



Practice Labs

# Practice Labs

## *Voucher Redemption Guide*

**Last updated:** December 2016

# Redeeming a voucher

In this guide you will learn how to redeem vouchers via the Practice Labs voucher redemption site.

We have assumed you have already received your voucher at this point, and are ready to redeem it.

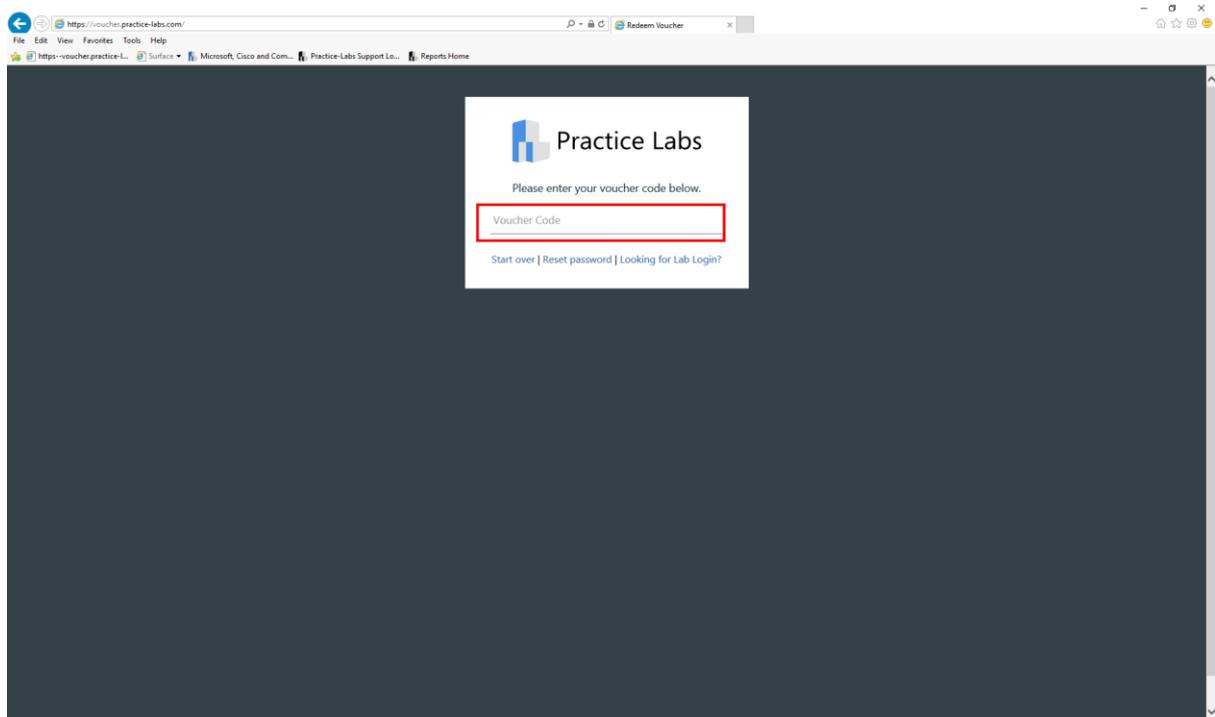
## Step 1

From a web browser navigate to the following url:

**<https://voucher.practice-labs.com/>**

## Step 2

Insert the voucher code that has been provided to you.



## Step 3

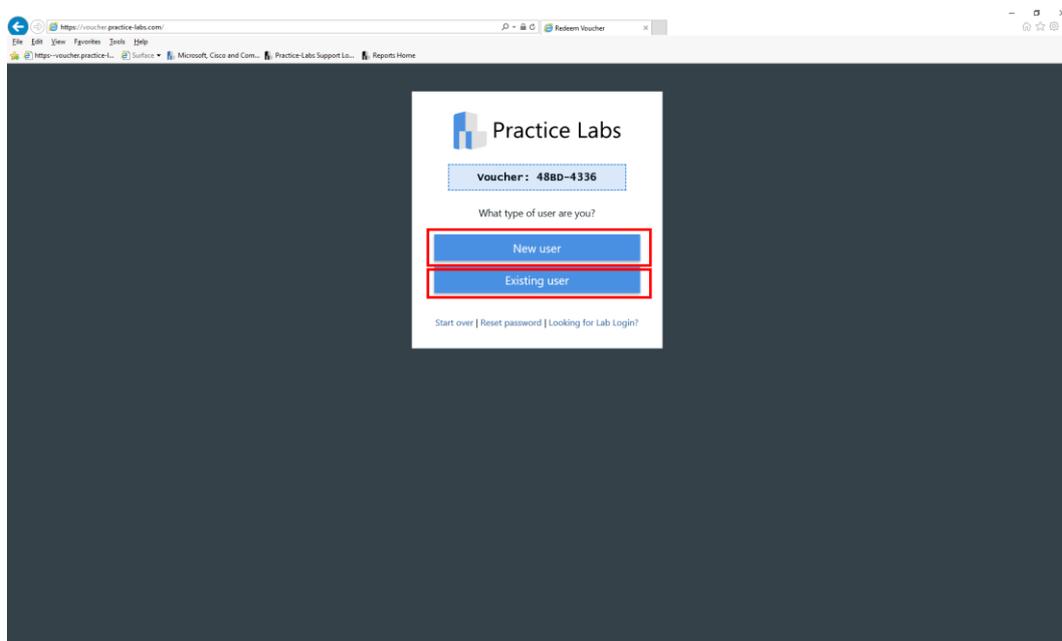
Once your voucher has been validated, you will need to associate it to a Practice Labs account.

