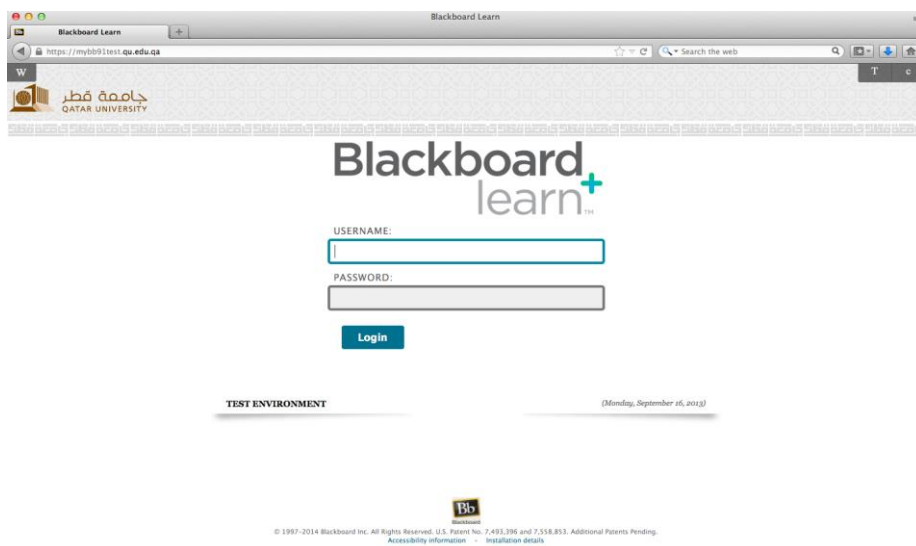


Registration Instructions in Vitalsource via Blackboard by using Access Code

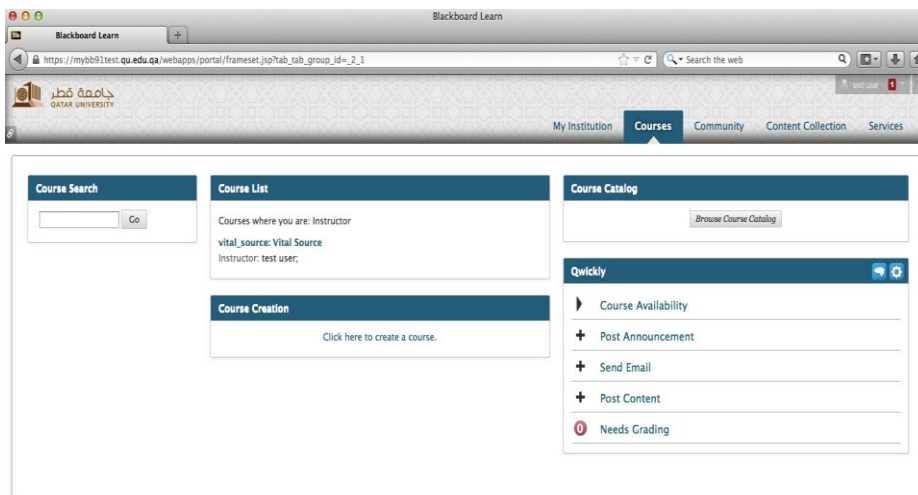


Signing Into Blackboard Learn

1. Sign in with your Qatar University username and password.



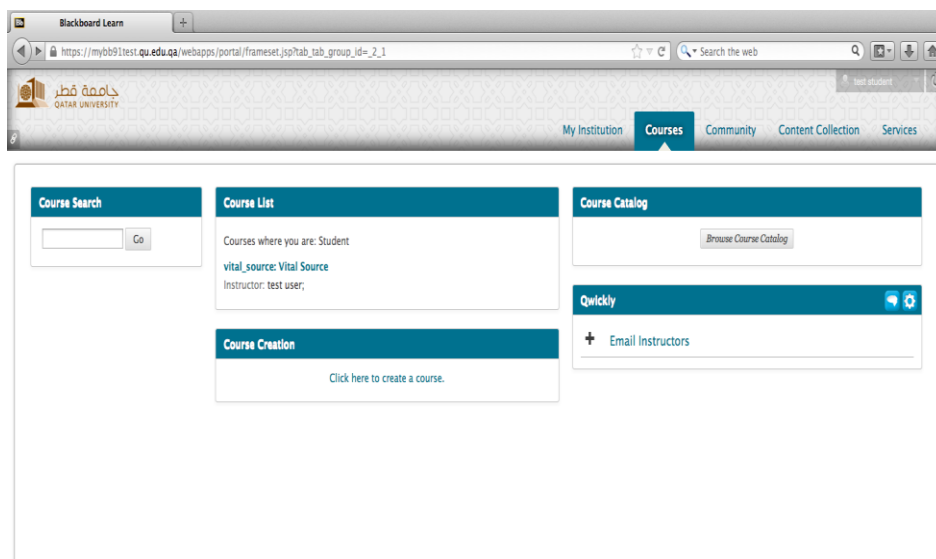
2. Once logged in navigate to the 'Courses' tab.



