TITAN DIRECT ACCESS EBOOKS

CALIFORNIA STATE UNIVERSITY
FULLERTON
INFORMATION TECHNOLOGY

Table of Contents

Titan Direct Access ebooks for Students

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Creating a New Titan Direct Access Student Account/Bookshelf

This guide shows students how to create a new account/bookshelf at Vital Source in order to access their Titan Direct Access course materials ordered for their course(s).
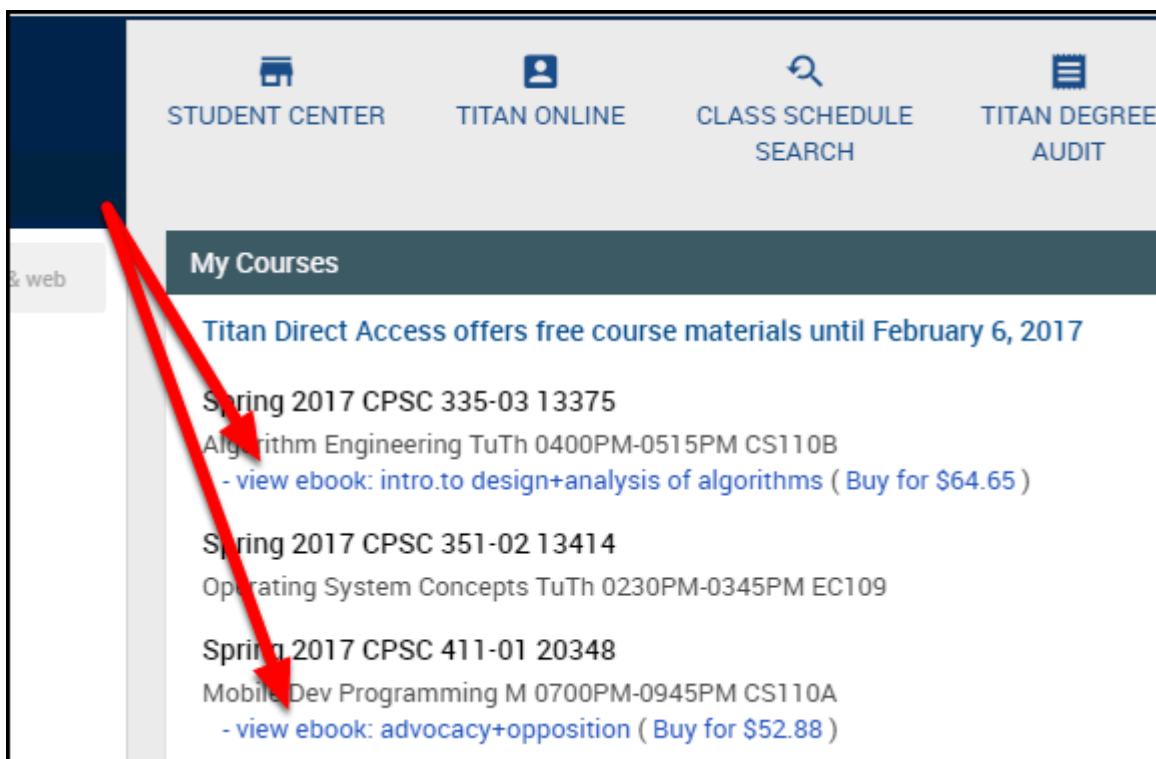
🛈 *Not all course material will be listed in Titan Direct Access Program.*

1. Log into your CSUF Student Portal.
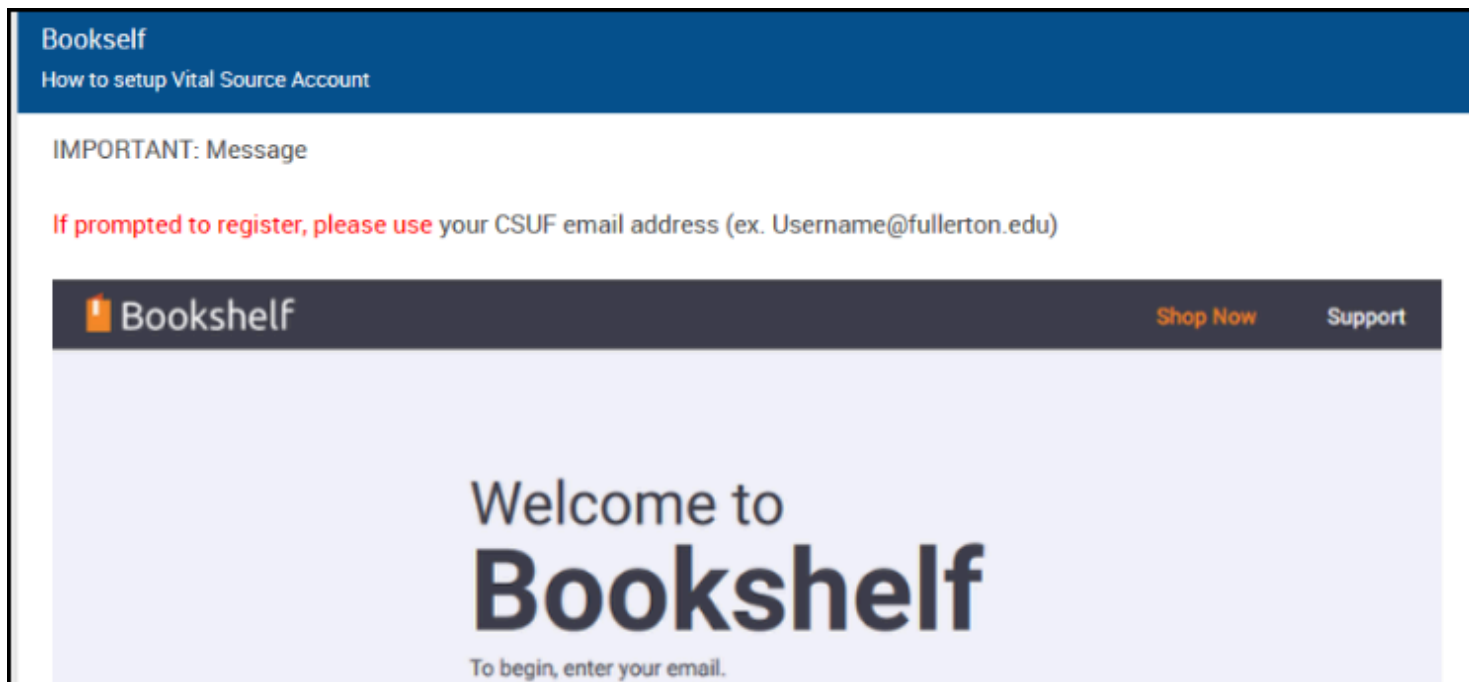
Follow the instructions at [Logging into the Campus Portal](#), if you need assistance logging into the campus portal.

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2. Under My Courses, click view ebook.

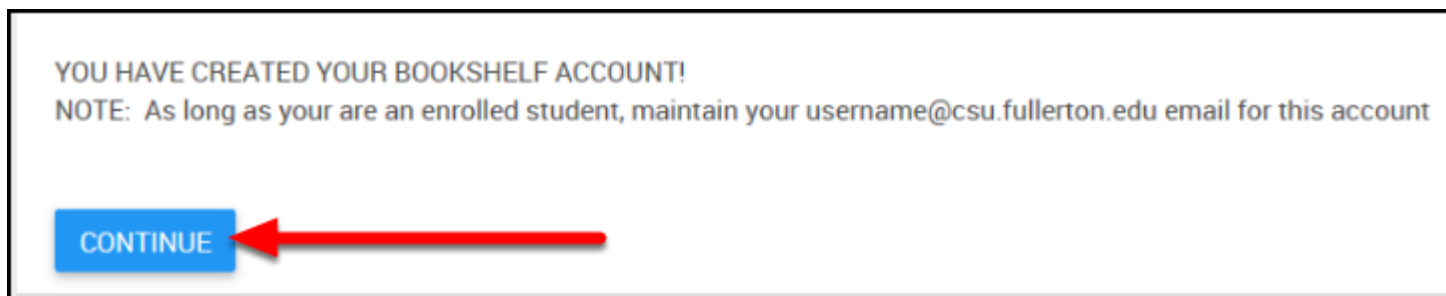In your **My Courses** window click a **view ebook...** hyperlink to begin the setup of your VitalSource Bookshelf account.

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3. View the registration instructions and then click Continue.

Bookself
How to setup Vital Source Account

IMPORTANT: Message

If prompted to register, please use your CSUF email address (ex. Username@fullerton.edu)

📙 **Bookshelf**   Shop Now   Support

Welcome to
Bookshelf
To begin, enter your email.

Scroll down to the bottom of the page, then click **Continue**.

YOU HAVE CREATED YOUR BOOKSHELF ACCOUNT!
NOTE: As long as your are an enrolled student, maintain your username@csu.fullerton.edu email for this account

CONTINUE

4. Enter your CSUF email address (i.e. username@csu.fullerton.edu), then click Continue.

Enter your CSUF email address and Titan Direct Access will check to see if you have an existing account. If you do not, you will be presented with instructions to set up a new account.

1. Type your CSUF email address: i.e. *username@csu.fullerton.edu.*
2. Click **Continue**.

⚠️ *WARNING: It is recommended that you only type your* **username@csu.fullerton.edu** *email address to create your Fullerton Bookshelf account for your Titan Digital Access course materials.*

*** **DO NOT** click **No thanks, I'll skip this step.** If you skip this step, you will not be able to view your ebooks on your Bookshelf.*

New User Registration

1. If VitalSource indicates you do not have an existing account, create a new account.
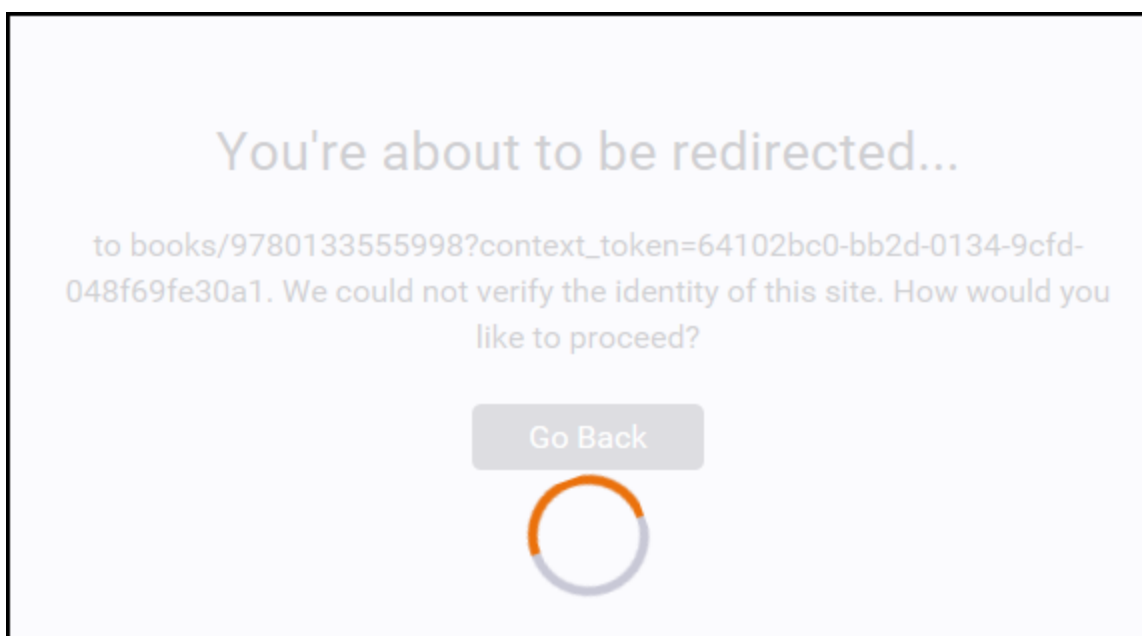

If no VitalSource account is found for your email address, you will be asked to input information to create a new Bookshelf account for your CSUF course material.

