

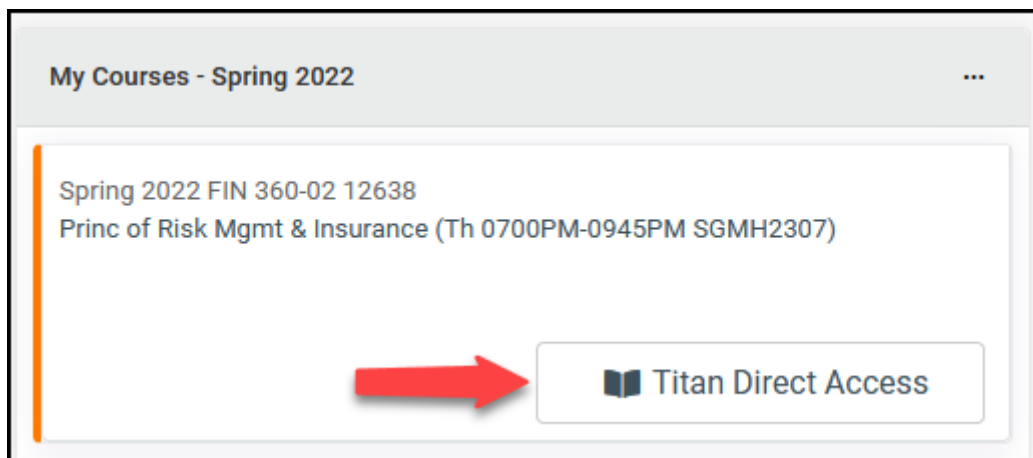
Creating a New Titan Direct Access Faculty Account/Bookshelf

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.

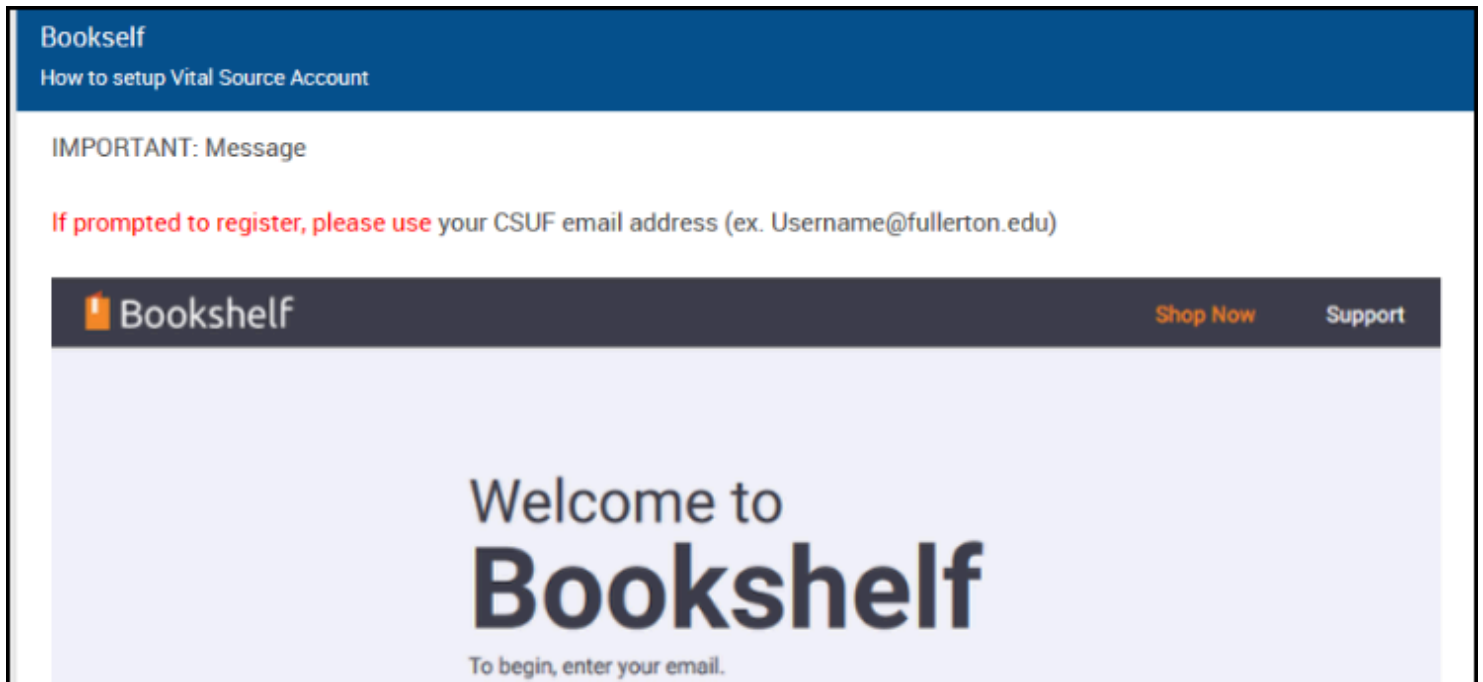
Follow the instructions at [Logging into the Campus Portal](#) if you need assistance logging into the campus portal.

