



Word to Word® eBook Library

eBook Library: To access your eBook please visit the [Word to Word® eBook Library](#).

Individual eBook: After your eBook purchase, we will send you a separate activation email to login to the eBook Library. If you do not receive an email within 24 hours of your purchase, please contact us right away by phone or email.

Bulk eBooks Orders: Download the *Bulk eBook Template* (Excel) from our website under [Downloads](#). Fill in information for each student and email us the file. Please contact us with any questions.

- **Admin Information:**
- ADMIN NAME: Primary contact managing student information and eBook access
- ADMIN EMAIL: Primary contact's email
- REFERENCE #: Purchase reference number from online order at WORDtoWORD.com
- STUDENT TOTAL: Total number of student book access purchased
- **Student Information:**
- EMAIL: Please enter an email for the user.
- NAME: Please enter the user's first and last name separated by a space.
- ACTIVE: Please enter YES or NO to make the user active on user creation.
 - (YES): User is activated immediately. User is sent an email including a randomly generated password and a password reset link.
 - (NO): User is not activated immediately. User is sent an activation email to verify the user email and set a password.
- ACTIVE DATE: Date to begin access to the publication. Access to the publication will expire after 18 months.
- LANGUAGE: Please enter the student's dictionary language.
- ITEM: Please enter the eBook item number from the website.
 - (example) 600Xe = English-Spanish Word to Word (eBook)
- SCHOOL DISTRICT: Enter your school district
- SCHOOL: Enter a specific school within your district

For any questions regarding your order, your eBook purchase or updating student information please email support@wordtoward.com.

Thank you,

Customer Service

support@wordtoward.com | (951) 296-2445