentials with multiple individuals to view the video. Public performance rights do not include the right to broadcast the program online or by other means.
- You will receive an email from JIST that contains an activation code for the video you purchased. If you purchase multiple videos, you will receive multiple activation codes for each video.

## Accessing Your Video

1. Go to <http://JIST.com/eBooks>
2. If you have never purchased a JIST Gateway eWorkbook, eBook, or online video, you will need to create an account. Click **Create an Account** at the bottom right corner of your screen.
3. Complete the **Create an Account** online form. Click the **Create Account** button when you have completed the form.
4. Next, select the **Add or Extend a Book** button.
5. In the **Book Code** text box, enter the code that is connected to the video you wish to access and click the **Redeem** button. If you purchased the video, you received this code in an email from JIST. If you are a student or job seeker, for example, an educator or administrator likely provided you with this code.
6. Scroll over the cover of the video you wish to access. Select the **Open Book to Last Viewed Page** button to view the video.



## Viewing Your Video

- Videos are best viewed on the Google Chrome web browser.
- To begin playing your video click the play button in the center of the video screen. To pause the video, scroll over the bottom of the video screen. A toolbar will appear with a **pause/play** button on the far left.
- To view a transcript of the video, click on the lower left-hand link directly beneath the video screen.

## Contacting Technical Support

If you or your clients or students experience difficulties accessing JIST Gateway videos, contact JIST Technical Support.

**Call:** 800-328-1452 (option 2)  
**Email:** [techsupport@jist.com](mailto:techsupport@jist.com)  
**24/7 Live Chat:** <http://support.emcp.com/>