1. Enter your name the same way that it appears in Titanium to avoid issues using your Titan Direct Access ebooks with Titanium.
    *   Type your name: (First Name) (Last Name)
    *   Click the drop-down menu to select your security question.
    *   Enter the answer for your security question.
    *   Create a secure Bookshelf password (i.e. must contain at least 8 characters, an upper case letter, a lowercase letter, and a special character).

2. Check the box **I agree to the Terms of Use and Privacy Policy**.
3. Click **Finish**.

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> **i** **INFO:** *As long as your are an enrolled CSUF student, use your* ***username@csu.fullerton.edu*** *email to create your CSUF Bookshelf account.*

2. It will take a few moments while VitalSource creates your Bookshelf account.

You're about to be redirected...

to books/9780133555998?context_token=64102bc0-bb2d-0134-9cfd-048f69fe30a1. We could not verify the identity of this site. How would you like to proceed?

Go Back

After a few minutes, your account will be created. Skip to Step 5.

Existing User

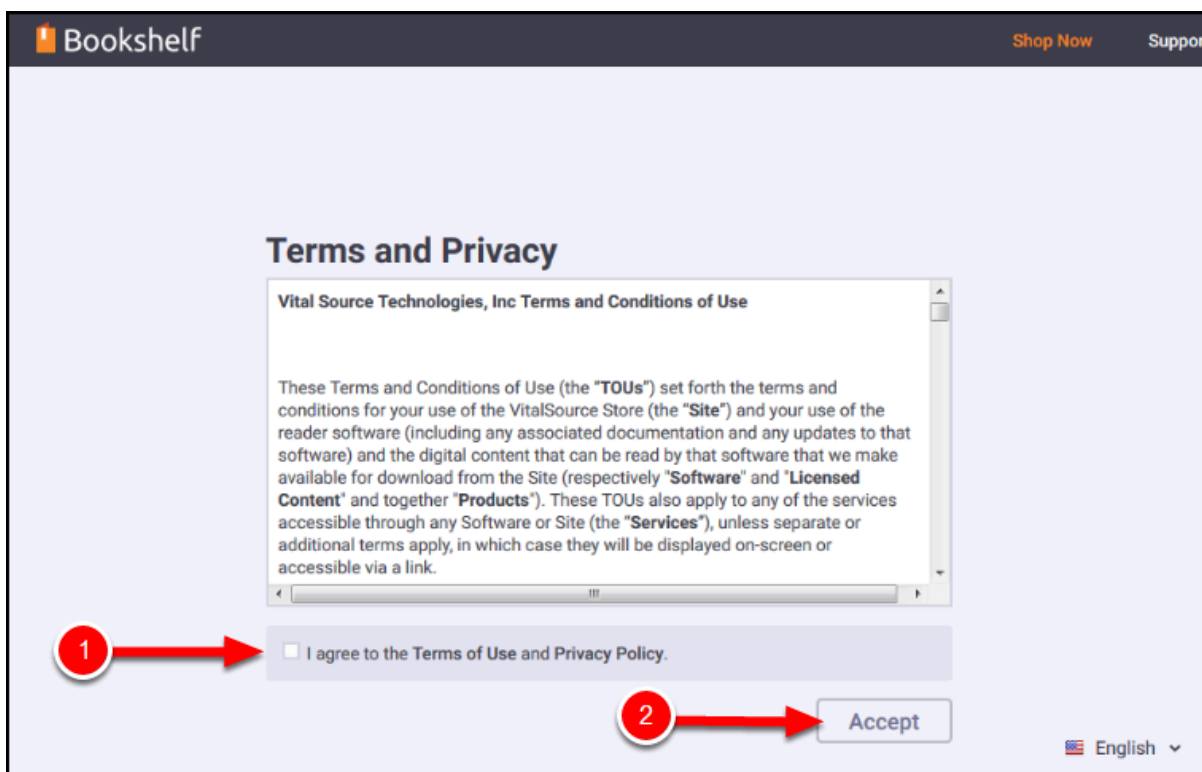## 1. If VitalSource confirms you already have a Bookshelf account with your @csu.fullerton.edu address, enter your Bookshelf account password, then click Continue.
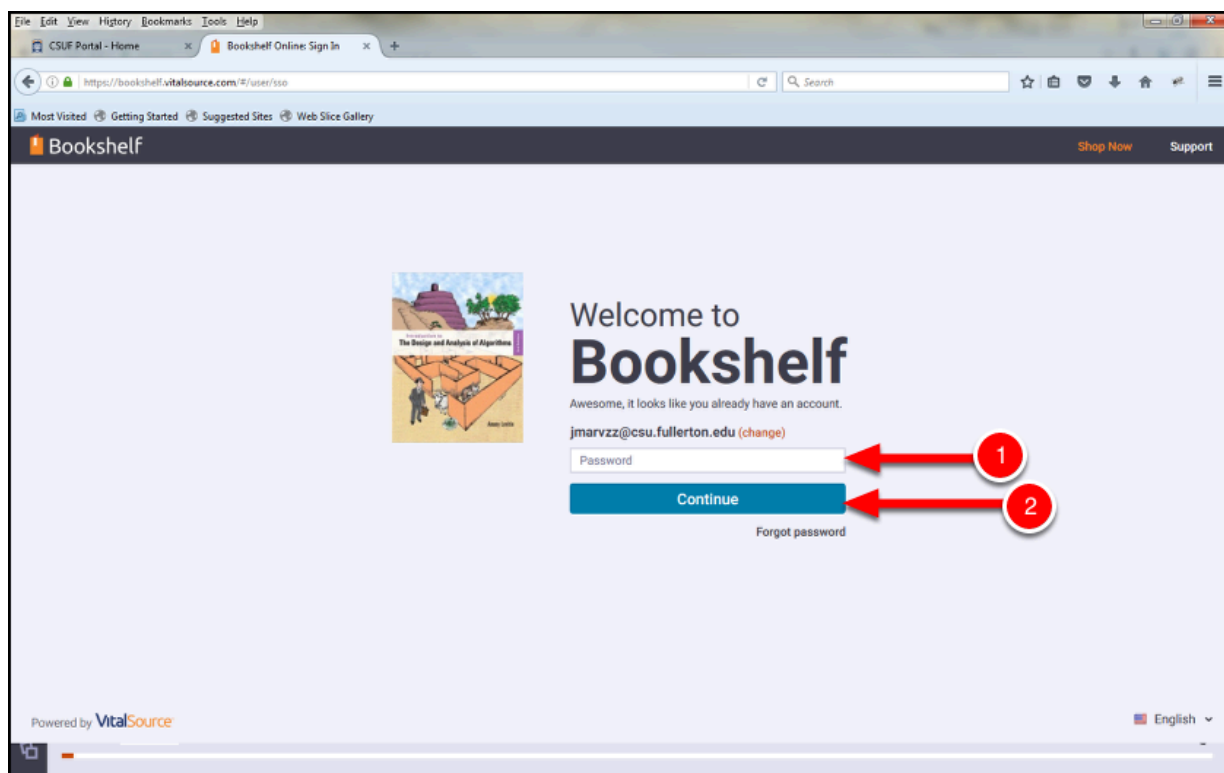
If a VitalSource Bookshelf account is found for your email address, enter your VitalSource Bookshelf password.

1. Type your VitalSource Bookshelf password.
2. Click **Continue**.

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## 2. Check the box "I agree to the Terms of User and Privacy Policy", then click Accept.

1. Check the box **I agree to the Terms of Use and Privacy Policy**.
2. Click **Accept**

5. Congratulations! You can now access the eMaterial in your CSUF Bookshelf account.

Once you have setup your Bookshelf account through your Portal, your Titan Direct Access course material will be imported in your VitalSource Bookshelf.

Congratulations! You're done.

[View this article to find out how to view your eBooks after you have completed this registration.](#)
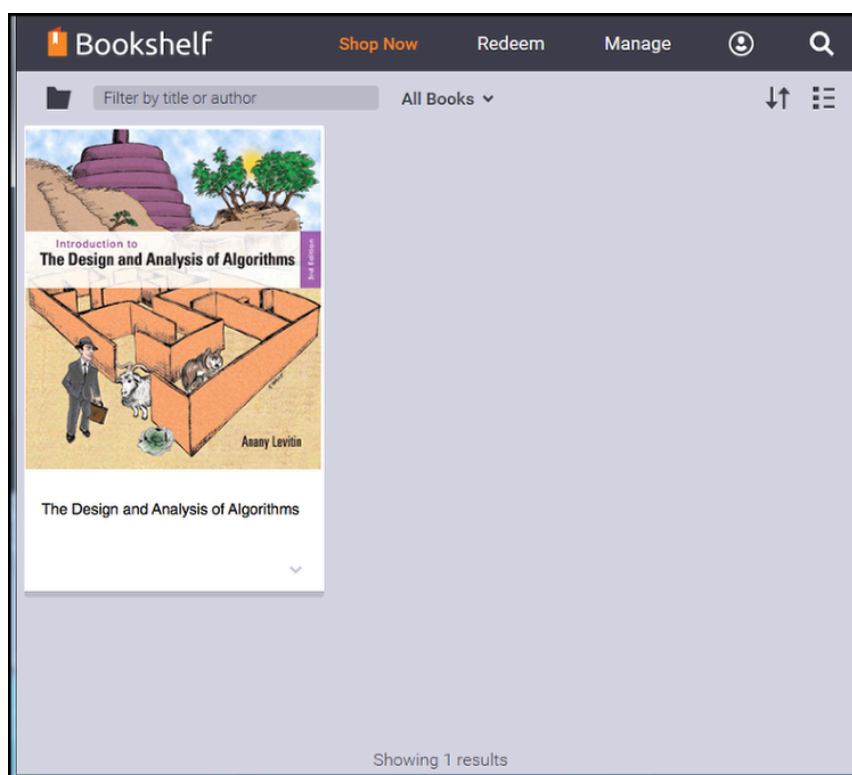
ℹ **INFO:** *Click each eBook (i.e. **view ebook...**) hyperlink in your **Portal** > **My Courses** to add your other campus eBook(s) into your VitalSource Bookshelf account.*

Need More Help?

Titan Shops: Contact Titan Shops to order/purchase Titan Direct Access course material.

- Email coursematerials@fullerton.edu or call (657)278-4998.
- [Titan Shops Digital Course Materials FAQ page](#)

Student IT HelpDesk: Contact the Student IT HelpDesk for all other technical issues with your Portal or TITANium account.

- Email: StudentITHelpDesk@fullerton.edu or call (657)278-8888.
- [Titan Direct Access Program](#)

VitalSource: View the VitalSource support website for Bookshelf mobile apps, FAQ, etc.

- [VitalSource Support website](#)
- [Access Your VitalSource Account/Bookshelf](#)

Pearson: Contact Pearson for technical support with your Pearson digital course materials through Titan Direct Access.

- Click on the **Contact Us** link on the [Pearson Support website](#). You may be asked for a diagnostic file which you can find under the Diagnostic tab along with your other MyLab or Mastering links.

