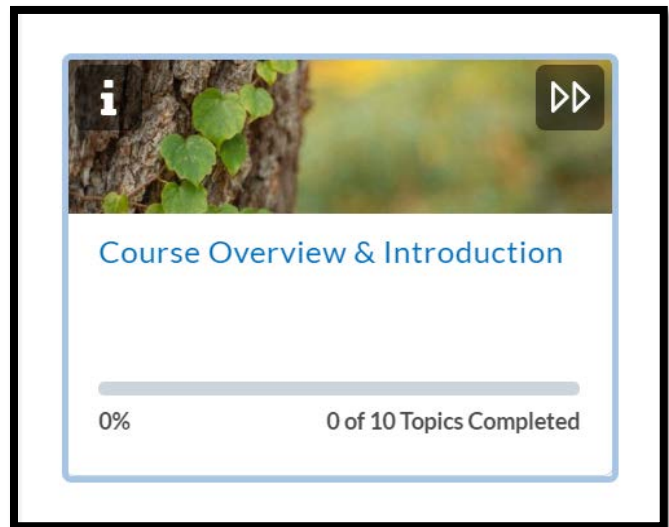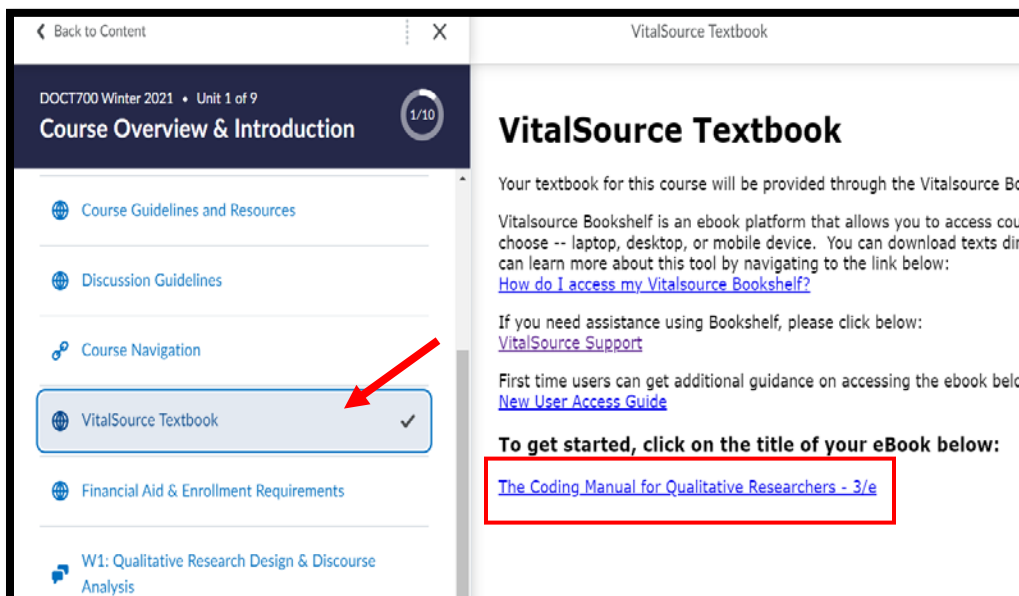# Vitalsource Bookshelf
Access Guide

Vitalsource Bookshelf is an eBook platform that allows you to access course materials whenever and wherever you choose – laptop, desktop, or mobile device. You can download texts directly or access them via your browser. This guide will show you how to access your Vitalsource Bookshelf and textbooks for the first time via the classroom.

Step 1: Enter your Classroom - Navigate into your course from the eCampus. You'll Navigate to the "Course Overview & Introduction" content tile on the course homepage.

Step 2: Click on the "VitalSource Textbook" Tab -

Note: This may also be labeled as the textbook title.

The resulting page provides resources and information on your eBook.

You can also find information on requesting support for the Bookshelf tools.

Click on the textbook title.

Step 3: Enter your email Address – When you see the cover of your book appear, you will be prompted to enter an email address the first time you access the site. You may use a personal email account, or your school MyCampus email account.

If you already have a Bookshelf account, using that address will give you access to your books from past courses.

If you do not want to provide an email at this time, you may skip this step by clicking "No Thanks, I'll skip this step" at the bottom of the interface, noted by the purple arrow. *Please note that you will be prompted to do so again in the future, and until you provide account information,* **you will not be able to access your readings through Bookshelf Online, or the bookshelf app for computers, Android or iOS.** *Access will only be available through the classroom. You will still be required to agree to the Vitalsource Terms of Service.*

Step 4: Configure Account – Fill in your name, desired password, and security question to complete your account setup. You will need to agree to the terms of use. Click Finish when you're done.

In the future, the email and password you've provided will serve as your login credentials for the Bookshelf Online environment, which can be accessed from your web browser by navigating here:

https://bookshelf.vitalsource.com/#/

These credentials will also allow you to login to the Bookshelf Apps, which are available on Windows, Mac, Android, iOS, Kindle Fire, and Chromebook. Find all of these apps and installation instructions here:

https://support.vitalsource.com/hc/en-us/articles/201344733-Bookshelf-Download-Page

