# Bookshelf®

QuickStart Guide

> This fall semester, Northwest Mississippi Community College will use e-textbooks for those students enrolled in specific courses.

> Below, you will see a list of pros and cons of switching to a digital textbook:

o Pros
- Never out of stock
- No waiting in long lines at the bookstore or waiting for you textbooks to be shipped to you
- Easily access your textbook online and offline from your smartphone, tablet or desktop computer
  - Will be able to download your textbook and/or laboratory manual to 2 phones/tablets and 2 desktop/laptop computers
- Easily search and find information in your textbook
- Text-to-speech reader (listen to a chapter while driving to work!)
- Environmentally friendly
- Books can often be downloaded wirelessly
- Copy and print information from your textbook

o Cons
- An electronic device is needed to access your e-text (computer, tablet, e-reader, phone)
- Will not be able to sell back or lend (BUT you have the ability through our bookstore to get a printed hard-copy of the book at little or no cost to you.)

**FIRST TIME USERS:** **Directions for accessing your TEXTBOOK:**

1. Go to Canvas from the link on the Northwest Homepage or https://northwestms.instructure.com/
2. Enter your **Login Name** and **Password**
3. Click **Log In**
4. Click **Courses** on the left hand side of the screen *(Make sure you have enabled pop-us in your web browser)*
5. Click on your online course
6. Click on **Bookshelf®** button on the left of your screen. *(The book in the below picture is an example of one, not necessarily the book for your specific course.)*
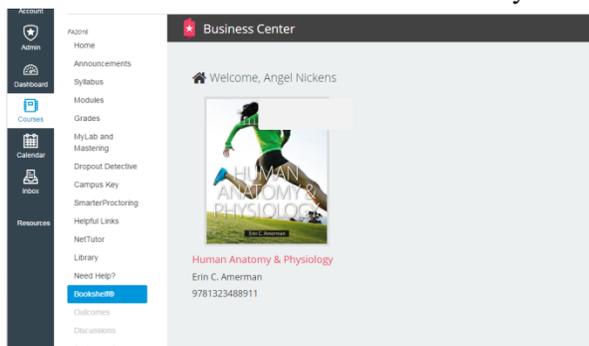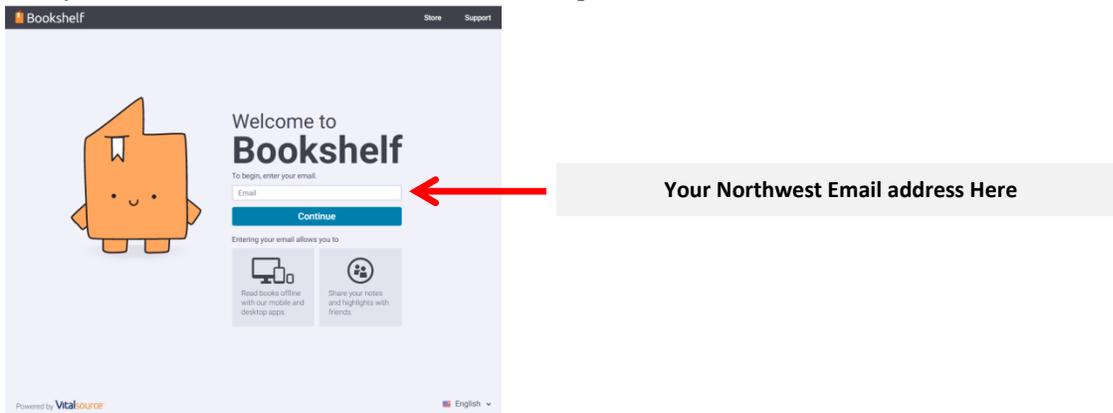
7. Click on the Book Cover
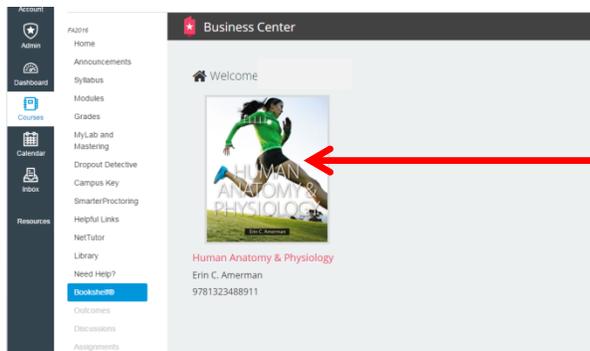
8. Click **Continue**
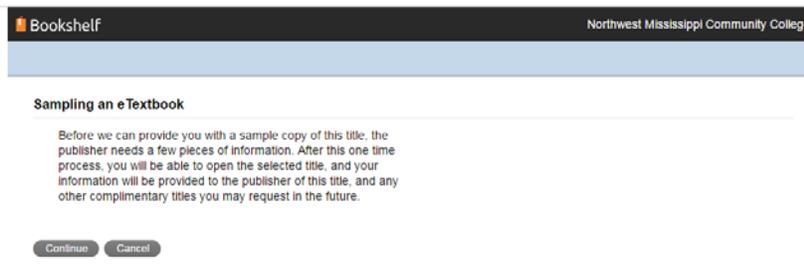
9. Enter your **Northwest** email address and **Canvas** password and click **Continue**

10. **Complete** the information on the registration page, accept the Terms of Use and Privacy Policy by clicking in the box next to "I agree to the Terms and Use and Privacy Policy," and click **Finish.**

11. You are done!

NOTE: You may read your books offline by downloading any of the Bookshelf® mobile or desktop apps which are available on iOS, Android, Mac, and PC. Select **VitalSource bookshelf** *inside your app store to do so.*
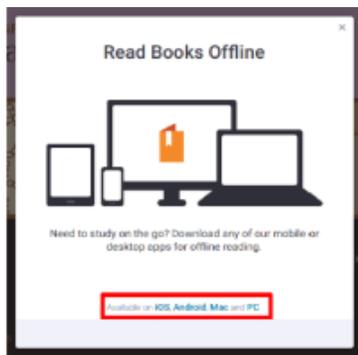
12. If you did not download the app from the screen shown above then click on the book cover again and the triple bar.

13. Click Download App and choose a device and follow the instructions.

NOTE: When you access your books for the first time, you may notice an "expiring soon" message. This is because of the drop/add period. If you are still enrolled after your drop/add period expires, your expiration date will get updated. This should happen behind the scenes and you shouldn't encounter any errors.

However, if you do discover that you are unable to access your book in the downloadable/mobile apps, simply go back through your online classroo and go open your book through your course module. This will cause the expiration date to be automatically updated and your issue will be corrected. ☺

EXISTING USERS:

You all know how to use the software, just wanted to remind you to use the same account you originally set up so you will have access to **all** of your books (you may need to access the same book for multiple semesters).