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Accessing your Titan Direct Access Student Course Materials (from My Courses) in the Portal

This guide shows students how to access their Titan Direct Access course material(s) from their CSUF Portal after they have created their Titan Direct Access account/bookshelf.
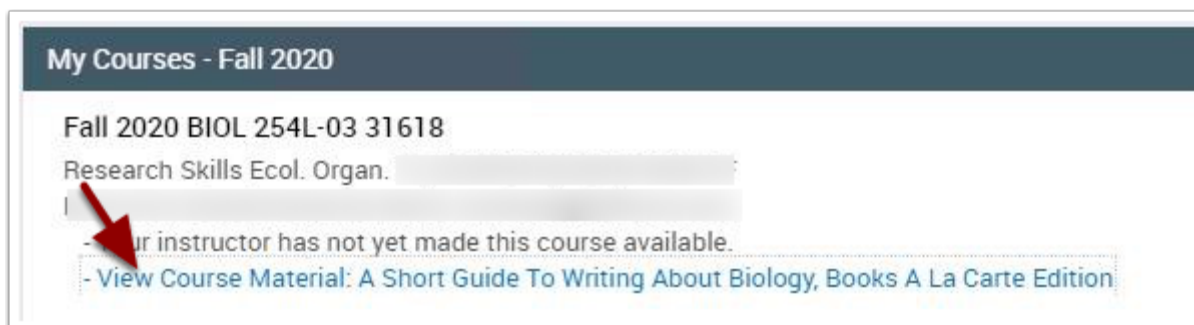
ℹ️ **INFO**: Not all course material will be listed in Titan Direct Access Program.

❗ **ALERT**: *Please follow [these instructions on creating a new Titan Direct Access account/bookshelf](#) before following the instructions below if you have not created a Titan Direct Access account.*
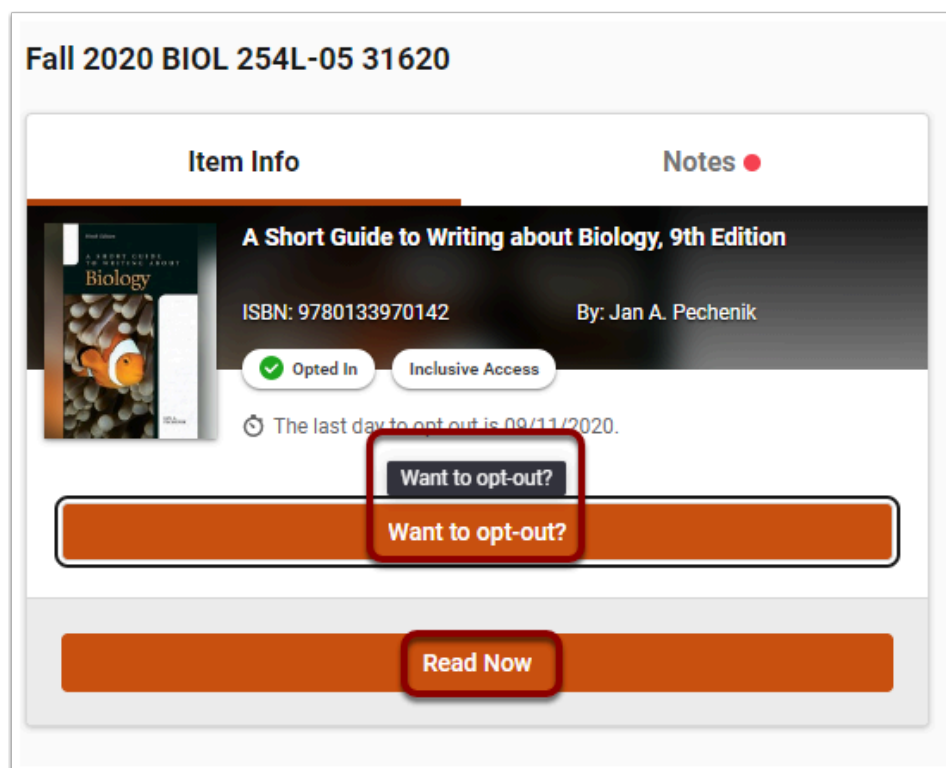
1. Log into your CSUF Student Portal.

Follow the instructions at [Logging into the Campus Portal](#), if you need assistance logging into the campus portal.

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2. Under My Courses, click View Course Materials...

My Courses - Fall 2020

Fall 2020 BIOL 254L-03 31618
Research Skills Ecol. Organ.

- ...ur instructor has not yet made this course available.
- View Course Material: A Short Guide To Writing About Biology, Books A La Carte Edition

3. You will be redirected to the VitalSource Dashboard where you will be able to opt-out or read,

Fall 2020 BIOL 254L-05 31620

| Item Info | Notes ● |

A Short Guide to Writing about Biology, 9th Edition

ISBN: 9780133970142   By: Jan A. Pechenik

✓ Opted In   Inclusive Access

⏱ The last day to opt out is 09/11/2020.

Want to opt-out?

Want to opt-out?

Read Now

A. All students are automatically opted-in to the Titan Direct Access program. Please refer to email communication for the last day to opt-out.

```
1. After the free trial period, if you have not opted-out, you will receive a bill
for the material from Titan Shops. Instructions on how to pay will be shared via
email.
```

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4. Select Read Now and Your Titan Direct Access Course Materials will open in your Bookshelf account.
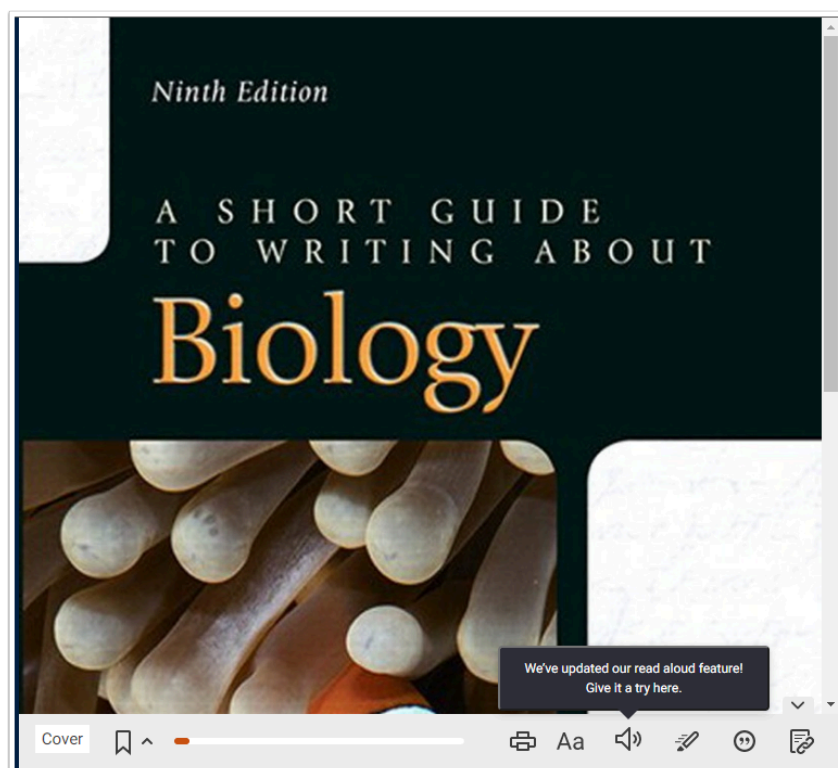
Once your Titan Direct Access Course Materials is open in your Bookshelf, you will have access to all of your eMaterial on your CSUF Bookshelf.

Need More Help?

Titan Shops: Contact Titan Shops to order/purchase Titan Direct Access course material.

- Email coursematerials@fullerton.edu or call (657)278-4998.
- Titan Shops Digital Course Materials FAQ page

Student IT HelpDesk: Contact the Student IT HelpDesk for all other technical issues with your Portal or TITANium account.

- Email: StudentITHelpDesk@fullerton.edu or call (657)278-8888.
- Titan Direct Access Program

VitalSource: View the VitalSource support website for Bookshelf mobile apps, FAQ, etc.

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- [VitalSource Support website](#)
- [Access Your VitalSource Account/Bookshelf](#)

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Accessing your Titan Direct Access Student eBooks in the VitalSource Bookshelf App

This guide shows students how to access their Titan Direct Access course material(s) in the VitalSource Bookshelf app.

❗ *BEFORE FOLLOWING THE INSTRUCTIONS IN THIS ARTICLE*

1. *If you have not yet created an account, you will need to follow these instructions on creating a new Titan Direct Access account/bookshelf.*
2. *Then follow these instructions on accessing the ebook from the campus portal to establish your license.*

Install the VitalSource app on your device

View instructions on installing the VitalSource app

1. Go to the VitalSource Support website and scroll down to the app section. Click/tap on the app you want to install.

💡 It's recommended that you use the device you want to use to access the VitalSource app so you can install the app. For example, if you want to use the iOS app, access the VitalSource support website on your iPad/iPhone.

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1. Access the VitalSource support website.
2. Scroll down and click/tap on the app you want to install.

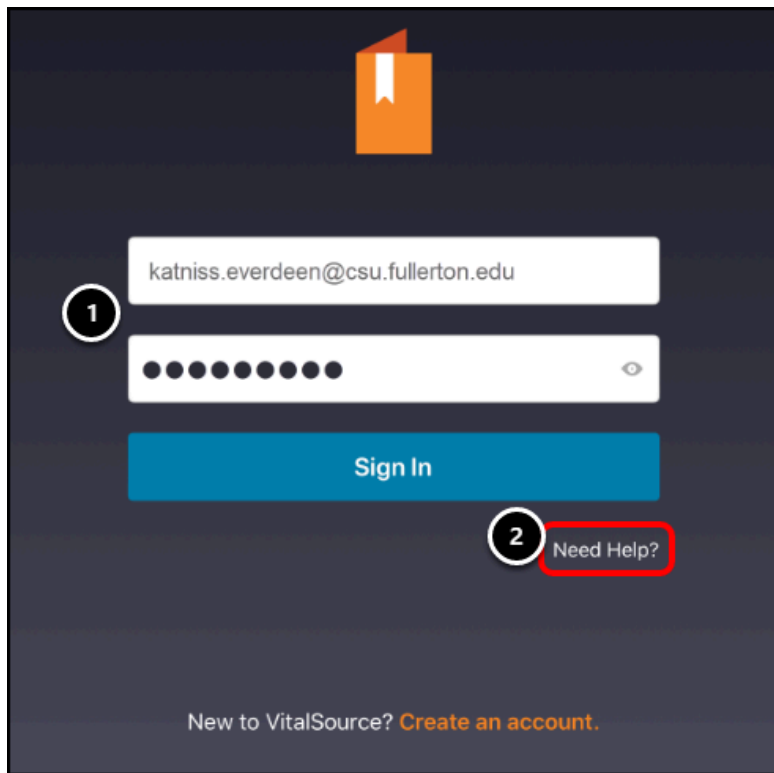## 2. Follow the prompts to install the app on your device.

Each device will install the app in a different way (e.g., iOS devices will install using the Apple App Store); follow the instructions and prompts to complete the installation.

Viewing ebooks and downloading for offline use

View instructions on viewing and downloading ebooks

ℹ Note that in the example below, an Apple iPad is being shown; however, the steps are similar for all apps.

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1. Open the app and log in using your VitalSource account username and password. Then select Sign In.

