

Instant Access Terms & Conditions:

To decline Instant Access, opt-out by the specified date(s) listed in the Welcome to Instant Access email. If you have not received this email, please contact instantaccess@cornell.edu.

For additional questions about the Instant Access program at Cornell, please check out the [Instant Access FAQs](#).

How to OPT-OUT of Digital Course Materials

- 1) Log into Canvas and navigate to the digital course materials tab called **Course Materials** and your Vitalsource dashboard opens.
- 2) Select the item you'd like to opt-out.
- 3) Select "Opt-Out" and a window will appear explaining the details of opting out.
- 4) 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.
- 5) If you require assistance opting out, please email instantaccess@cornell.edu

Courses using an ebook only (no publisher courseware)

- 1) Log into Canvas and click the **Course Materials** tab to open your Vitalsource dashboard.
- 2) Navigate to your ebook.
- 3) Click the orange, "Read Now" button to begin using your materials.
- 4) VitalSource's eReader will open in your browser and you can begin reading your ebook.
- 5) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the "Course Materials" tab in Canvas. Click the "Opt Out" button on the "My Courses" page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

General Ebook Support offered by Vitalsource, please visit:

<https://support.vitalsource.com/hc/en-us/requests/new>

Courses using Publisher Courseware, including Achieve, Mindtap, Connect, Mastering, MyLab, Wiley Plus, Total Access, SmartWork5, 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. 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

- 1) Log into Canvas and navigate to your digital course materials by clicking the **Cengage** tab.
- 2) Click the link to launch Cengage MindTap
- 3) If you already have a Cengage account, enter your password and click “Begin.” If this is the first time using MindTap courseware, complete the registration information if applicable. Note: depending on your browser, you may automatically be logged in.
- 4) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

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

Macmillan Achieve (formerly Sapling)

- 1) Log into Canvas and navigate to your digital course materials by clicking the **MacMillan** tab.
- 2) Click the link for *Achieve* “Access the Achieve Homepage”
- 3) If you already have an Achieve or Sapling account, enter your password and click “Begin.” If this is the first time using Achieve courseware, complete the registration information if applicable. Note: depending on your browser, you may automatically be logged in.
- 4) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

For specific assistance with Macmillan, please visit <https://macmillan.force.com/macmillanlearning/s/>

McGraw-Hill Connect

- 1) Log into Canvas and navigate to your digital course materials by clicking the **McGraw-Hill Connect** tab.
- 2) Click the link to launch McGraw-Hill Connect
- 3) If you already have a Connect account, enter your password and click “Begin.” If this is the first time using Connect courseware, complete the registration information if applicable. Note: depending on your browser, you may automatically be logged in.
- 4) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

For assistance with McGraw-Hill, please visit <http://www.mhhe.com/support>

Norton Total Access or Smartwork5

- 1) Log into Canvas and click the **Course Materials** tab to open your VitalSource dashboard.
- 2) Navigate to your ebook.
- 3) Click the orange, “Read Now” button to begin using your materials.
- 4) Your instructor may also have placed the Norton Total Access or Smartwork5 course link in a module. Click the Modules tab in the left user panel and look for a link with textbook information.
- 5) If you already have a Norton Total Access or Smartwork5 account, enter your password if requested. If this is the first time using Norton courseware, complete the registration information.
- 6) DO NOT enter payment information. Your bursar account will automatically be charged for use of the courseware. Be sure you are accessing Norton directly from Canvas.
- 7) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

For assistance with Norton, please visit <https://wwnorton.com/tech-support>

Pearson MyLab or Mastering, or Revel

- 1) Log into Canvas and navigate to your digital course materials by clicking the **MyLab or Mastering** or **Pearson Revel** tool. Note: If you do not see a tool for MyLab and Mastering, or Revel, your instructor may have entered the direct access link within a module instead.
- 2) 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.”
- 3) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

For assistance with Pearson, please visit <https://support.pearson.com/getsupport/s/contactsupport>

WileyPlus

- 1) Log into Canvas and click the **Course Materials** tab to open your VitalSource dashboard.
- 2) Navigate to your ebook.
- 3) Click the orange, “Read Now” button to begin using your materials.
- 4) Your instructor may also have placed a Wiley course link directly into a module. Click the Modules tab in the left user navigation panel. The link will redirect you to Wiley Plus. Be sure to access Wiley directly from Canvas. If no link exists, use the Course Materials tool to access your course materials.
- 5) **TO OPT-OUT:** If you want to opt-out of the Instant Access materials, you may do so by returning to the “Course Materials” tab in Canvas. Click the “Opt Out” button on the “My Courses” page on your dashboard. More detailed instructions on Opting-Out can be found at the top of this document.

For assistance with Wiley, please visit <https://www.wileyplus.com/WileyCDA/Section/id-830493.html>