**VitalSource STUDENT OPT-IN INSTRUCTIONS**

Follow the steps below to take advantage of a VitalSource ebook for your course

   - This prompts you to log in with your GatorLink account

2. Students are shown a list of courses in which they are enrolled that are participating in UF All Access along with the prices for the materials.

3. Students should click the **Opt-in check box** next to the course they would like to opt-in to access for.

4. Students then need to click the button below to authorize the charges.

5. The charges for the materials will be placed directly on your student Bursar account and can viewed through OneUF.

   **The Opt-In Deadline for the Spring 2019 semester will be Friday 2/1/2018 11:59PM**

   ****Please see the screen shots below****
### Get access codes for your classes

#### Current Term Codes

You are enrolled in the following classes which require an access code for online content:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Publisher</th>
<th>Price</th>
<th>Code</th>
<th>Opt-In</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING 2016GEB317</td>
<td>Pearson</td>
<td>$90.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPRING 2016GEB317</td>
<td>Capsim</td>
<td>$54.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPRING 2016QMB325</td>
<td>Pearson</td>
<td>$102.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Check the box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

I authorize the above charges to be posted to my student financials account.

Amount to Charge: $144 **Opt-In**
You’ve Opted-In, what next?

- Look for the Bookshelf app in the Navigation bar of your course.
- Click the app and select the book for your course—you may need to enable pop-ups for the reader to launch correctly.
- Confirm your @ufl.edu credentials if you haven’t access the text before and create an account.
- If you don’t see the Bookshelf, see the steps below.

- Be on the lookout for an email from VitalSource to your UFL email account—this may take up to 24 hours to arrive as orders are processed. There will be a few steps to complete your registration to access your text outside of Canvas
  - Please note there may be a delay of a few hours between opting-in and receipt of the registration email—Your updated opt-in status needs to be sent to VitalSource to generate the email
  - If it has been over 24 hours and you have not received your activation email, contact us at allaccess@bsd.ufl.edu and we can resend it.
- Be sure to check out your different options for accessing your texts:
  - Your Canvas course
  - VitalSource website: https://legacy.vitalsource.com/#/user/signin
  - Bookshelf mobile app (search “Bookshelf” on your mobile device and look for the VitalSource option)