Instant Access Terms & Conditions:

If you choose to retain access to your ebook, your bursar account will be charged for the course materials after **Tuesday, February 4, 2020**. If you do not want digital Instant Access, you must opt out by **Tuesday, February 4, 2020** or your bursar account will be charged. If you drop the course between **February 5, 2020** and Cornell’s course drop deadline **March 17, 2020**, 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](mailto:instantaccess@cornell.edu).

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**How to OPT-OUT of Digital Course Materials**

1) Log into Canvas and navigate to the digital course materials tab called **Instant Access** and your RedShelf MyShelf dashboard opens.
2) Select “view course materials” and navigate to the item you’d like to opt-out.
3) Select the link that says, “I want to opt-out of access in all required materials in this course.”
4) Select “Opt-Out” and a window will appear explaining the details of opting out.
5) 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](http://cornell.redshelf.com) and clicking your name in the top right corner, followed by MyCourses page.

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**Courses using an ebook only (no publisher courseware)**

1) Log into Canvas and click the **Instant Access** tab to open your RedShelf dashboard.
2) Select “View Course Materials” and navigate to your ebook.
3) Click the green, “Start Reading” button to begin using your materials.
4) RedShelf’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 “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](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 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 going 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 https://www.cornellstore.com/instant-access-program

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

**Macmillan Sapling**

Instant Access Instructions

1) Log into Canvas and navigate to your digital course materials by clicking the MacMillan tab.
2) Click the link for Sapling “Access the Sapling Homepage”
3) 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 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 going 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 https://www.cornellstore.com/instant-access-program

For specific assistance with Macmillan, please visit https://macmillan.force.com/macmillanlearning/s/
**McGraw-Hill Connect**

*Instant Access Instructions*

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 going 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 [https://www.cornellstore.com/instant-access-program](https://www.cornellstore.com/instant-access-program)

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 click the **Instant Access** tab to open your RedShelf dashboard.
2) Select “View Course Materials” and navigate to the digital item using Norton Total Access.
3) 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.**
4) 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.
5) 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.
6) 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.
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 Norton, please visit [https://helpdesk.wwnorton.com/external/helpdeskrequest.aspx](https://helpdesk.wwnorton.com/external/helpdeskrequest.aspx)
Pearson MyLab or Mastering
Instant Access Instructions

1) Log into Canvas and navigate to your digital course materials by clicking the MyLab or Mastering tab. Note: If you do not see a tab for MyLab and Mastering, 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 “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 click the Instant Access tab to open your RedShelf dashboard.

2) Select “View Course Materials” and navigate to the digital item using Wiley Plus.

3) 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.**

4) 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.

5) 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.

6) 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.

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