1. Enter the username and password that you used when you [created your VitalSource account/bookshelf](#). Then select **Sign In**.
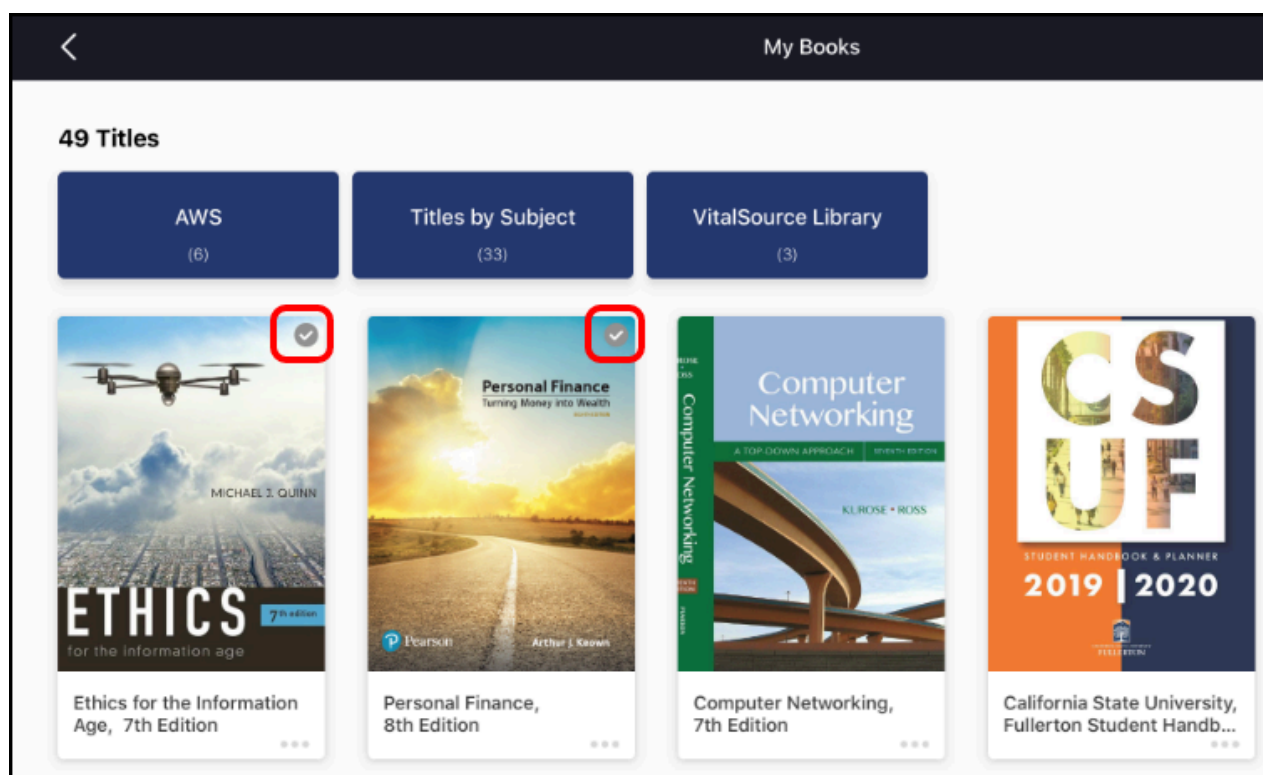2. Select **Need Help?** if you have forgotten your login information.

2. All of the books that you have licensed will appear. Select a book to download it.

💡 Don't see a book? [View your books using the campus portal](#) to make sure you have activated the license for the book.

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3. A checkmark will appear on the book indicating it is now downloaded and available offline. Select the book again to view it.

💡 Downloading a book may move it to the top of your bookshelf list.

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Need More Help?

Titan Shops: Contact Titan Shops to order/purchase Titan Direct Access course material.

- Email coursematerials@fullerton.edu or call (657)278-4998.
- Titan Shops Digital Course Materials FAQ page

Student IT HelpDesk: Contact the Student IT HelpDesk for all other technical issues with your Portal or TITANium account.

- Email: StudentITHelpDesk@fullerton.edu or call (657)278-8888.
- Titan Direct Access Program

VitalSource: View the VitalSource support website for Bookshelf mobile apps, FAQ, etc.

- VitalSource Support website
- Access Your VitalSource Account/Bookshelf

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Titan Direct Access Courseware Access Code

This guide will show you how to access your Titan Direct Access courseware access code from your CSUF Portal.
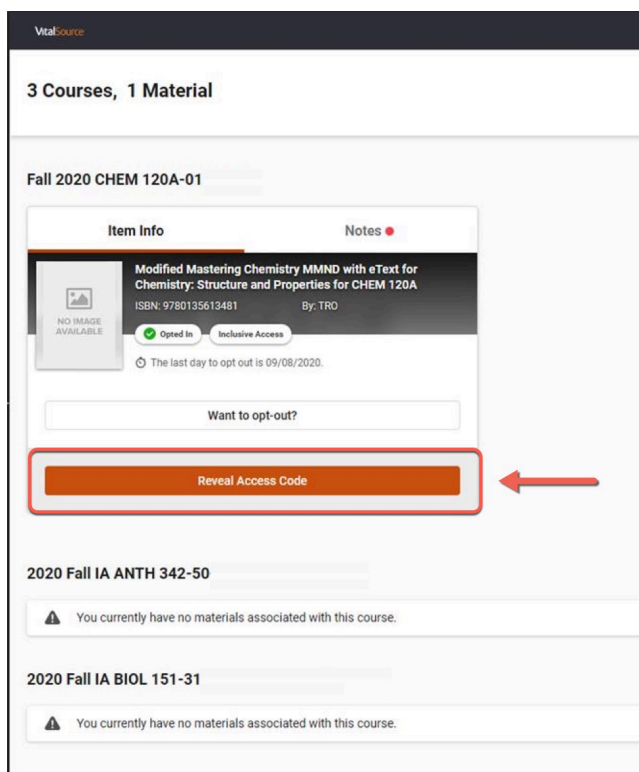
Step 1:

Logging into the Campus Portal

Step 2:

Under My Courses, click the **View Course Material** link

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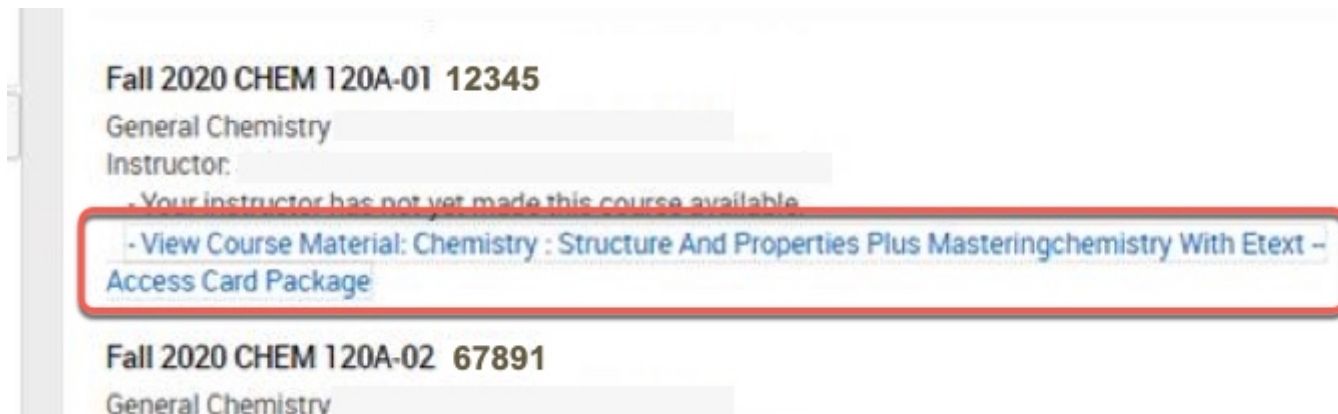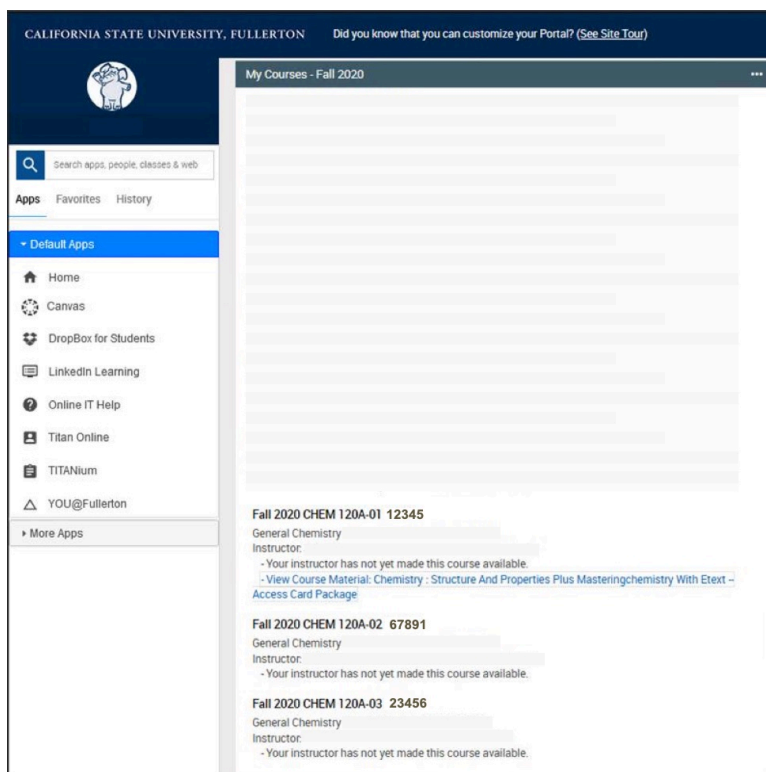
Step 3:

In the VitalSource Dashboard, click the **Reveal Access Code** button

⚠️   You will need to copy this code to access courseware on the publisher's website.

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Titan Direct Access ebooks for Faculty

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Creating a New Titan Direct Access Faculty Account/Bookshelf

This guide shows faculty how to create a Bookshelf account at Vital Source in order to access their Titan Direct Access course materials ordered for their course(s).

1. Log into your CSUF Faculty & Staff Portal.

Follow the instructions at [Logging into the Campus Portal](#), if you need assistance logging into the campus portal.
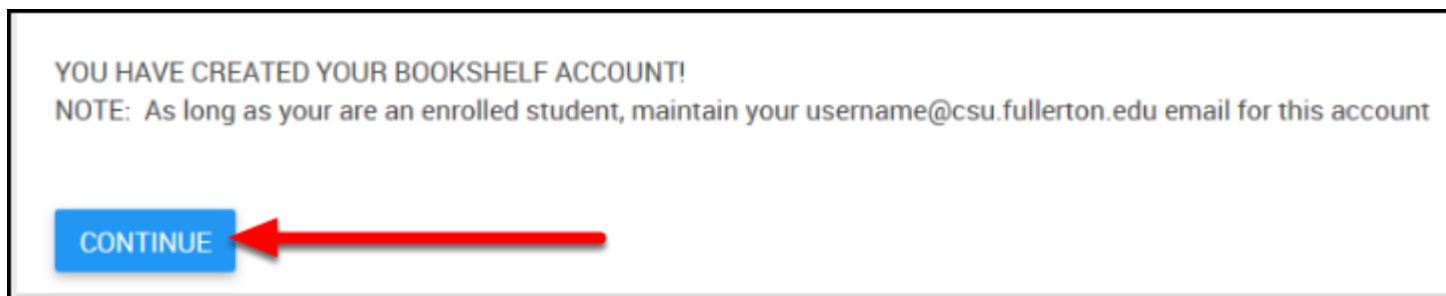
2. Under My Courses, click view ebook.

In your **My Courses** window click a **view ebook...** hyperlink to begin the setup of your VitalSource Bookshelf account.

