

2016-2017 eBook Purchase Instructions

Please follow these instructions to log-in and purchase your textbooks:

1. Go to: mvcs.shelfit.com , log in with the following information as your schedule is pre-loaded:

- Email: MVCS student email address
- Password: last 6 digits of your FOCUS student ID #.

2. Click on the **Store** tab located on the left hand side menu, here you will see your **Required Course Materials Fee**.

The screenshot shows the user interface of the MVCS Shelfit Store. At the top, the user is logged in as John Jones. The main navigation menu on the left includes STORE, MY SHELF, MY ACCOUNT, FAQ, and MY CART (1 ITEMS) with a total of \$195.00. The main content area is titled 'STORE' and features a 'BUY' button and a 'RETURN' button. Below these buttons, a dropdown menu shows the term 'Fall-2016'. A prominent blue box displays the 'Required Course Material Fee' of \$195.00, with a link to 'View Course Materials'.

3. Click on **View Course Materials** a list of your digital titles will be displayed as your personalized schedule is pre-loaded. Note: If there are any non-digital materials in your bundle, you will see “Print” next to the title. This book will be in the classroom for you on the first day of school.

The screenshot shows the 'VIEW COURSE MATERIALS' dialog box overlaid on the store interface. The dialog box lists the following books included in the course fee: 1- 5 Steps to a 5 AP Psychology, 2015 Edition 6th Edition epub (1 Year Access), 2- The American Pageant 15th Edition ebook (1 Year Access), 3- Precalculus with Limits: A Graphing Approach, Texas Edition, 6th Edition eBook, 4- Myers' Psychology for AP*, and 5- BJU Chemistry Student Text, 3rd Edition ebook (1 Year Access). Below the list, there are sections for 'AP US HISTORY' and 'PRECALC/TRIG' with 'COURSE NOTES' indicating that books are included in the Required Course Materials Fee. A 'Cancel' button is visible at the bottom right of the dialog box.

Click **Cancel** to return to the main screen to continue.

4. PLEASE NOTE: Some courses may require or offer **Additional Materials** *outside of* the **Required Course Materials Fee**. If you have such a course in your schedule, you will find those items listed below the course title & you will have the ability to add them to your cart.

- For example, AP Psychology has one text required that is not included in the bundle. If you haven't already purchased it for summer reading assignment, you may add it to your cart under **Additional Materials**.

After adding any necessary Additional Materials, click **Proceed to Cart** to review your order.

5. Review your cart, click **Proceed to Checkout** and complete the required fields to complete your purchase.

6. After completing your order, click the **My Shelf** tab located on the left side menu to see your titles.

IMPORTANT: Although you see your titles listed, you will not be able to view their content until 8/01/16.

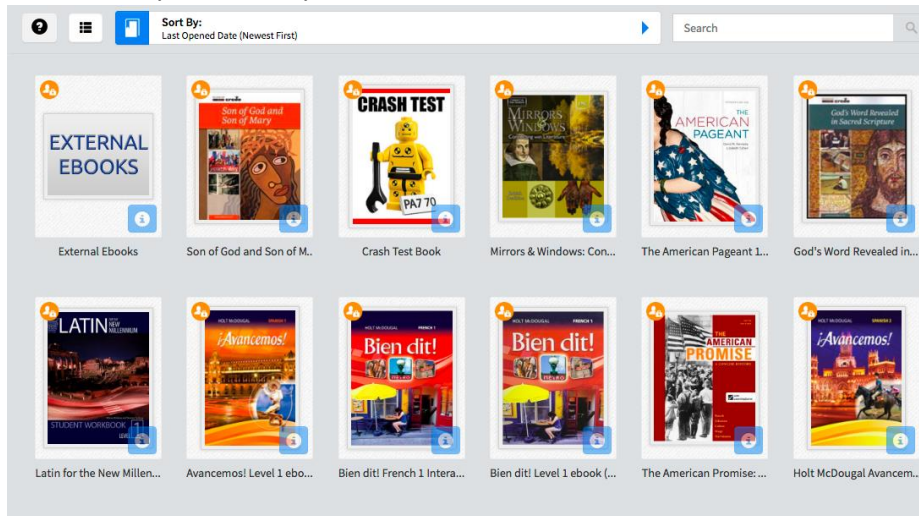
Activation/Access Instructions

After August 1, 2016

WAIT: Before activating an eBook: If you think you may have a course dropped, **DO NOT** activate the book for that course until you finalize your schedule. **Activated eBooks cannot be exchanged for a new course title.** Keep the titles, for the course in question, inactive and your shelf will automatically reload your new eBooks at no additional cost to you. If you do activate a title and drop a course, you will be responsible for the additional purchase of the required text for the new course.

To activate and access your eBook titles, go to [My Shelf](#)

- In the shelf, you will see your EdTech eBooks as well as an “External eBooks” button.



- Once you click on a book cover, you will be given an “activate” option. Once activated these titles will open within the ShelfIt Reader right here on your shelf. You will find many useful features within the reader as well as interactive tools where teachers and students can share and add personalized content.
- External Ebooks: when you click on these titles you will be given instructions regarding your access code and/or login credentials dependent on the title. Once redeemed you will have access to these titles through independent sites. In addition, dependent on the title, be part of an online classroom environment.

Important Notes

- **ALL RETURNING STUDENTS** – Please delete your existing Shelf It app on your iPad if you haven’t already done so. There is a new improved reader app coming soon & you will not be able to access your new content on the old app.
- **HIGHSCHOOL STUDENTS:** The majority of your textbooks will be purchased through the online bookstore. However, please refer to the syllabus for each of your courses to ensure that you acquire all required materials, including apps, prior to the first day of school. Also, some course materials are provided in the classroom. Syllabi are available here at [HS Course Syllabi](#)

We hope you’ve found this process user-friendly. While we are here to offer as much assistance as possible while you navigate the Online Bookstore, we do not manage the sale and distribution of materials. In the event you should need support, please contact EdTech directly in one of two ways:

Phone: 1-800-681-4883

Email Tech Support at customerfirst@edtechsoftware.com