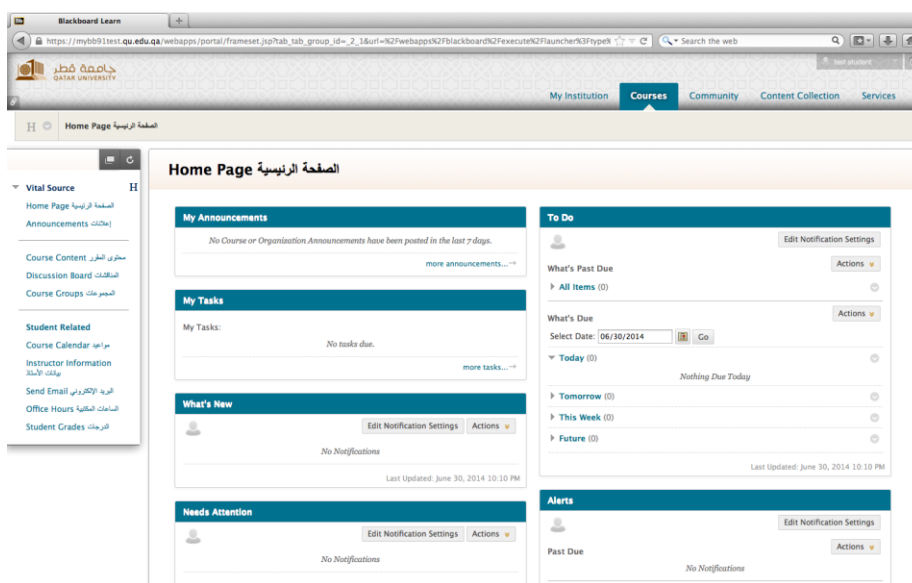
Registration Instructions in Vitalsource via Blackboard by using Access Code



3. Navigate to your specific course from the course list.



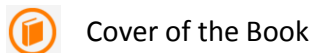
4. From the left navigation tab, select 'Course Content'.



Registration Instructions in Vitalsource via Blackboard by using Access Code



5. After clicking 'Submit' a list of books or chapter(s) will be presented. Note the special icons that indicate the type of content linked:



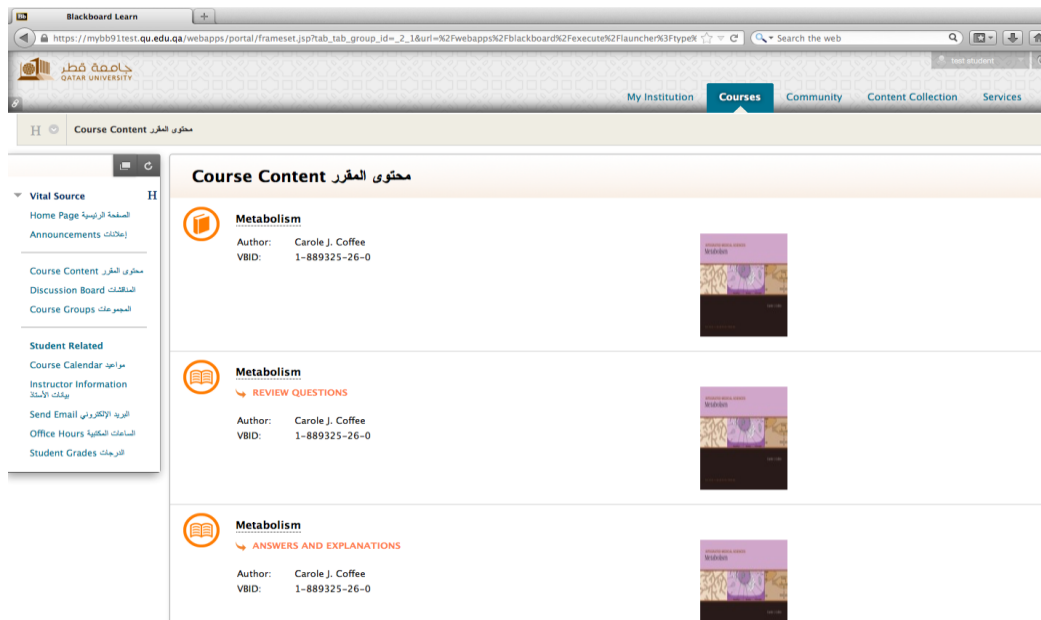
Cover of the Book



Chapter Link



Gradable Content



6. If the user does not have a valid license to the book they will be directed to the following message and be prompted to click Continue.