### Existing users

If you already have an existing account with Practice Labs, click on the **Existing User** button.

### New users

If you are new to Practice Labs you will need to click on the **New User** button.



In the next section, you will be shown how to create a new account and redeem your voucher(s). You'll then be shown how to redeem a voucher(s) against an existing user account.

## Creating a new user account

After clicking on the New User button, you will be asked to input an email address and a password for your account.

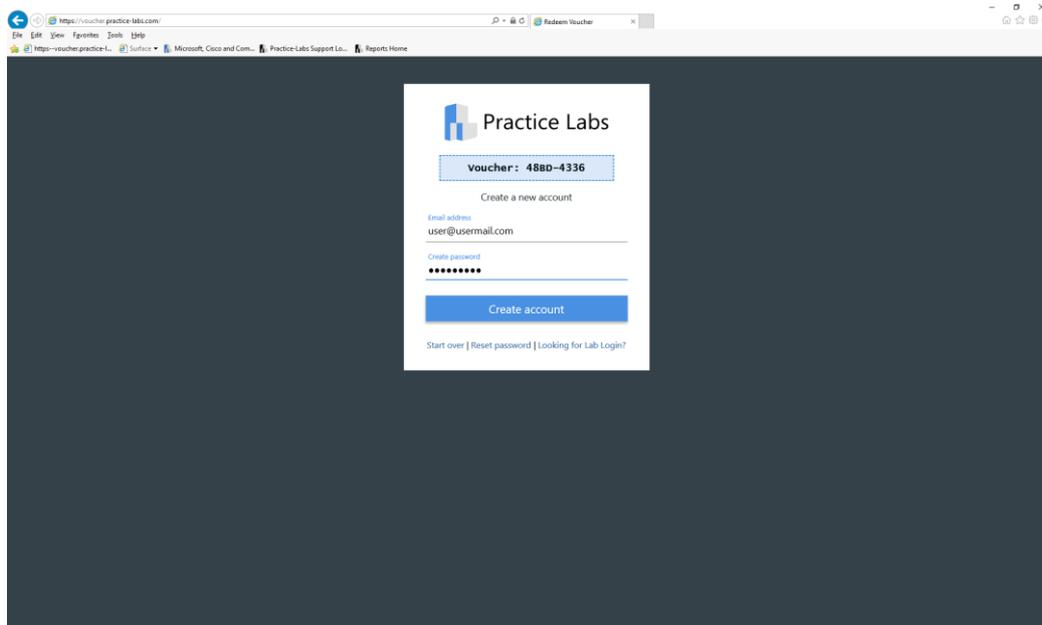
### Step 1

The email address you input at this section, will be used as your **Username**.



Insert a password in the required field.

Click **Create Account** when you are ready to proceed.