2. Under My Courses, click the Titan Direct Access button.

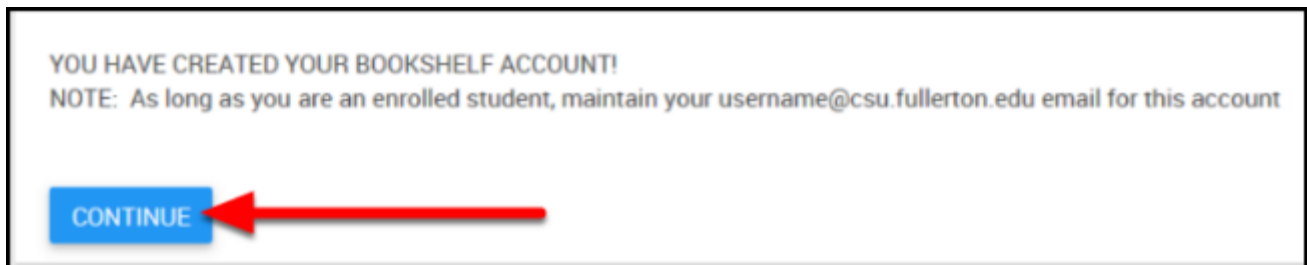


In your **My Courses** window click the **Titan Direct Access** button to begin the setup of your VitalSource Bookshelf account.

3. View registration instructions, then click Continue.



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

New User Registration

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

The screenshot shows the 'Bookshelf' registration page. At the top, there's a header with 'Bookshelf', 'Shop Now', and 'Support'. The main heading is 'You're almost done!'. Below this, the email address 'dhamblin@fullerton.edu' is shown with a '(change)' link. A red circle with the number '1' points to the registration form fields. The form includes:

- First Name and Last Name input fields.
- Security Question: 'What is your favorite sport?' with a dropdown arrow.
- Security Answer input field.
- Password input field with a note: 'Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.'
- Confirm Password input field.
- A checkbox for 'Email me occasional updates about my account activity, product updates, and special offers. (You can unsubscribe at anytime)'.
- A checkbox for 'I agree to the Terms of Use and Privacy Policy.'
- A 'Finish' button.

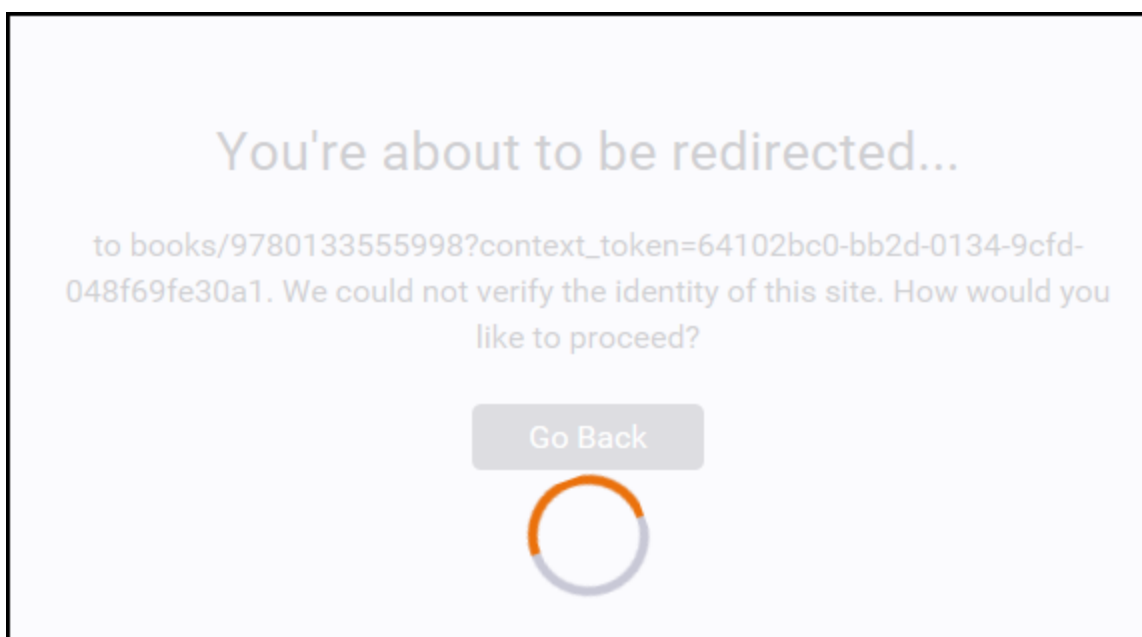
 A red circle with the number '2' points to the 'I agree to the Terms of Use and Privacy Policy' checkbox. A red circle with the number '3' points to the 'Finish' button. On the left side of the form, there is a cartoon character of an orange book with a bookmark and a pencil. At the bottom left, it says 'Powered by VitalSource'. At the bottom right, there is a language selector set to 'English'.

