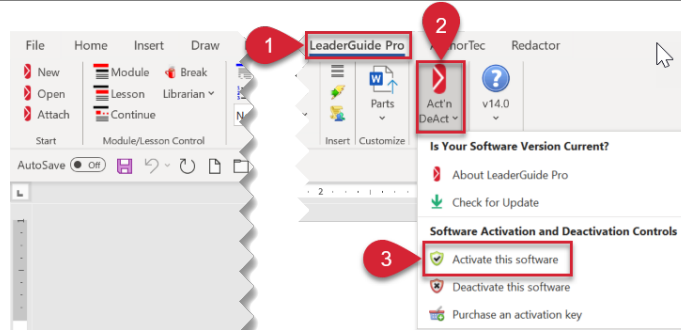


How to Activate LeaderGuide Pro



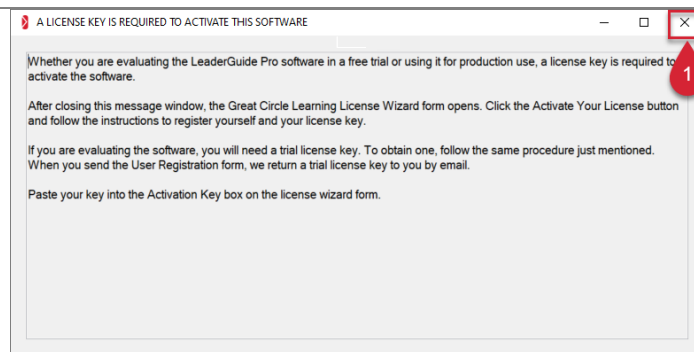
Activation Key Best Practice

Have the license key for LeaderGuide Pro on hand. Feel free to copy it to your clipboard.



Activate LeaderGuide Pro in Microsoft Word

1. Click **LeaderGuide Pro** on the Word Ribbon
2. Click on **Act'n DeAct**
3. Select **Activate this software** from the drop-down menu

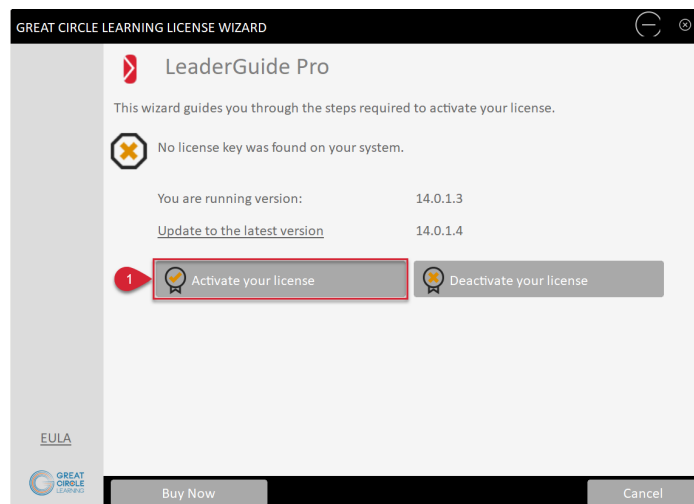


First Time Install Message

1. Click **X** to close and open the Activation Wizard



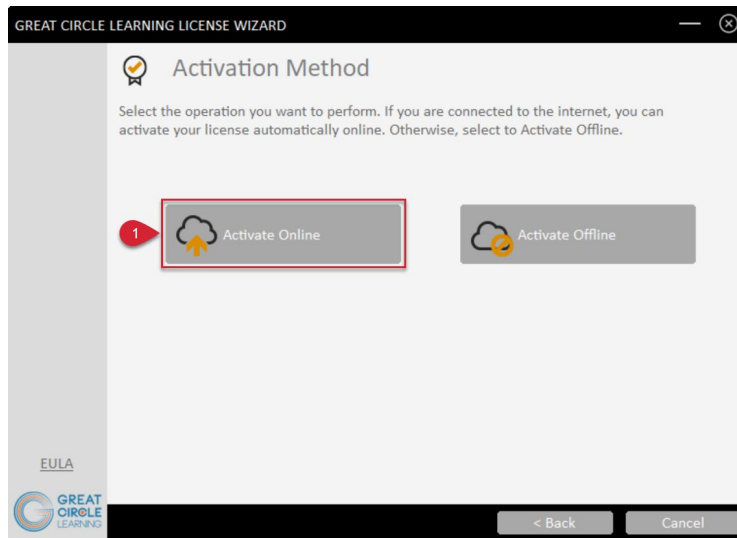
This message only appears the first time LeaderGuide Pro is activated on a system.



