How to OPT-OUT of Digital Course Materials

1) Log into Canvas and navigate to the digital course materials tab called Instant Access.
2) Click that tab to open your RedShelf MyShelf dashboard.
3) You will see a listing of all digital materials available in the course.
4) Select “view course materials” and navigate to the item you’d like to opt-out.
5) Select the link that says, “I want to opt-out of access in all required materials in this course.”
6) Select “Opt-Out” and a window will appear explaining the details of opting out.
7) After reading the terms, click “cancel” to maintain access and stop the opt-out process, or enter a reason and click “confirm” to complete the opt-out process.

NOTE: You may also access your Redshelf MyShelf page without going through Canvas by logging in at cornell.redshelf.com and clicking your name in the top right corner, followed by MyCourses page.

Instant Access Terms & Conditions:

If you choose to retain access to your ebook, your bursar account will be charged for the course materials after Thursday, September 12, 2019. If you do not want digital Instant Access, you must opt out by Thursday, September 12, 2019 or your bursar account will be charged. If you drop the course between September 13, 2019 and Cornell’s course drop deadline October 24, 2019, your bursar account will automatically be refunded; this refund may take several weeks to appear on your account.

For questions about the Instant Access program at Cornell, please check out the Instant Access FAQs. If you still have questions, please email instantaccess@cornell.edu.

Courses using an ebook only (no publisher courseware)

Instant Access Instructions

1) Log into Canvas and navigate to the digital course materials tab called Instant Access.
2) Click that tab to open your RedShelf MyShelf dashboard.
3) You will see a listing of all digital materials available in the course.
4) Select “View Course Materials” and navigate to your ebook.
5) Click the green, “Start Reading” button to begin using your materials.
6) eReader will open in your browser and you can begin reading your ebook.
7) TO OPT-OUT: If you want to opt-out of the Instant Access materials, you may do so by returning to the “Instant Access” tab in Canvas. Click the gray “Opt Out” button on the “My Courses” page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance, or questions about the RedShelf eReader or your RedShelf account, please visit the RedShelf Student Help page at https://solve.redshelf.com/hc/en-us or email RedShelf at help@redshelf.com.
Courses using Publisher Courseware, including Sapling, Mindtap, Connect, Mastering, MyLab, Wiley Plus, Total Access, Cengage Unlimited

NOTE: If your course is enrolled in Instant Access, you do not need to enter a payment method on any of these publisher websites. If you are prompted to enter payment, be sure you have entered the publisher site directly from Canvas or a link provided by your instructor. If an access code is required, you obtain your code from the Instant Access tab in your Canvas course, or by logging into cornell.redshelf.com and clicking on “MyCourses.”

Please follow the instructions that match the courseware being used in your course. Your instructor will have indicated in their syllabus which courseware you will be using.

Listed in alphabetical order by publisher:

Cengage MindTap

Instant Access Instructions

1) Log into Canvas and navigate to the digital course materials tab called Instant Access.
2) Click that tab to open your RedShelf MyShelf dashboard.
3) You will see a listing of all digital materials available in the course.
4) If your course requires an access code, you will see it listed here. Copy the code using the copy and paste function.
5) From here, click the left panel tab called “Cengage.” If you do not see a tab for Cengage, your instructor may have entered the direct access link within a module instead.
6) If you already have a Cengage MindTap account, enter your password if requested. If you are new to Mindtap, fill out the registration form, and click “Continue.” Please be sure you do not already have an account before creating a new account.
7) Once logged in, you may be asked to choose which MindTap course you would like to view. If you only have one MindTap course, you will see those materials directly.
8) TO OPT-OUT: If you want to opt out of the Instant Access materials, you may do so by returning to the Instant Access tab in Canvas. Click the gray ‘Opt Out’ button on the ‘My Courses’ page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with Cengage, please visit: https://www.cengage.com/help-center/

Macmillan Sapling

Instant Access Instructions

1) Log into Canvas and navigate to the digital course materials tab called “Instant Access.”
2) Your Redshelf dashboard will open and display a listing of all digital materials available in the course.
3) Select “View Course Materials” and navigate to the digital item using Sapling.
4) The corresponding item will say “click here to access your materials” or direct you to use the link your instructor set up in a course module. If an access code is listed, be sure to copy the code using the copy & paste function.

5) If your instructor placed the Sapling+ course link in a module, click the Modules tab in the left user panel. Be sure you have your access code copied before clicking this link (only applicable in courses using access codes).

6) The link will redirect you to the MacMillan Sapling login page.

7) If you already have a Sapling account, enter your password and click “Begin.” If this is the first time using Sapling courseware, complete the registration information.

8) On the payment page, enter your course materials access code you received in Redshelf. If your course does not have an access code in Redshelf, you DO NOT need to enter payment information. Your bursar account will automatically be charged for use of the courseware.

9) **TO OPT-OUT:** If you want to opt out of the Instant Access materials, you may do so by returning to the Instant Access tab in Canvas. Click the gray ‘Opt Out’ button on the ‘My Courses’ page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with Macmillan, please visit [https://macmillan.force.com/macmillanlearning/s/](https://macmillan.force.com/macmillanlearning/s/)

**McGraw-Hill Connect**

**Instant Access Instructions**

1) Log into Canvas and navigate to the digital course materials tab called “Instant Access.”