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 Canvas to avoid issues using your Titan Direct eBooks with Canvas.
 - 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**.

i **** 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.**

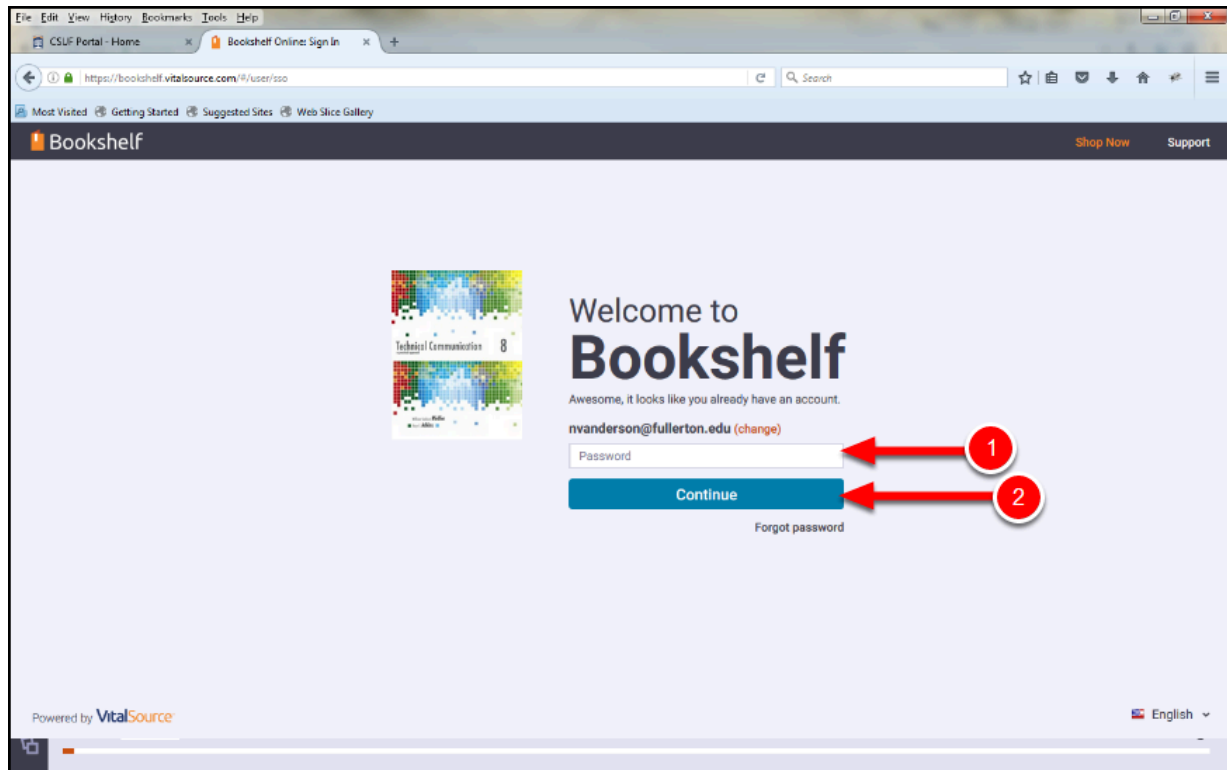
2. It will take a few moments while VitalSource creates your Bookshelf account.



After a few minutes, your account will be created. Skip to [Step 6](#).