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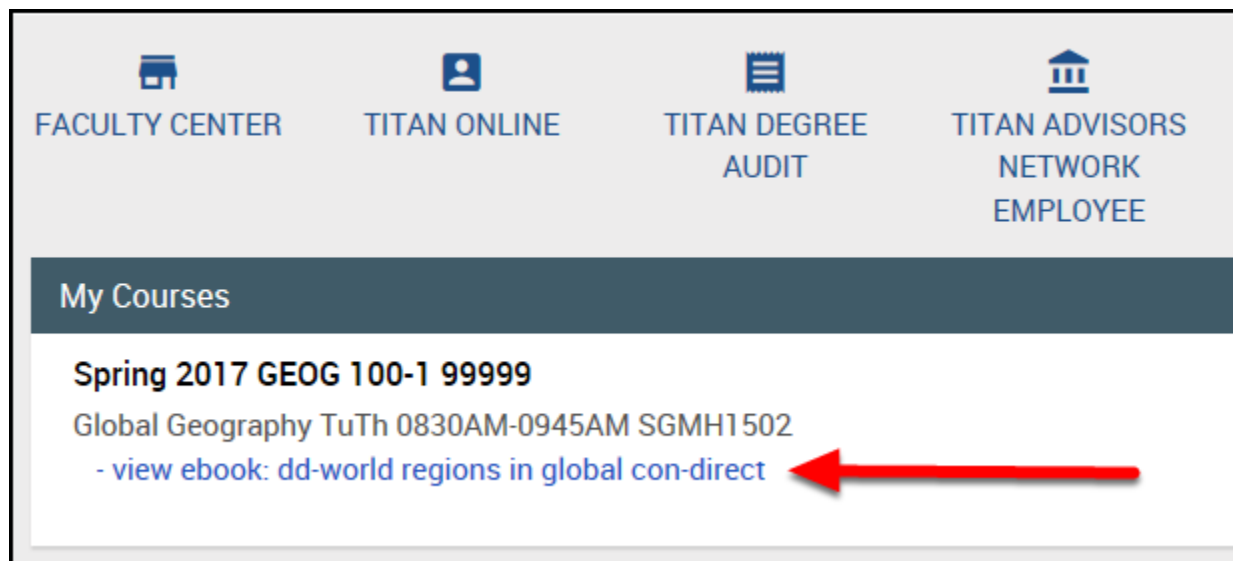
3. View registration instructions, then click Continue.
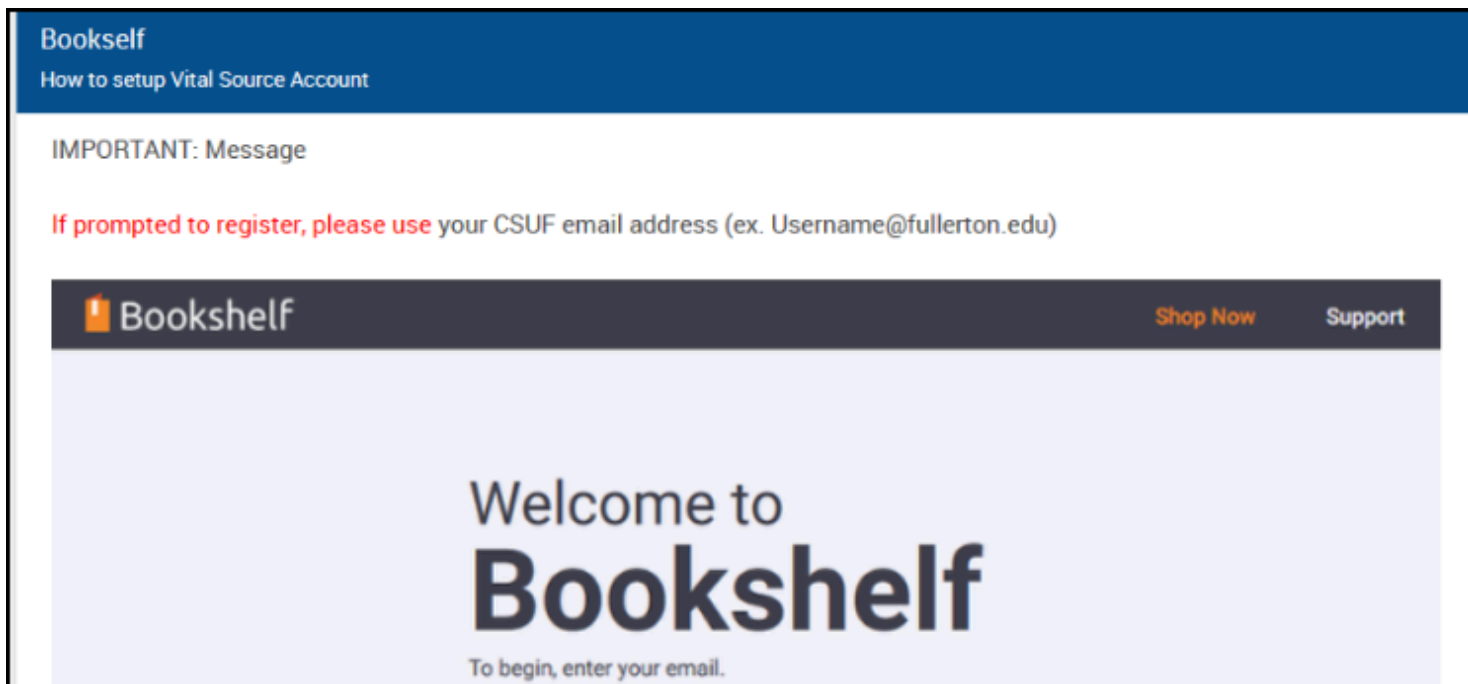
Bookself
How to setup Vital Source Account

IMPORTANT: Message

If prompted to register, please use your CSUF email address (ex. Username@fullerton.edu)

Bookshelf   Shop Now   Support

Welcome to
Bookshelf
To begin, enter your email.

Scroll down to the bottom of the page, then click **Continue**.

YOU HAVE CREATED YOUR BOOKSHELF ACCOUNT!
NOTE: As long as your are an enrolled student, maintain your username@csu.fullerton.edu email for this account

CONTINUE

4. Enter your CSUF email address (i.e. username@fullerton.edu), then click Continue.

Enter your CSUF email address and Titan Direct will check to see if you have an existing account. If you do not, you will be presented with instructions to set up a new account.

1. Type your CSUF email address: i.e. *username@fullerton.edu.*
2. Click **Continue**.

⚠ **WARNING**: *It is recommended that you only type your **username@fullerton.edu** email address to create your Fullerton Bookshelf account for your Titan Digital Access course materials.*

*** **DO NOT** click **No thanks, I'll skip this step.** If you skip this step, you will not be able to view your eMaterials on your Bookshelf.*

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New User Registration

1. If VitalSource indicates you do not have an existing account, create a new account.

If no VitalSource account is found for your email address, you will be asked to input information to create a new Bookshelf account for your CSUF course material.

1. Enter your name the same way that it appears in Titanium to avoid issues using your Titan Direct eBooks with Titanium.
   • Type your name: (First Name) (Last Name)
   • Click the drop-down menu to select your security question.
   • Enter the answer for your security question.
   • Create a secure Bookshelf password (i.e. must contain at least 8 characters, an upper case letter, a lowercase letter, and a special character).

2. Check the box **I agree to the Terms of Use and Privacy Policy**.
3. Click **Finish**.

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> ℹ️   **** To avoid security issues with your CSUF account, it is recommended that your Titan Direct Access password be different from your CSUF Portal and email (username@fullerton.edu) password.**

2. It will take a few moments while VitalSource creates your Bookshelf account.
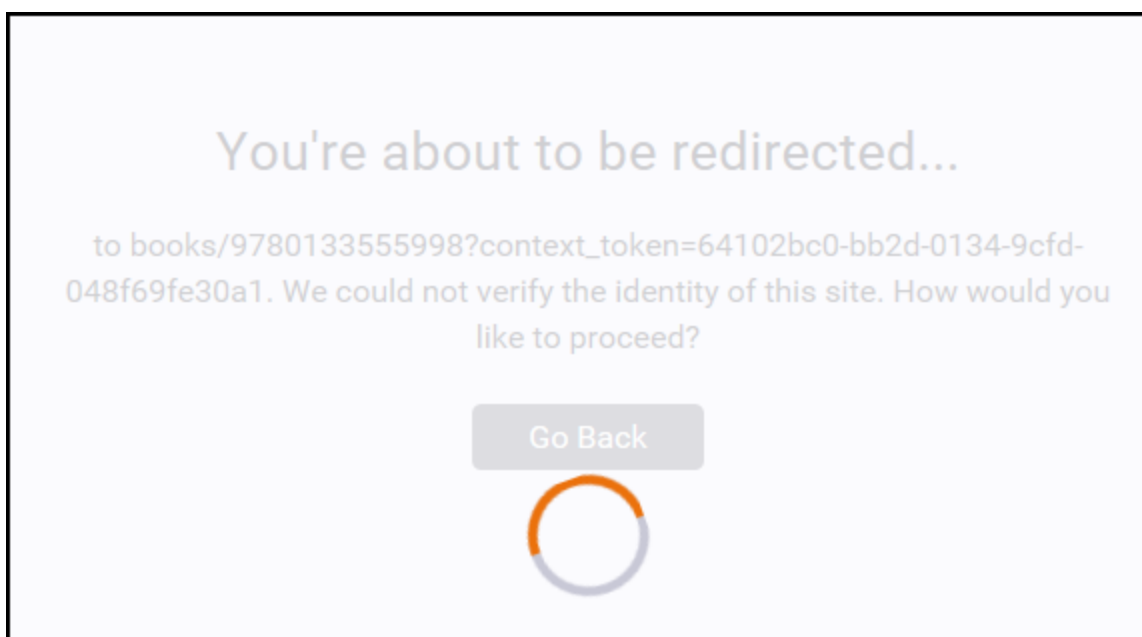
After a few minutes, your account will be created. Skip to Step 6.

