

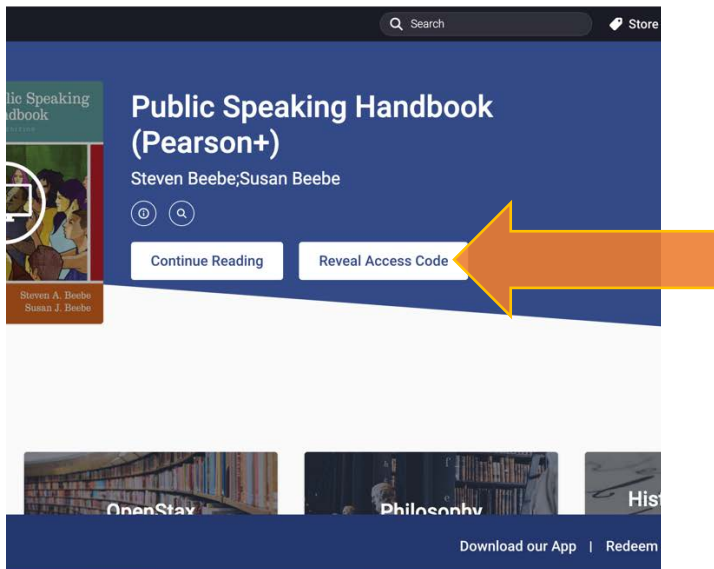
# Steps to Redeem a VitalSource Access Code and Publisher Access code for the Public Speaking Handbook - COMM 105

## To activate your content:

1. Copy your redemption code from the email receipt or notice from the ONU Bookstore and go to <https://bookshelf.vitalsource.com>
2. Log In or create a new VitalSource account. (This is different than your ONU credentials)
3. Once logged in, click on **Tools > Redeem Code** located in Bookshelf Menu.
4. After entering your access code, your Book will appear in your library, but you will likely only see the cover page.
5. Next you will need to redeem your Publisher Access code

## To redeem your Publisher Access Code:

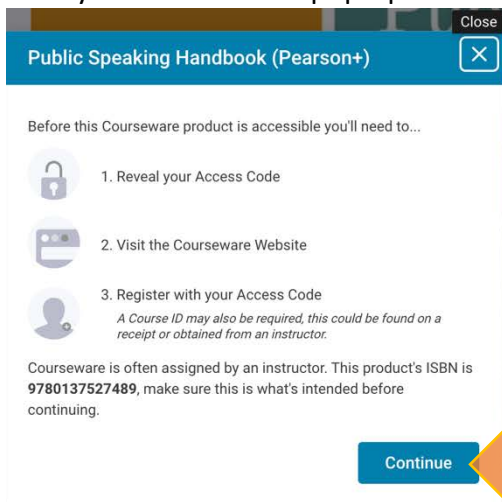
1. Click the **Reveal Access Code** button next to the title.



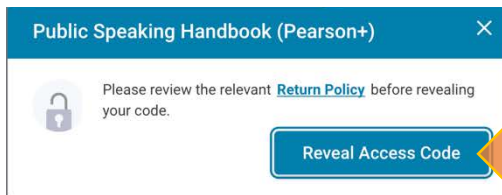
2. Suppose you do not see a Reveal Access Code button, or you clicked on Continue Reading and only see the cover page. You should see a notification pop-up that says, "This item contains an access code. Click **here** to reveal."



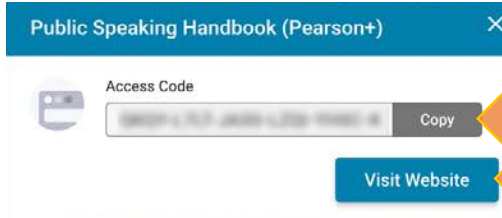
3. After you click “here” a pop-up window will appear. You will need to follow these instructions. Click **Continue**.



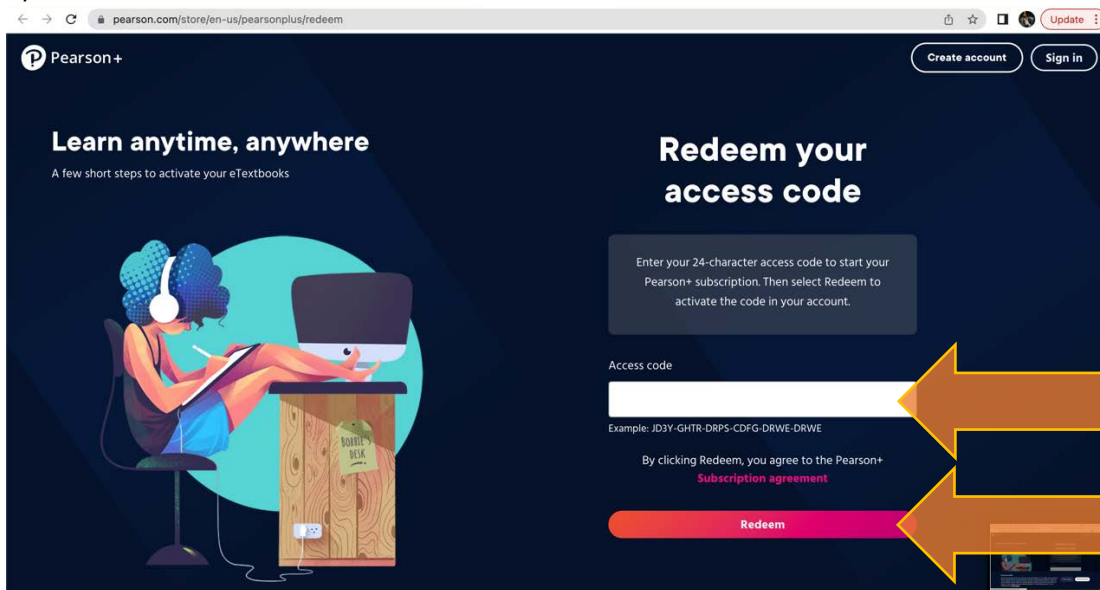
4. Another pop-up window appears, asking you to review the return policy. If you agree to it, Click on **Reveal Access Code**.



5. The access code appears in the box, Click **Copy**, then click **Visit Website**



6. This brings you to the Pearson+ website where you will **enter the access Code** by pasting (command/control + V) in the white box. Then click **Redeem**



7. Next, you'll see a Sign in screen for Pearson+. This is the Book publisher's site and different than VitalSource and ONU. Unless you already have a Pearson+ account, you will need to click on **Create account**.

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8. It will ask for your **First and Last name**, email and a **password**. Click **Create Account**

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Email \*

Password \*

**Your password must include:**

- ✓ 8 characters or more
- no special characters except ., @ or \_
- ✓ at least 1 uppercase letter
- ✓ at least 1 number

**Create account**

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9. Fill in your **Role**, **Month** and **Year of Birth**, and **School or Institution** (OLIVET NAZARENE UNIVERSITY – BOURBONNAIS). Click **Continue**

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10. The next page confirms you have successfully redeemed your access code. Click on **Go to the library**

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You're all set and ready to go

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