

# RB Digital Instructions

If you have not set up your account yet, you will need to set up two separate accounts: one to access the Highwood Public Library account to select the magazines available through the library and another to access your personal account to check out the magazines you wish to read. NOTE: These two accounts can use the same email and password.

## **To set up your Highwood Public Library Account:**

1. Go to the Highwood Public Library RB Digital Gateway by clicking on link at the top of the page.
2. Click on the "Create New Account" link in the upper right corner of the page.
3. Enter your library card number without using any leading zeroes. For example, if your card number is P0011111 only enter P11111.
4. Click on the "Next" button.
5. Enter your first name and last name.
6. Type in your email address.
7. Create a password using at least 7 characters containing a combination of letters and numbers.
8. Enter the password again to confirm it.
9. Click on the "Create Account" button.
10. Check your email account for an email from RGB Digital. When you receive your confirmation email click the link in the email to confirm your account.

## **To set up your personal account:**

1. Log in to your newly created library account (give it a moment for the page to load).
2. Select your first magazine by clicking on the "Check Out" button.
3. Click on the "Start Reading" button.
4. A new window will open asking you to create your personal account.
5. Enter your first name and last name.
6. Type in your email address.
7. Create a password using at least 7 characters containing a combination of letters and numbers.
8. Enter the password again to confirm it.
9. Click on the "Register" button.

You are now ready to select and read the magazines you are interested in.

## **Choosing Magazines:**

Add magazines to your personal account by selecting them while logged into the library account (under the 'Return to Library Collection' or 'Magazine Detail Page' tab on your browser) and then logging in to your personal RB Digital account.

## **Reading Magazines:**

You can read magazines using your personal RB Digital account on a PC, Mac or a mobile device.