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Existing User

1. If VitalSource confirms you already have a Bookshelf account with your username@fullerton.edu address, enter your Bookshelf account password, then click Continue.
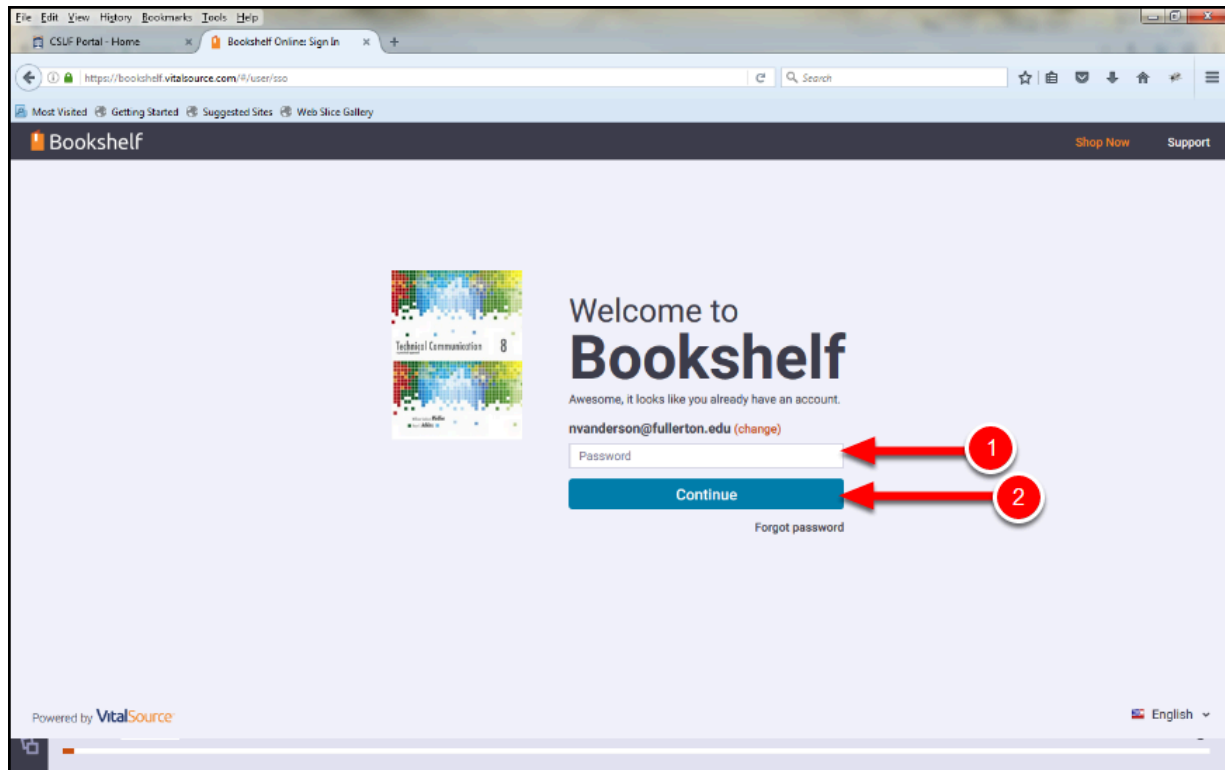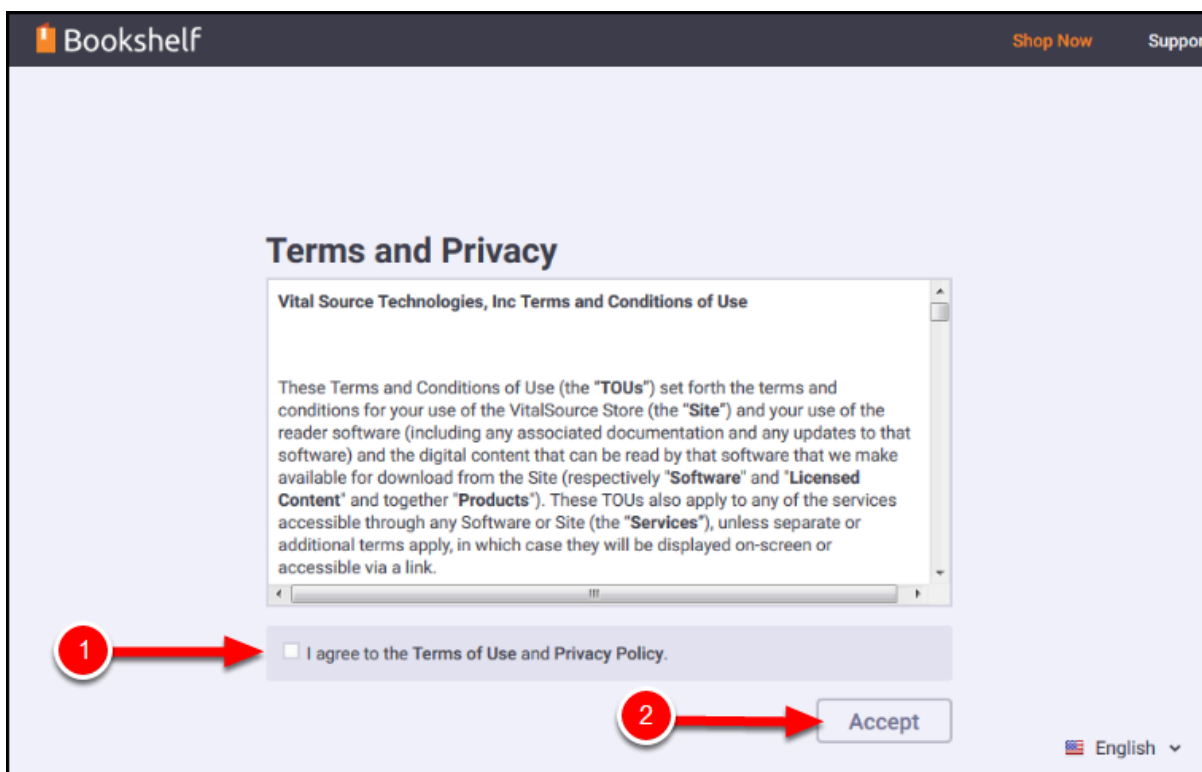

If a VitalSource Bookshelf account is found for your email address, enter that VitalSource Bookshelf password.

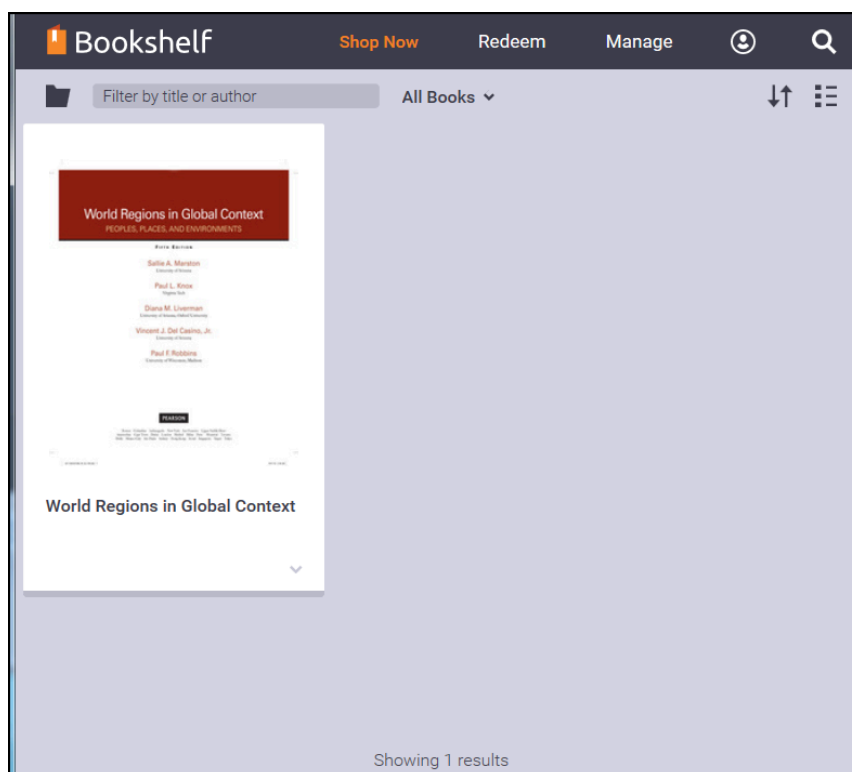1. Type your VitalSource Bookshelf password.
2. Click **Continue**.

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2. Check the box "I agree to the Terms of User and Privacy Policy", then click Accept.

1. Check the box **I agree to the Terms of Use and Privacy Policy**.
2. Click **Accept**.

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5. You can now view and access the eMaterial(s) listed in your CSUF Bookshelf account.

Once you have setup your Bookshelf account through your Portal, your Titan Direct Access course material will be imported in your VitalSource Bookshelf.

CONGRATULATIONS! YOU HAVE CREATED AND ADDED AN eMATERIAL TO YOUR BOOKSHELF ACCOUNT!

[View this article to find out how to view your ebooks after you have completed this registration.](#)

ⓘ **INFO:** *Click each eMaterial (i.e. **view ebook...**) hyperlink in your **Portal** > **My Courses** to add your other campus eMaterial(s) into your VitalSource Bookshelf account.*

Need More Help?

Contact:

Titan Shops - email: coursematerials@fullerton.edu or call (657)278-4981. Contact the Titan Shops for ordering and access issues with your eMaterials.

- http://www.titanshops.com/faq
- **CSUF Helpdesk -** email: helpdesk@fullerton.edu or call (657)278-7777. Contact the IT Helpdesk for technical assistance needed on your **Portal** or **My Courses** link(s) with your Titan Digital Access.
    - Titan Direct Access Program

- **VitalSource** - https://support.vitalsource.com/hc/en-us/requests/new See the VitalSource support website for Bookshelf mobile apps, FAQ, etc.
    - https://myaccount.vitalsource.com - Access your Bookshelf directly through VitalSource

Accessing your Titan Direct Access Faculty Course Materials (from My Courses) in the Portal

This guide shows faculty how to access their Titan Direct Access course material(s) from their CSUF Portal.

! **ALERT**: Please follow [these instructions on creating a new Titan Direct Access account/bookshelf](#) before following the instructions below if you have not created a Titan Direct Access account.
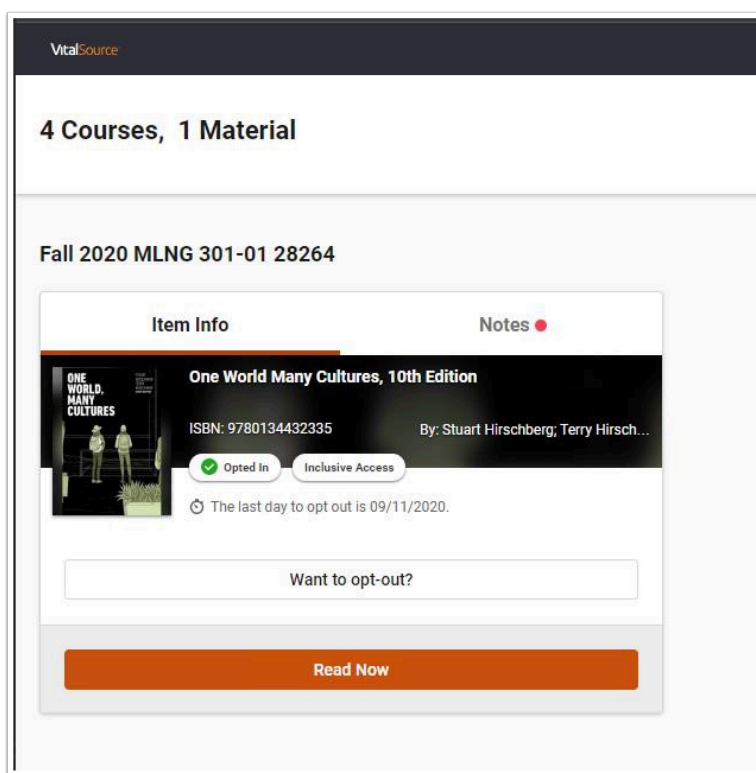
1. Log into your CSUF Faculty & Staff Portal.

Follow the instructions at [Logging into the Campus Portal](#), if you need assistance logging into the campus portal.

2. Under My Courses, click view Course Materials...
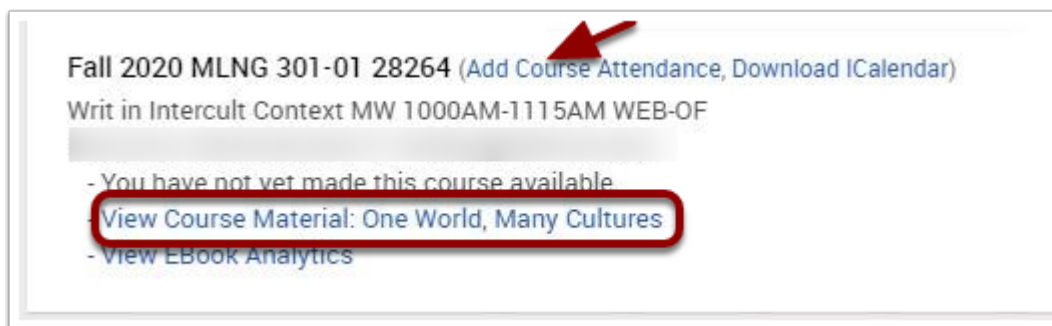
A. In your My Courses window click a **view Course Materials...** hyperlink to open your eMaterial in your VitalSource Dashboard.

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3. Click "Read Now" to access your Titan Direct Access course materials in your Bookshelf account.

Once your Titan Digital Access course material (i.e. ebook) is open in your Bookshelf, you will have access to all of your eMaterials in your CSUF Bookshelf.

Need More Help?

Contact:

- **Titan Shops -** email: coursematerials@fullerton.edu or call (657)278-4981. Contact the Titan Shops for ordering and access issues with your eMaterials.
    - http://www.titanshops.com/faq

- **CSUF HelpDesk -** email: HelpDesk@fullerton.edu or call (657)278-7777. Contact the IT HelpDesk for technical assistance needed on your **Portal**, or **My Courses** link(s) with your Titan Digital Access.
    - Titan Digital Access Program for faculty

- **VitalSource** - https://support.vitalsource.com/hc/en-us/requests/new See the VitalSource support website for Bookshelf mobile apps, FAQ, etc.

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- https://myaccount.vitalsource.com - Access your Bookshelf directly through VitalSource

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Accessing your Titan Direct Access Faculty eBooks in the VitalSource Bookshelf App

This guide shows faculty how to access their Titan Direct Access course material(s) in the VitalSource Bookshelf app.

