



ITIL 4 Foundation: Digital Kit Access Key and Instructions

Access Key: **LOBVQITMVG**

Redemption Instructions for **NEW STUDENTS**

To redeem each Access Key, please follow these instructions:

- 1) Open your Internet Browser (recommended browsers are Firefox, Chrome and Safari):
- 2) Type in the following URL: <http://www.lochoice.com> and press the enter key. This will take you to the login page.
- 3) Under the "New User" section, enter in your Access Key (listed above) and click on the "ENROLL" button.
NOTE: Access Keys are case sensitive. Each Access Key can only be redeemed once.
- 4) Please fill in all required fields within the Enrollment form. Your Username and Password (Password is at least 6 characters with one being a number) choices are case sensitive in future logins.
- 5) After completing the enrollment form, you will return to the LO-CHOICE homepage.
- 6) At the LO-CHOICE homepage, log in under RETURNING USER with your newly created Username and Password.
- 7) Upon logging in, you will be presented with the LO-CHOICE "Course Screen", which will list the course your accesskey provided access to. Click the course tile for your course to gain access to the electronic components for your course.

Redemption Instructions for **RETURNING STUDENTS**

To redeem each Access Key, please follow these instructions:

- 1) Open your Internet Browser (recommended browsers are Firefox, Chrome and Safari):
- 2) Type in the following URL: <http://www.lochoice.com> and press the enter key. This will take you to the login page.
- 3) Log in under RETURNING USER with your Username and Password.
- 4) Click on "Add a Course" tile.
- 5) Enter your Access Key in the pop up window and click "ENROLL". You will now be presented with the LO-CHOICE "Course Screen", which will list the course your access key provided access to, along with all other courses you've redeemed on your account previously. Click the appropriate course tile to gain access to the electronic components for your course.

Access keys must be redeemed within 12 months of purchase. Once redeemed, your subscription has no term limit.

If you have questions about redeeming your Access Key(s) or using the platform, please email Logical Operations Technical Support at customerservice@logicaloperations.com or call:

1.800.456.4677 in the United States and Canada

Technical Support is available from 8AM-5PM (EST) Monday-Friday. Technical Support accepts voice mail on Saturday and Sunday and will return messages starting at 8AM the following business day.