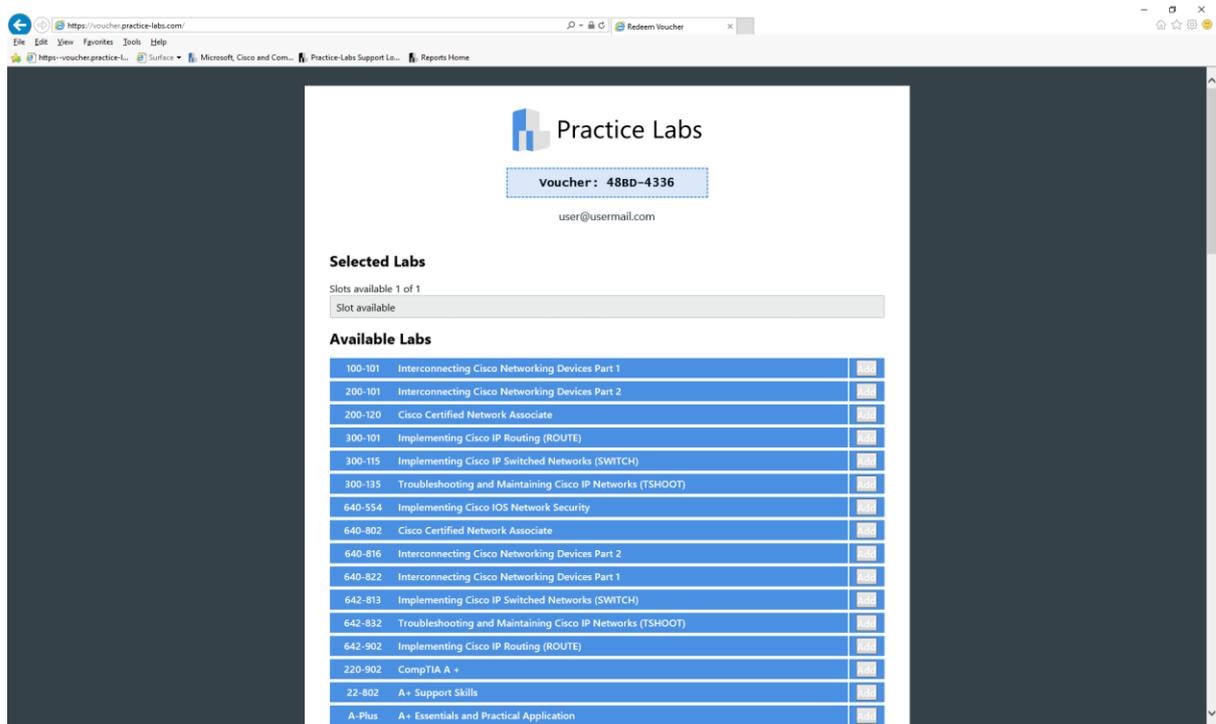


## Step 2

Select the Practice Lab title you wish to access. Depending on how many titles you have purchased will depend on how many slots are available. If you have purchased multi-course voucher you do not have to redeem them all at once.

**Note:** There may be an expiry period on the voucher which means all titles would need to be activated within the determined period.





### Step 3

The title redemption page will now appear.

To redeem your voucher, find the title(s) you wish to access in the list, then click the **Add** button alongside the relevant title(s).

Once you have made your selections, click **Commit selection**.

**Note:** This will create you new account, confirmation details will be sent to your defined email address.

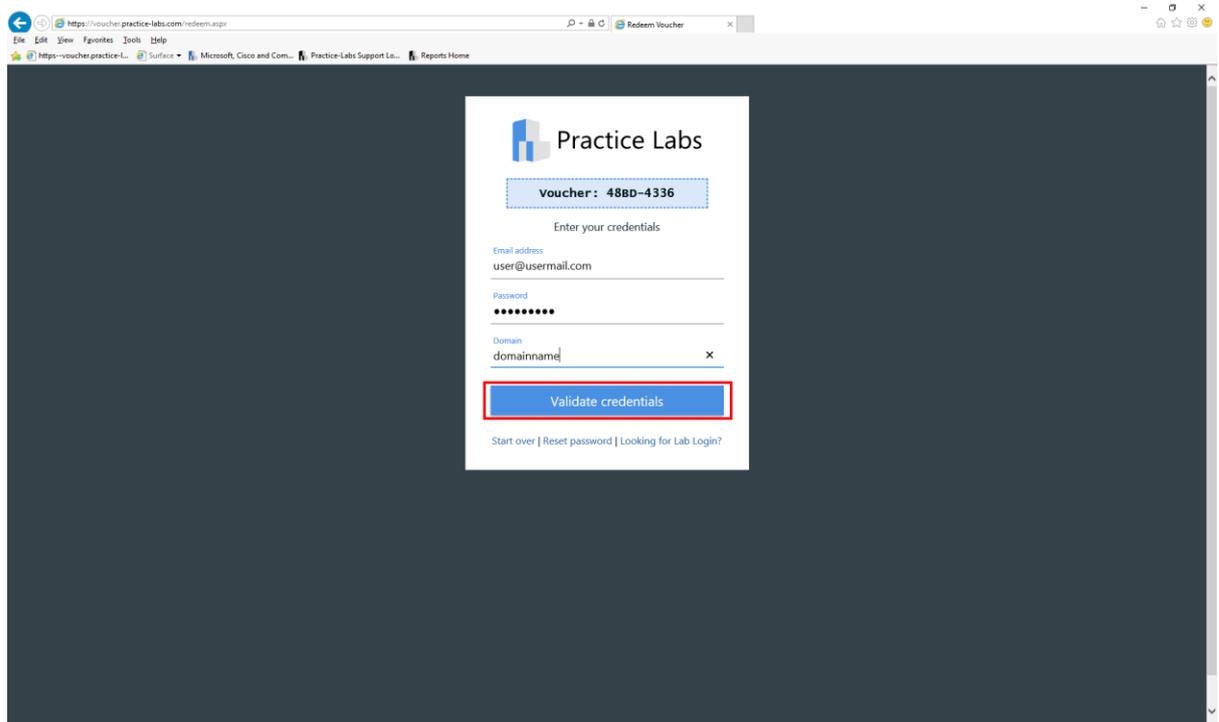
## Existing users

If you are an existing user, you can redeem your voucher(s) using the following steps.