> **❗** *BEFORE FOLLOWING THE INSTRUCTIONS IN THIS ARTICLE*
>
> 1. *If you have not yet created an account, you will need to follow these instructions on creating a new Titan Direct Access account/bookshelf.*
> 2. *Then follow these instructions on accessing the ebook from the campus portal to establish your license.*

Install the VitalSource app on your device

View instructions on installing the VitalSource app

1. Go to the VitalSource Support website and scroll down to the app section. Click/tap on the app you want to install.

> **💡** It's recommended that you use the device you want to use to access the VitalSource app so you can install the app. For example, if you want to use the iOS app, access the VitalSource support website on your iPad/iPhone.

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1. Access the VitalSource support website.
2. Scroll down and click/tap on the app you want to install.

2. Follow the prompts to install the app on your device.

Each device will install the app in a different way (e.g., iOS devices will install using the Apple App Store); follow the instructions and prompts to complete the installation.

Viewing ebooks and downloading for offline use

View instructions on viewing and downloading ebooks

> ℹ️ Note that in the example below, an Apple iPad is being shown; however, the steps are similar for all apps.

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1. Open the app and log in using your VitalSource account username and password. Then select Sign In.

1. Enter the username and password that you used when you [created your VitalSource account/bookshelf](). Then select **Sign In**.
2. Select **Need Help?** if you have forgotten your login information.

2. All of the books that you have licensed will appear. Select a book to download it.

> 💡 Don't see a book? [View your books using the campus portal]() to make sure you have activated the license for the book.

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3. A checkmark will appear on the book indicating it is now downloaded and available offline. Select the book again to view it.

💡 Downloading a book may move it to the top of your bookshelf list.

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Need More Help?

Contact:

- **Titan Shops -** email: coursematerials@fullerton.edu or call (657)278-4981. Contact the Titan Shops for ordering and access issues with your eMaterials.
    - http://www.titanshops.com/faq

- **CSUF HelpDesk -** email: HelpDesk@fullerton.edu or call (657)278-7777. Contact the IT HelpDesk for technical assistance needed on your **Portal**, or **My Courses** link(s) with your Titan Digital Access.
    - Titan Digital Access Program for faculty

- **VitalSource** - https://support.vitalsource.com/hc/en-us/requests/new See the VitalSource support website for Bookshelf mobile apps, FAQ, etc.
    - https://myaccount.vitalsource.com - Access your Bookshelf directly through VitalSource

Accessing your VitalSource Faculty Sampling Site

⚠️ Starting February 13th, 2020 users will be logging into VitalSource website and no longer use the Campus Portal. Once on the VitalSource website, users will need to reset their password.

This guide shows faculty how to use the **VitalSource Faculty Sampling** to search for textbooks to use in your course(s).

Logging in to VitalSource Faculty Sampling Site

Step 1

Login to your CSUF Faculty / Staff Portal

Follow the instructions at [Logging into the Campus Portal](#), if you need assistance logging into the campus portal.

Step 2

In the search field, type "**VitalSource**"

Then select "**VitalSource Faculty Sampling**"

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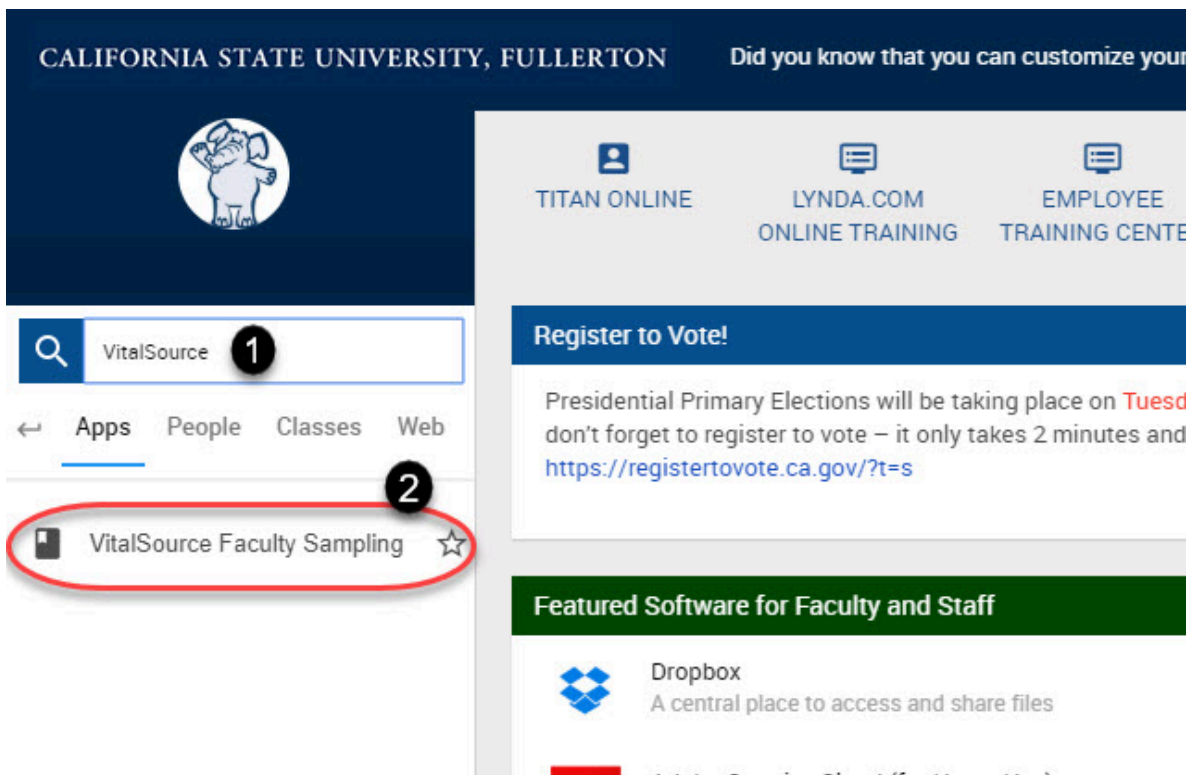
Step 3

Click the **Login** button

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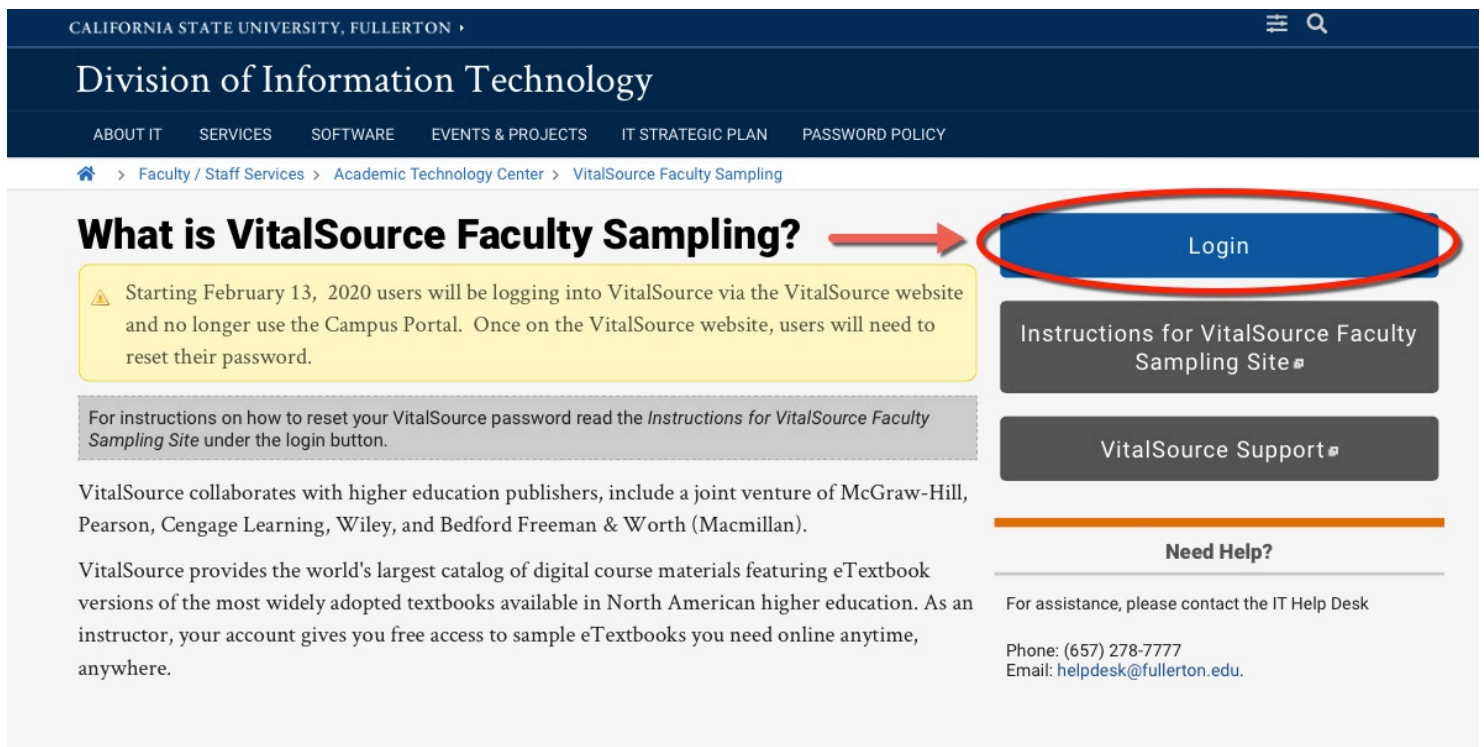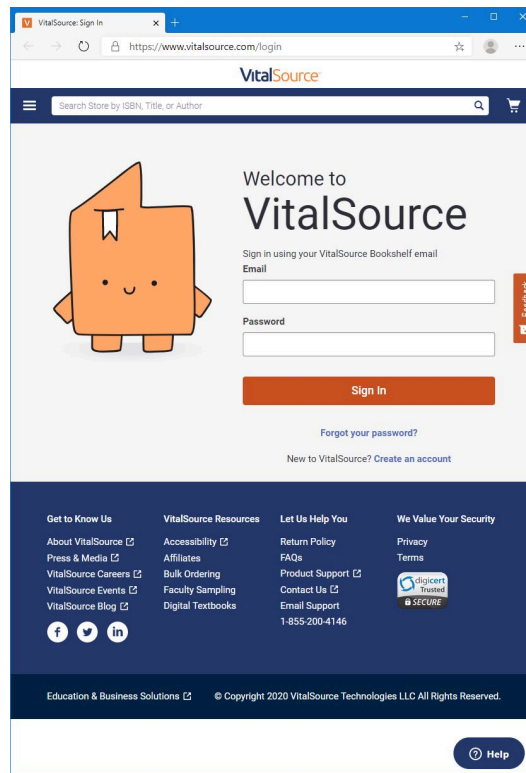
> 💡 To reset your password, please see the [Resetting Password](#)

