



CITY COLLEGES OF CHICAGO

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What you need to know about Digital Access Codes

Effective Summer 2015

What has changed relating to Access Codes?

Effective Summer 2015 semester, students will no longer receive a physical card with an access code in the mail. Instead, the access code will be delivered electronically via email for download. There have been NO changes to the content of the access code – students will still receive the exact same thing they received previously, the only change is how the access code is delivered to them.

What does this change mean for CCC Faculty and Students?

Everyone will be “Day One Ready” with access codes ordered through Pearson and Cengage. Students can order and receive their electronic access code the same day (excluding nights, weekends and holidays) while waiting for the print component to arrive. Faculty won’t have to adjust their syllabus. In cases where the student purchased the stand-alone access code without the accompanying print text, they will not pay shipping fees.

Have all Publishers changed to digital delivery of access codes?

No, only Pearson and Cengage will delivery digital access codes as of now.

How can I assign an Access Code to my course?

There have been no changes to the way you adopt an access code to your course. You should include the ISBN for that access code when completing your booklist.

How can students use the Access Code?

Students will receive an email with their unique access code, along with instructions on how to view the content. Students can also log in to the Online Bookstore at anytime, and click ‘eLibrary’ (found in the drop down under their username on the upper right hand side of the screen) to view their access code.

How will students know when their Access Code is available?

An email will be sent to students as soon as the access code is available. Emails will be sent to the email address associated with the students order (most likely their .edu address).

Can multiple students use the same Access Code?

No, access codes are only good for single usage and cannot be shared.

Who should students contact if they have questions about their Access Code?

Students can contact the Online Bookstore customer service team:

Email: tbxinfo@akademos.com