Business Center

Purchasing an eTextbook

You currently do not have a license for the selected eTextbook. Please complete the next steps to add this book to your Bookshelf library. Once complete, you can access it at any time.

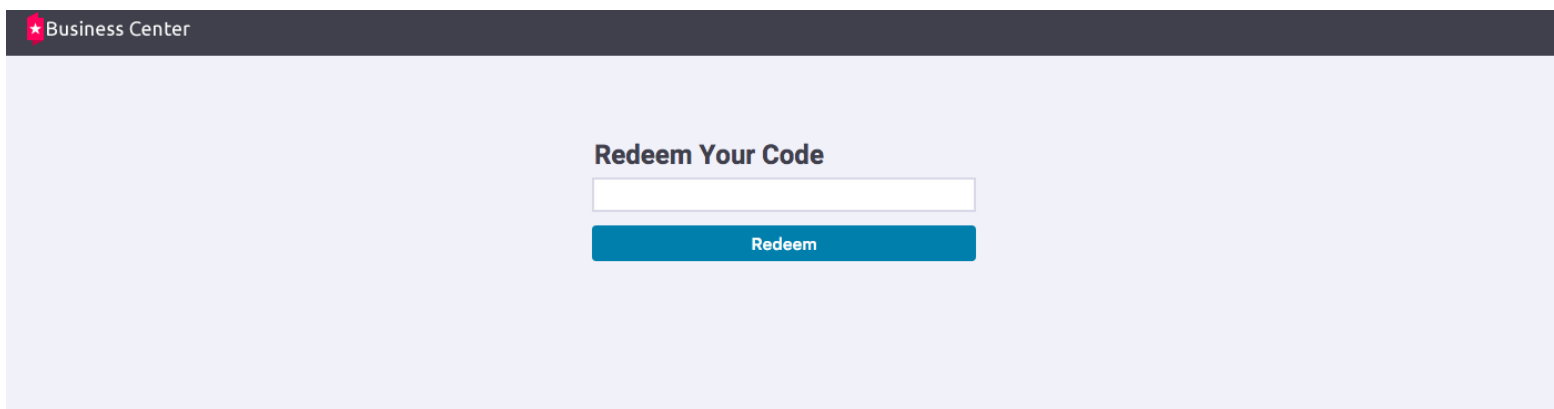
Cancel

Continue

Registration Instructions in Vitalsource via Blackboard by using Access Code

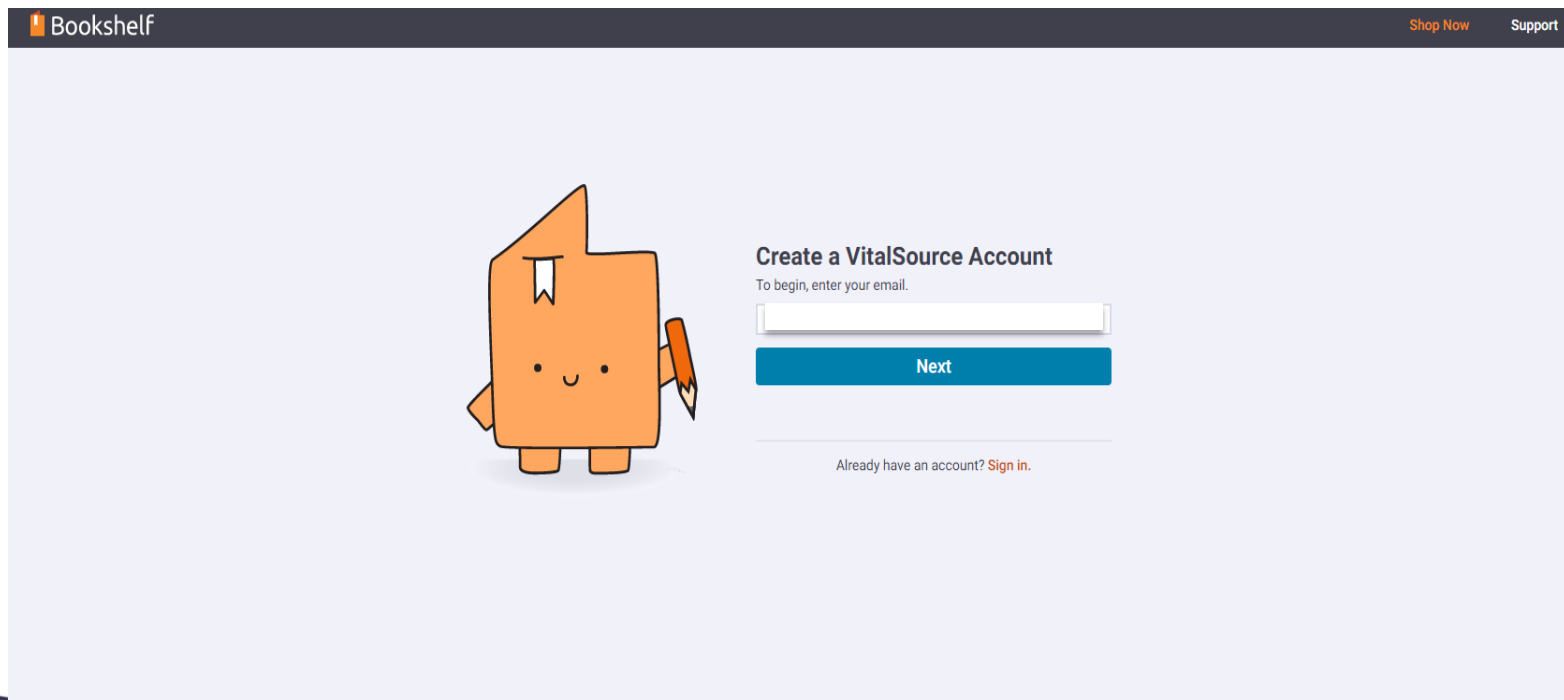
Vitalsource

7. After you purchased the access code from Textbooks Section and received it via your QU email, you can put in the access code on the space provided below and click on 'Redeem'



The screenshot shows the 'Business Center' header in the top left. The main content area is titled 'Redeem Your Code' and features a white text input field for the access code. Below the input field is a blue button labeled 'Redeem'.

8. Put your e-mail account associated with the bookshelf (bookshelf), which is usually a university e-mail. After making sure that you are entering the correct e-mail, click Continue.



The screenshot shows the 'Bookshelf' header in the top left, with 'Shop Now' and 'Support' links in the top right. On the left is a cartoon illustration of an orange book character with a bookmark and a pencil. The main content area is titled 'Create a VitalSource Account' and includes the instruction 'To begin, enter your email.' Below this is a white text input field and a blue button labeled 'Next'. At the bottom, there is a link: 'Already have an account? [Sign in.](#)'

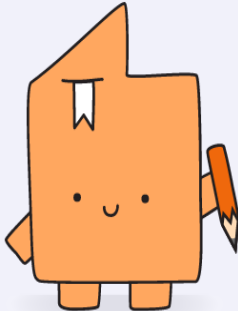
Registration Instructions in Vitalsource via Blackboard by using Access Code



- You should fill out in the required field, so you can set up your account and your Password must contain the following:
(8 Digits or more - uppercase letter – lowercase letter – special character; such as: @ #% - + ... etc.)
- Next, accept the terms and privacy by checking the box and clicking on
(I agree to the Terms of Use and Privacy Policy)

Bookshelf Shop Now Support

Create a VitalSource Account



(change)

First Name Last Name

Security Question

Security Answer

Password
Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

Confirm Password

Email me occasional updates about my account activity, product updates, and special offers. (You can unsubscribe at anytime)

I agree to the [Terms of Use and Privacy Policy](#).

Already have an account? [Sign in](#).

Registration Instructions in Vitalsource via Blackboard by using Access Code

Vitalsource

11. At this point you will be dropped into the book and have full access to the content.



12. You can use the eBook for only one year, but if you want to keep the eBook forever, you should download a program or application (bookshelf), where you are allowed to upload it to two computers or two smart devices (such as a mobile phone - iPad. .. etc.).

Below you'll find the steps involved to load (bookshelf) both by device and application used.

<https://support.vitalsource.com/hc/en-us/articles/211646717-Bookshelf-Download-Page-for-EdMap>

13. For direct support you can go to Learning Zones are located in the CBE (H08):

Female Students: Room A219

Male Students: Room E219

14. For any technical issue you can contact VitalSource support team on this email:

help@ingramcontent.com OR <https://support.vitalsource.com/hc/en-us/requests/new>

15. If you can speak Arabic language only and faced any technical issue you can contact by email this person:

Mr. Afif form VitalSource Company: Afif.Rustom@ingramcontent.com