

Before beginning this process, ensure you have a strong Internet connection and ample time to complete the download

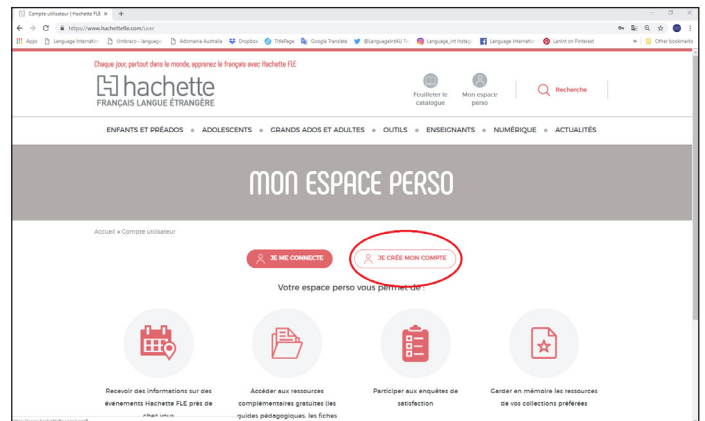
#### 1. To create an Hachette account:

- If you have created an Hachette account already, proceed to step 4, over the page.

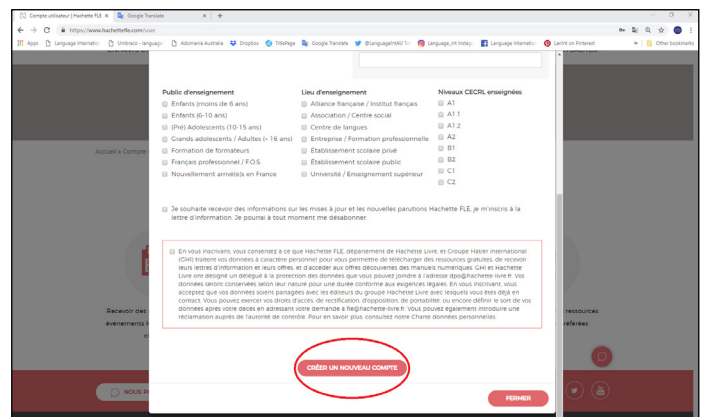
- Navigate to [hachettefle.com](http://hachettefle.com) and click the **Mon espace perso** button at the right side of the browser window.



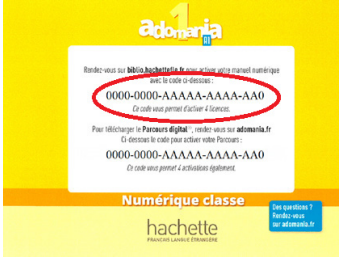
- Click the **je crée mon compte** button.