2) Your Redshelf dashboard will open and display a listing of all digital materials available in the course.

3) You will see a listing of all digital materials available in the course.

4) If your course requires an access code, you will see it listed here. Copy the code using the copy and paste function.

5) From here, click the left panel tab called “McGraw-Hill Connect.” If you do not see a tab for McGraw-Hill Connect, your instructor may have entered the direct access link within a module instead.

6) If you already have a Connect account, enter your Connect password and click “Begin.” If you are new to Connect, fill out the registration form and click “Continue.”

7) On the “Digital Access to Connect” page, click “Confirm?” When the “Success!” message appears, click the “Go to Connect” button.

8) **TO OPT-OUT:** If you want to opt out of the Instant Access materials, you may do so by returning to the “Instant Access” tab in Canvas. Click the gray “Opt Out” button on the “My Courses” page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with McGraw-Hill, please visit [http://www.mhhe.com/support](http://www.mhhe.com/support)
**Norton Total Access**  
**Instant Access Instructions**

1) Log into Canvas and navigate to the digital course materials tab called “Instant Access.”
2) Your Redshelf dashboard will open and display a listing of all digital materials available in the course.
3) You will see a listing of all digital materials available in the course.
4) Select “View Course Materials” and navigate to the digital item using Norton Total Access.
5) The corresponding item will say “click here to access your materials” or direct you to use the link your instructor set up in a course module. If an access code is listed, be sure to copy the code.
6) If your instructor placed the Norton Total Access course link in a module, click the Modules tab in the left user panel. Be sure you have your access code copied before clicking this link (only applicable in courses using access codes). The link will redirect you to the Norton Total Access login page.
7) If you already have a Norton Total Access account, enter your password if requested. If this is the first time using Norton Total Access courseware, complete the registration information.
8) On the payment page, enter your course materials access code you received in Redshelf. If your course does not have an access code in Redshelf, you DO NOT need to enter payment information. Your bursar account will automatically be charged for use of the courseware.
9) **TO OPT-OUT:** If you want to opt out of the Instant Access materials, you may do so by returning to the “Instant Access” tab in Canvas. Click the gray “Opt Out” button on the “My Courses” page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with Norton, please visit [https://helpdesk.wwnorton.com/external/helpdeskrequest.aspx](https://helpdesk.wwnorton.com/external/helpdeskrequest.aspx)

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**Pearson MyLab or Mastering**  
**Instant Access Instructions**

1) Log into Canvas and navigate to the digital course materials tab called “Instant Access.”
2) Your Redshelf dashboard will open and display a listing of all digital materials available in the course.
3) You will see a listing of all digital materials available in the course.
4) If your course requires an access code, you will see it listed here. Copy the code using the copy and paste function.
5) From here, click the left panel tab called “MyLab and Mastering.” If you do not see a tab for MyLab and Mastering, your instructor may have entered the direct access link within a module instead.
6) If you already have a Pearson account, enter your password if requested. If you are new to MyLab or Mastering, fill out the registration form, and click “Continue.”
7) **TO OPT OUT:** If you want to opt out of the Instant Access materials, you may do so by returning to the “Instant Access” tab in Canvas. Click the gray “Opt Out” button on the “My Courses” page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with Pearson, please visit [https://support.pearson.com/getsupport/s/contactsupport](https://support.pearson.com/getsupport/s/contactsupport)
**Wiley Plus**

**Instant Access Instructions**

1) Log into Canvas and navigate to the digital course materials tab called “Instant Access.”
2) Your Redshelf dashboard will open and display a listing of all digital materials available in the course.
3) You will see a listing of all digital materials available in the course.
4) Select “view course materials” and navigate to the digital item using Wiley Plus.
5) The corresponding item will say “click here to access your materials” or direct you to use the link your instructor set up in a course module. If an access code is listed, be sure to copy the code using the copy and paste function.
6) If your instructor placed the Wiley Plus course link in a module, click the “Modules” tab in the left user panel. Be sure you have your access code copied before clicking this link (only applicable in courses using access codes).
7) The link will redirect you to the Wiley+Plus login page.
8) If you already have a Wiley+Plus account, enter your password if requested. If this is the first time using Wiley Plus courseware, complete the registration information.
9) On the payment page, enter your course materials access code you received in Redshelf. If your course does not have an access code in Redshelf, you DO NOT need to enter payment information. Your bursar account will automatically be charged for use of the courseware.
10) **TO OPT-OUT:** If you want to opt out of the Instant Access materials, you may do so by returning to the “Instant Access” tab in Canvas. Click the gray “Opt Out” button on the “My Courses” page in RedShelf. More detailed instructions on Opting-Out can be found at the top of the first page of this document.

For assistance with Wiley, please visit [http://wileyplus.wiley.com/student-resources-support/](http://wileyplus.wiley.com/student-resources-support/)