### Step 1

Insert your account credentials and click the **Validate credentials** button.



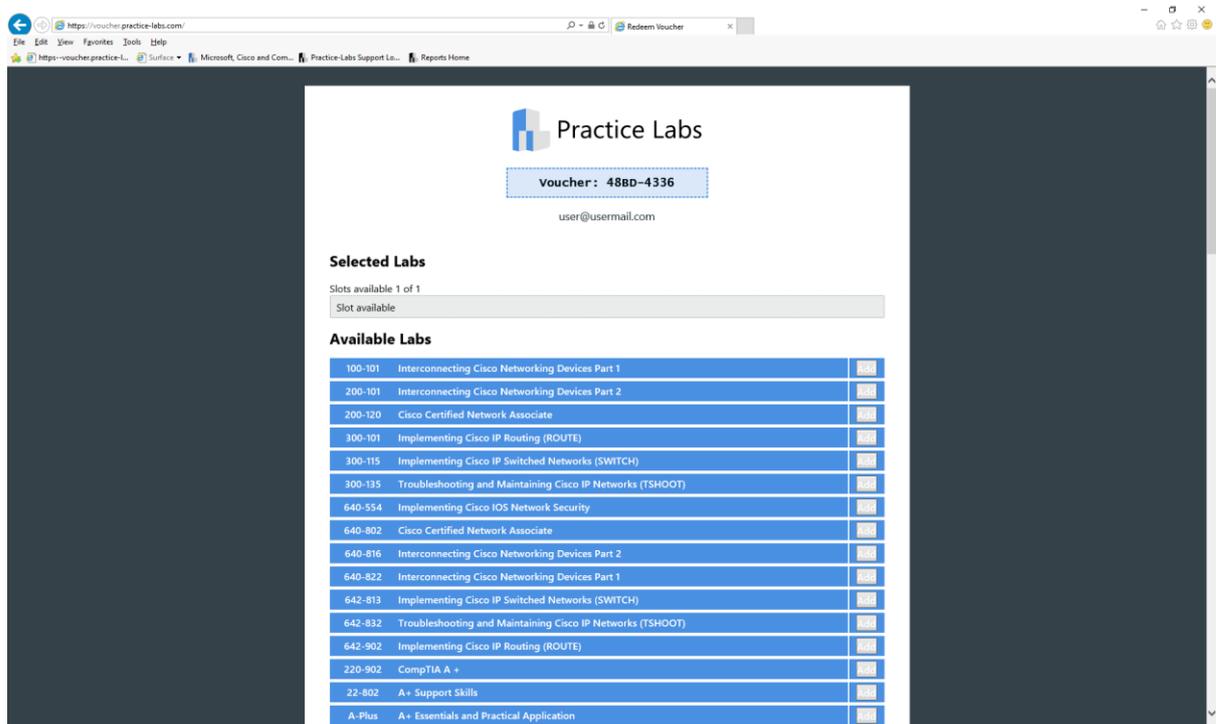


## Step 2

Select the Practice Lab title you wish to access. Depending on how many titles you have purchased will depend on how many slots are available. If you have purchased multi-course voucher you do not have to redeem them all at once.

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### Step 3

The title redemption page will now appear.

To redeem your voucher, find the title(s) you wish to access in the list, then click the **Add** button alongside the relevant title(s).

Once you have made your selections, click **Commit selection**.

**Note:** This will create you new account, confirmation details will be sent to your defined email address.

## Connecting to a Practice Lab

The **Login** link will take you to the Practice Labs login page.

**Note:** Alternatively you can using a web browser, navigate to the following url:  
<https://labs.practice-labs.com/login.aspx>

Insert the details you submitted during the account creation process.



Practice Labs

## Practice Labs Login

**Please note** that only customers that have their **domain id** can login using this page. If you do not know your domain id, please speak with your course provider for details on how to login.

**Username:**  
Enter your username

**Password:**  
Enter your password

**Domain:**  
Your domain

Login

This web site and related systems is for the use of authorized users only. Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded.  
In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.  
Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

**Note:** Please refer to the following resources on how to use the Practice Lab platform: [http://www.practice-labs.com/downloads/User\\_Guide\\_vNext.pdf#](http://www.practice-labs.com/downloads/User_Guide_vNext.pdf#)





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The Bridge, Brunel Way, Dartford, Kent, DA1 5GA