Final Step: View your eBook – Your textbook cover will be displayed, indicating that you've successfully gained access and added the book to your Bookshelf account!
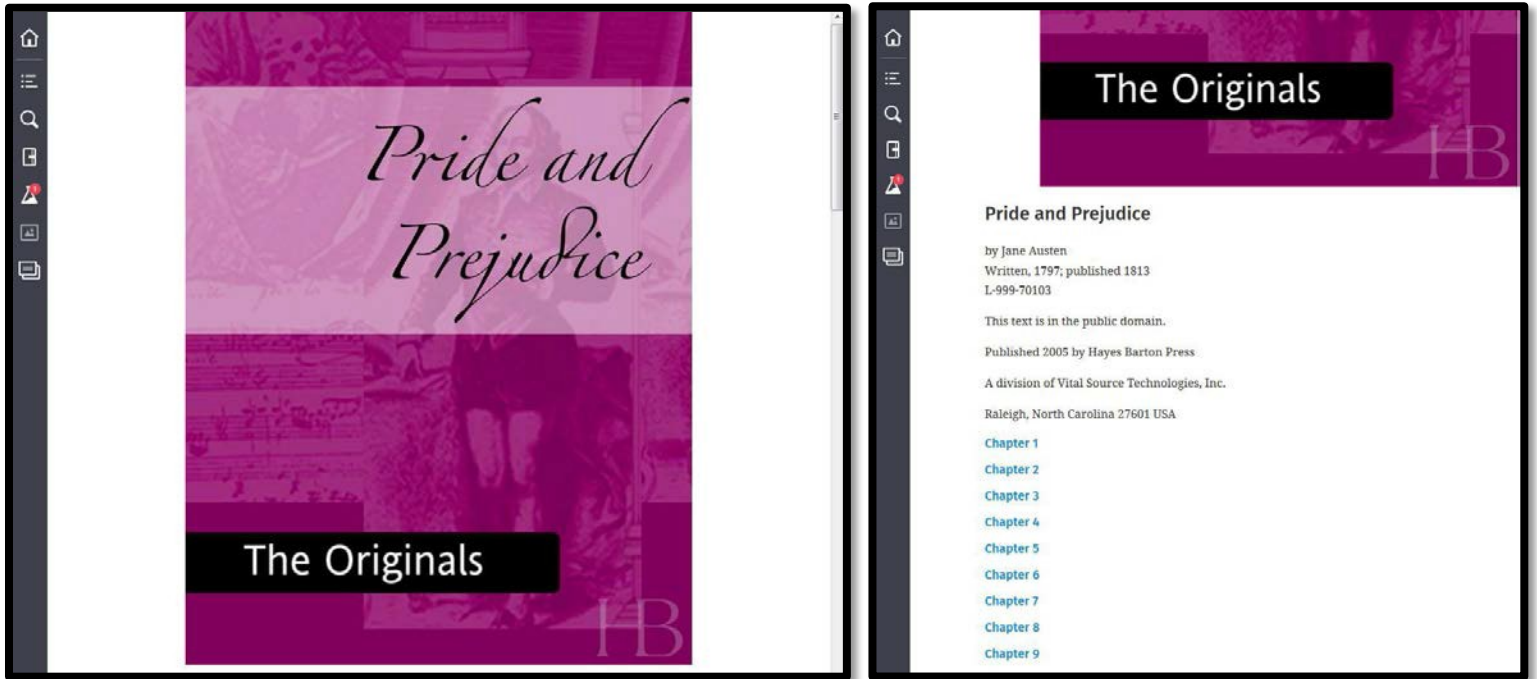
For books with several chapters, scrolling down will show you the table of contents. Click on the link to any of the chapters to begin reading your content.

Navigate through pages in the online viewer by clicking the wide arrow icons that appear at the top of the bottom of the page, as shown below:
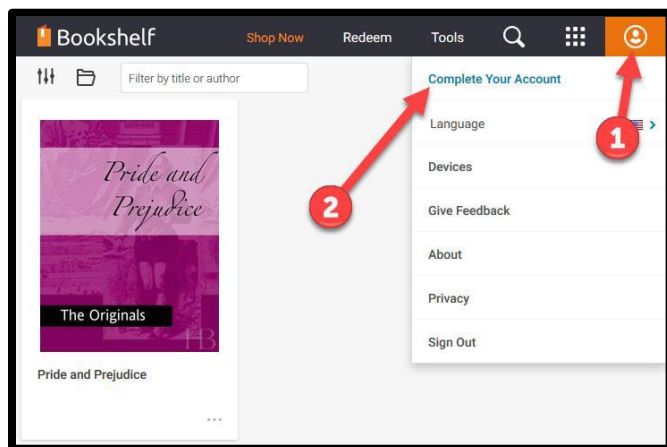
You can use the navigation bar on the left side of the page to navigate your Bookshelf account. The **Library (Home)** button (1) will take you back to the home screen, where you can manage your account, or view the books you have access to. **Table of Contents** (2) will show you a list of chapters to navigate to in your book. **Search** (3) will let you search your entire e-Book for a term, and **Notebook** (4) will display notes you've taken in your book so far, which can be done by highlighting text passages with your mouse and adding notes.

Troubleshooting and Help Resources

How do I set up my account?

If you chose not to provide an email on your first access, and would like to setup your account so that you can access the Bookshelf Apps, enter the Vitalsource Bookshelf through the link in your classroom. Use the **Library** (Home) button on the left navigation bar to enter the home page, and then click on the **Profile** button in the upper right corner (1) to open your account settings. An option will appear for **Complete your Account** (2). Click this link and you will be prompted to enter your email, and add credentials to login. These credentials, when set, will allow you to login to any of the Bookshelf apps.

If you get an error when clicking on the link to a Vitalsource eBook:

Use the **Help** button in your classroom to open a ticket, or email ClassroomSupport@apus.edu. Let us know the title of the book, and copy and paste the error message you receive.

For help using the Vitalsource Bookshelf:

Check the following video guides which can be found here:
http://downloads.vitalbook.com/tutorials/publish/index.html?did=apus

Vitalsource Support can be contacted here:
https://support.vitalsource.com/hc/en-us

For more information about Vitalsource Bookshelf, click here:

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