Resetting Password

Step 1

Click the **Forgot your password?** link

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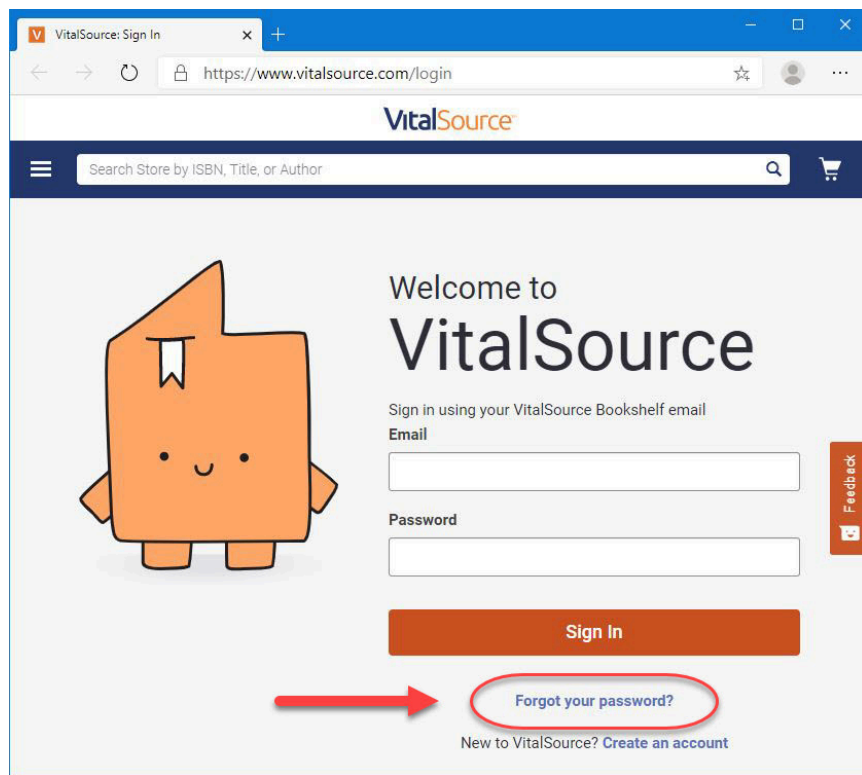
💡 VitalSource will send you an email with a link to reset your password

Step 2

Follow the instructions to reset Password:

    A. Enter your email address

    B. Complete the reCAPTCHA prompt

    C. Click the **Submit** button

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Step 3

Click the **Reset Password** button

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Searching in VitalSource Faculty Sampling Site

Step 1

Click "**Faculty Sampling**"
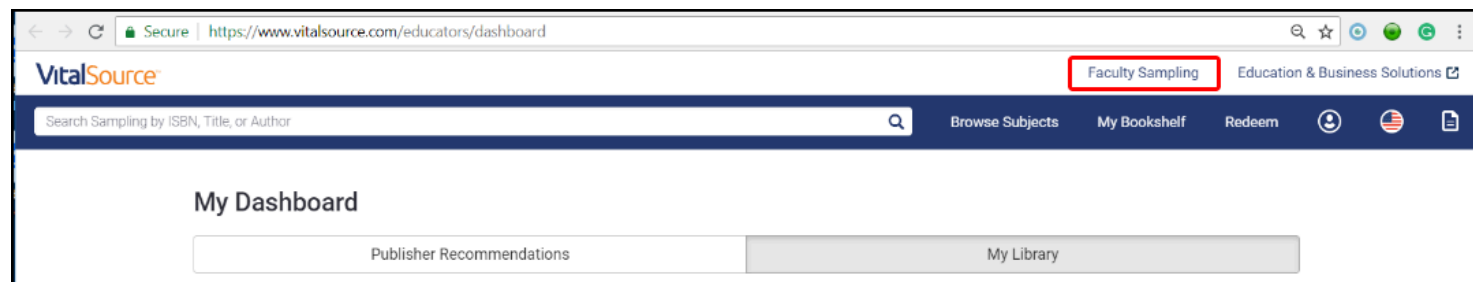
Step 2

Enter the ISBN number, Title, Author, or subject to search
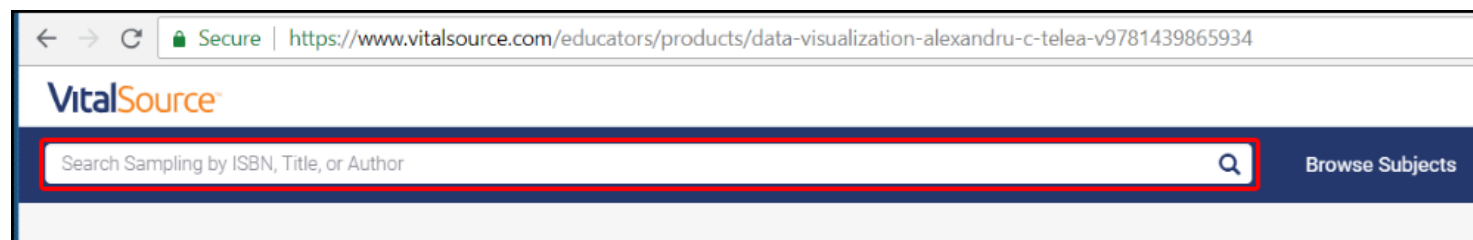
Example of, searching by title:

Step 1

Search for the eBook "Data Visualization"

Type in **Data Visualizatio**n in the search bar

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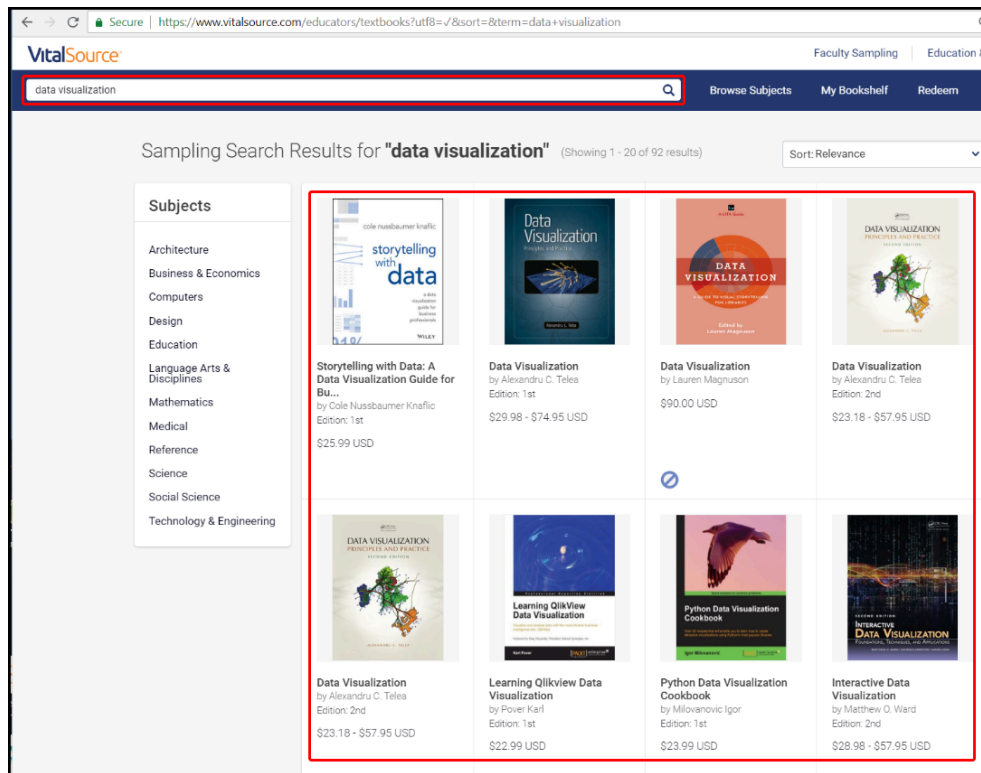
All affiliated eBooks with similar names will populate on the screen as options to select from. Select the desired eBook.

Step 2

Click the "**Add to Library**" button

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Step 3

Request your Complimentary Access from the Publisher:

1. Fill out the course information for your complimentary access from the publisher,
2. Click "Complete Your Request"

Step 4

Click "Read Now" to begin reading the eBook

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Congratulations!! Your eBook can be read in your "VitalSource Bookshelf"
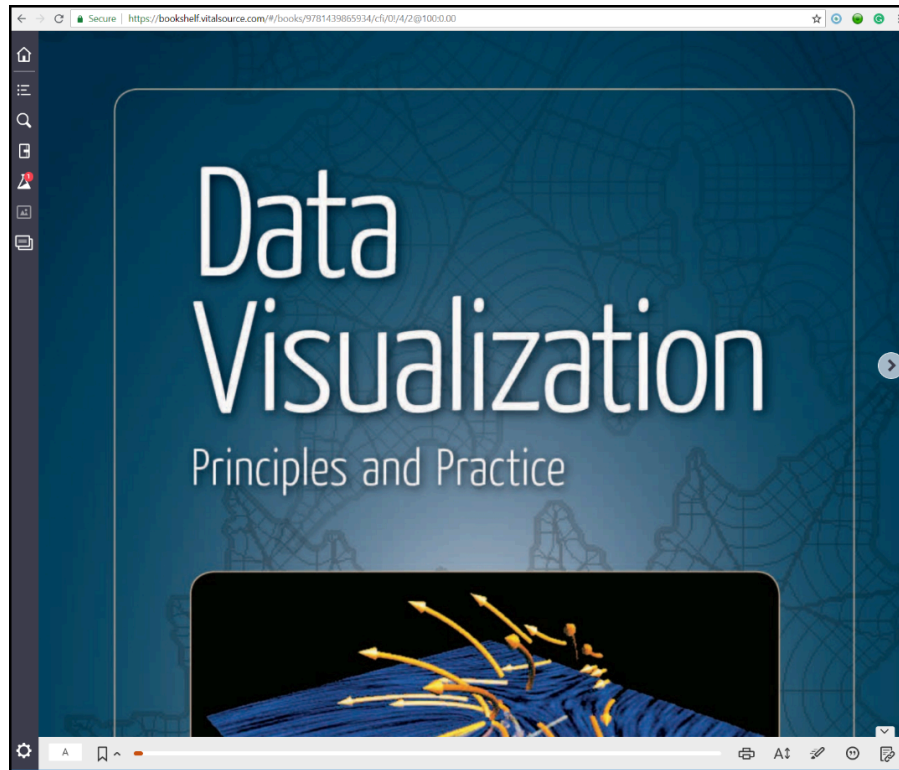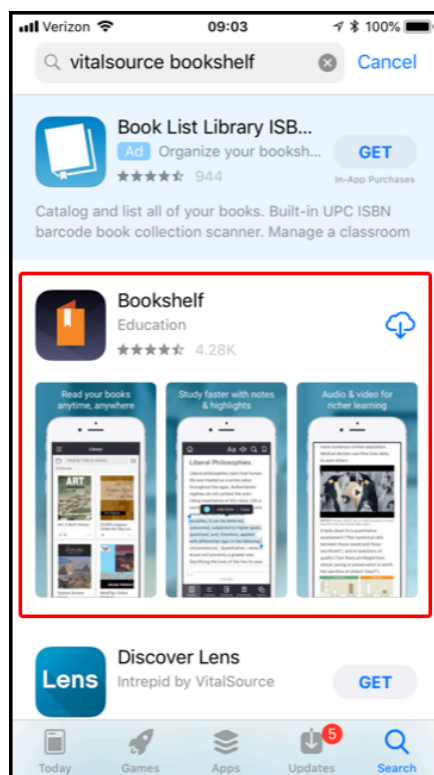

The reader is the same platform as the **VitalSource Bookshelf**. You can read your eBook online, or offline via the android or iOS app by searching your **VitalSource Bookshelf**.

Mobile Device App

Step 1

For your iOS or Android device, download the VitalSource Bookshelf app "Bookshelf".

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To search and download the **VitalSource Bookshelf** app:

- On your iOS device, go to iTunes.
- On your Android device, go to the Google Play.

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  Contact the Titan Shops for ordering and access issues with your eMaterials.
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- **CSUF HelpDesk -** email: HelpDesk@fullerton.edu or call (657)278-7777. Contact
  the IT HelpDesk for technical assistance needed on your **Portal**, or **My Courses**
  link(s) with your Titan Digital Access.
  - Titan Digital Access Program for faculty

- **VitalSource** - https://support.vitalsource.com/hc/en-us/requests/new See the
  VitalSource support website for Bookshelf mobile apps, FAQ, etc.
  - https://myaccount.vitalsource.com - Access your Bookshelf directly through
    VitalSource

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