Existing User

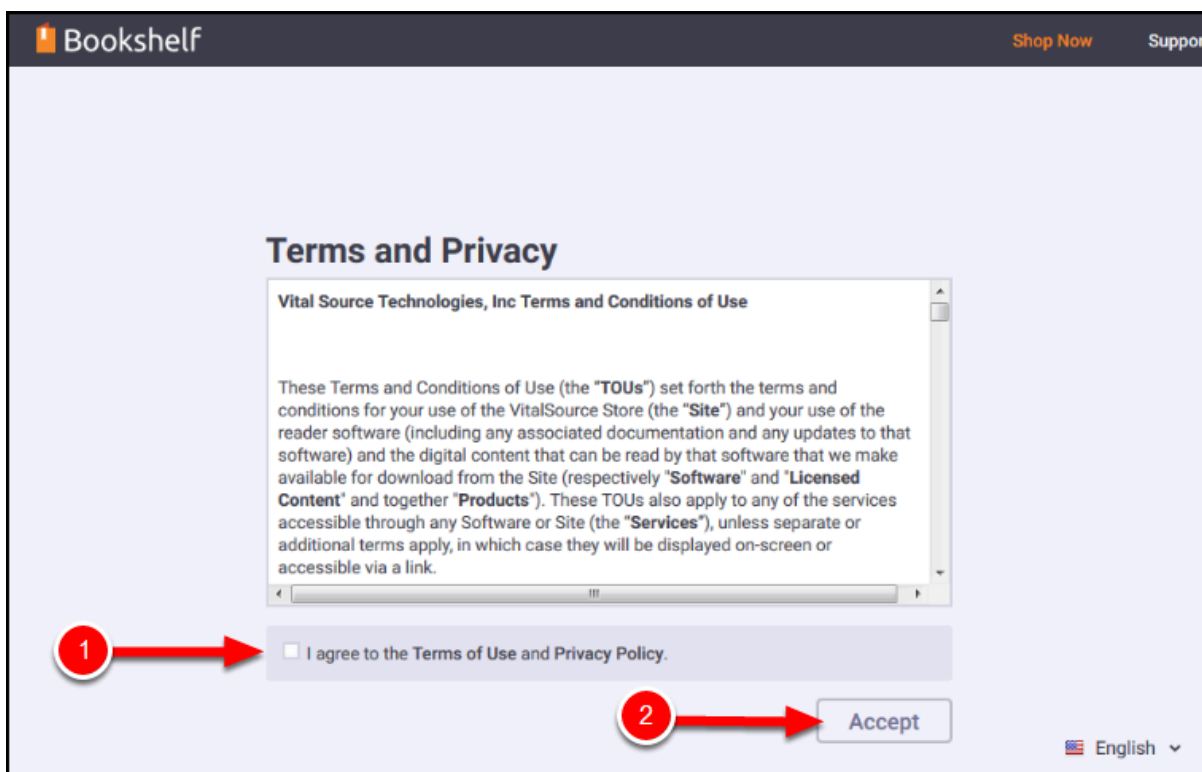
1. If VitalSource confirms you already have a Bookshelf account with your username@fullerton.edu address, enter your Bookshelf account password, then click Continue.



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

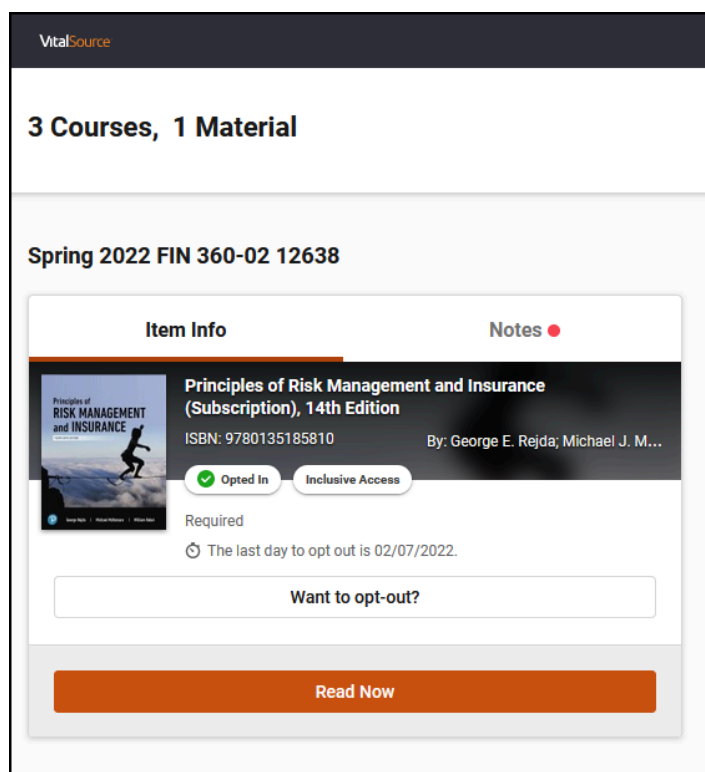
1. Type your VitalSource Bookshelf password.
2. Click **Continue**.

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. 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. **Titan Direct Access**) 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