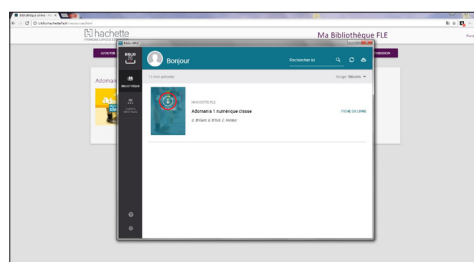
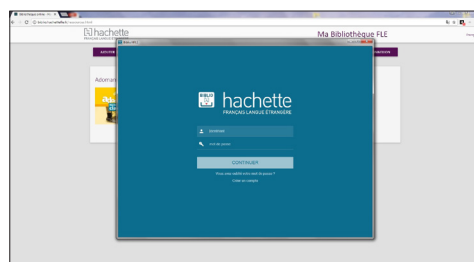
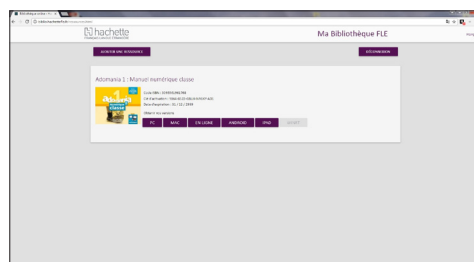
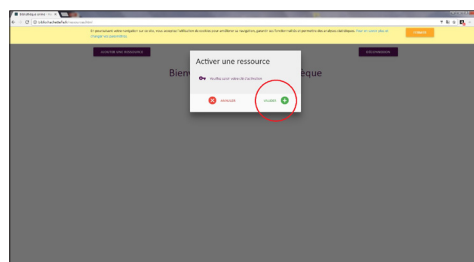
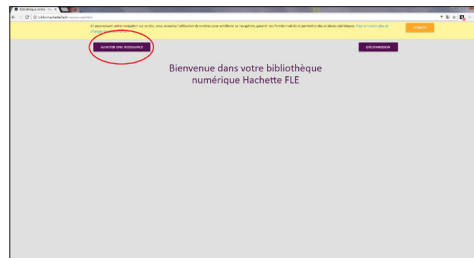
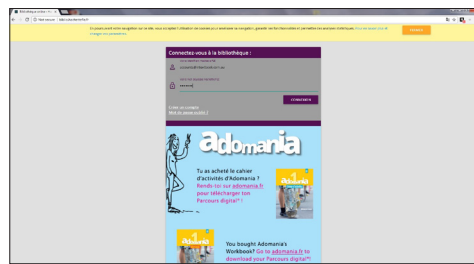


- Fill in the required fields, then scroll down and click the **créer un nouveau compte** button. You will be logged in and returned to the *mon espace perso* page.




## II. To download the Biblio HFLE app:

- Navigate to <https://biblio.hachettefle.com/> and log in to Bibliotheque Hachette FLE with the Hachette account login ID and password you created in step (3). E.g.
  - Login ID: personalemail@email.com
  - Password: password123
- Click the **ajouter une ressource** button at top left of the browser window.
- Enter the **serial code** found on the card you purchased and click **Valider**.
- To download the Biblio HFLE app, select your operating system/device. Once the download is complete, follow the prompts to install the Biblio HFLE app.
- Open the Biblio HFLE app and log in with the Hachette account login ID and password that you created in step (2).
  - If you enter your login ID and password correctly and the message 'Adresse e-mail ou mot de passe incorrects' appears, ask your IT dept. to unblock the following URLs and ports:
    - bibliohfle-classevirtuelle.bsmart.it (port 80, 443)
    - bibliohfle-online.bsmart.it (port 80, 443)
    - \*.s3-eu-west-1.amazonaws.com (port 443)
- Click downward arrow on the book cover to download the ebook.

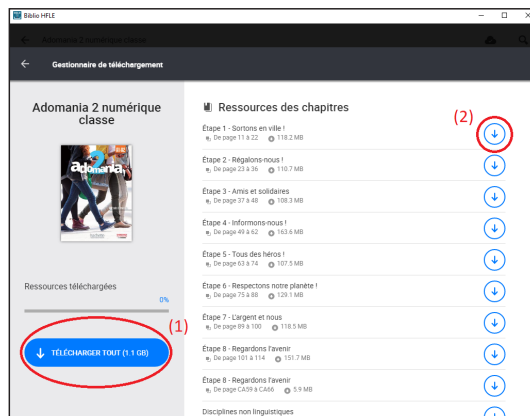


### III. To access media offline:

10. Click the  icon at the bottom of the reader window.



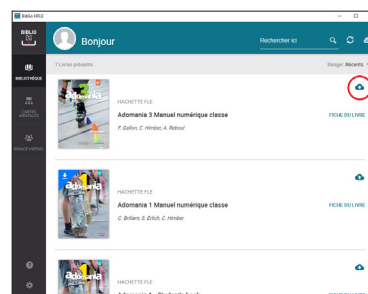
11. Click the **télécharger tout** button (1) to download all resources to your hard drive, or click an arrow (2) to download resources per Étape.



### IV. To 'offload' a resource from Biblio HFLE:

- Use this procedure when:
  - changing computers/devices, to continue using one single license; or
  - a teacher leaves the department, to free up a license.

1. Click the cloud icon. 



2. Click