Activation Wizard

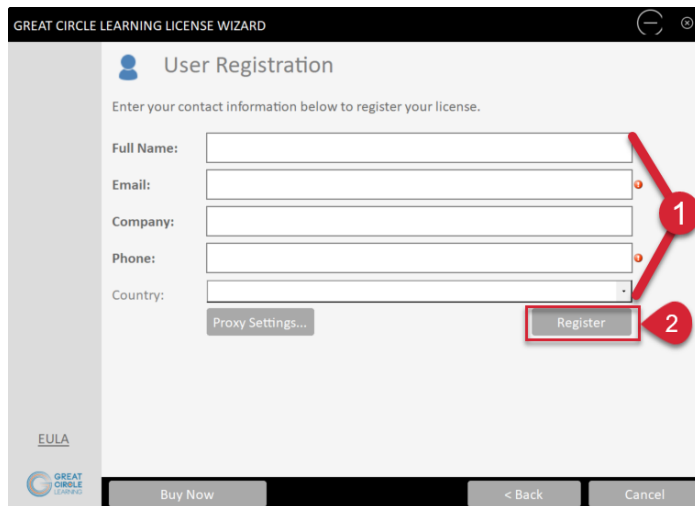
1. Click the **Activate your license** button

How to Activate LeaderGuide Pro



Activation Wizard

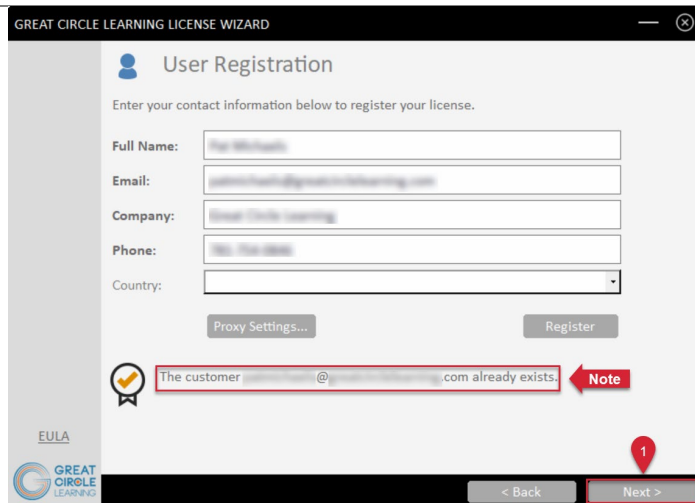
1. Click **Activate Online**



Complete User Registration

1. Fill Out Prompts
2. Click **Register**

Note → Your contact information may already be entered if you have activated LeaderGuide Pro before

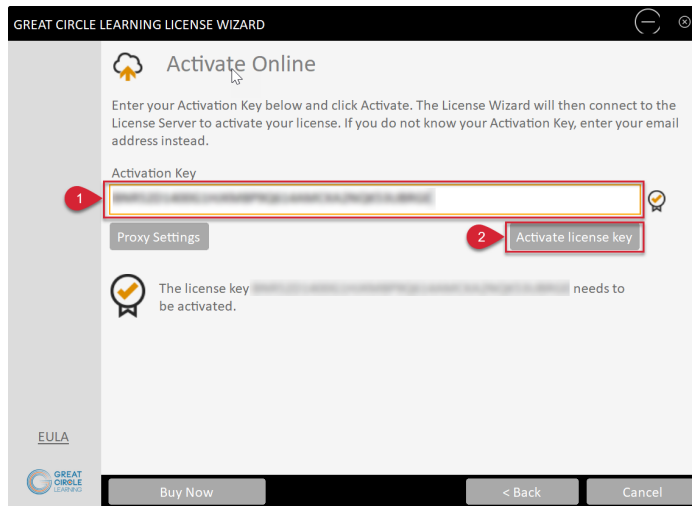


User Registration Updates

1. Click **Next**

Note → You may receive a message alerting you that the customer already exists.

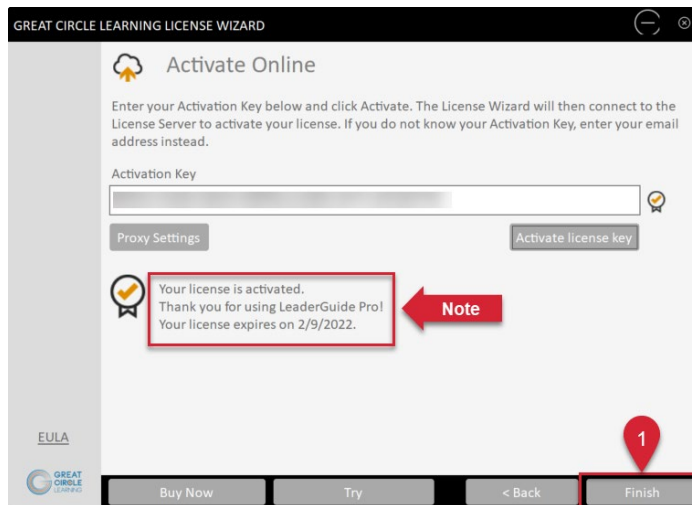
How to Activate LeaderGuide Pro



Activation Key Entry

1. Paste in Activation Key
2. Click **Activate License Key**

Note → An activation key may already be showing if you have used LeaderGuide Pro previously. If so, please confirm that it is the correct key.



Activation Wizard Updates

1. Click **Finish**



Contact Great Circle Learning With Any Questions

Phone: (239) 389 – 2000

Email: info@greatcirclelearning.com