



## Student Instructions: Redeem a RedShelf Access Code from an In-Store Campus Store Purchase

Updated 6/10/24

### Introduction

- Your course uses digital materials, which may include an eBook and/or courseware.
- An eBook is a digital textbook. Courseware is web-based software.
- The digital materials are made available to you through a company called RedShelf.
- An eBook will be viewable directly on the RedShelf website.
- Courseware will require that you copy an access code from the RedShelf website to paste on the website of the publisher that created the digital materials.

These instructions will guide you through the following steps:

1. Create an account OR log in to an existing RedShelf account.
2. Redeem the RedShelf access code printed on the receipt from your in-store purchase.
3. View your eBook OR copy an access code to use on a publisher's website.

### Preparation

You will need to know your Hennepin Tech student email address and be able to access your Hennepin Tech email inbox. If you do not know your student email address or how to access your inbox, view the Student Email Tutorial available here: [minnstate.h5p.com/content/1292102290221719278](http://minnstate.h5p.com/content/1292102290221719278) You may also request assistance from the Hennepin Tech Service Desk or the Minnesota State Service Desk.

Hennepin Tech Service Desk	Minnesota State Service Desk
Available weekdays 952-995-1411 Service.Desk@HennepinTech.edu	Available evenings and weekends 877-466-6728

In order to complete the following instructions, please prepare as follows:

- Write your Hennepin Tech email address here: \_\_\_\_\_@my.hennepintech.edu
- Locate a device with internet access, ideally a laptop or a computer.
- Locate the printed receipt from your in-store Campus Store purchase.

If you need support to follow these instructions, the Tutoring Centers can help!

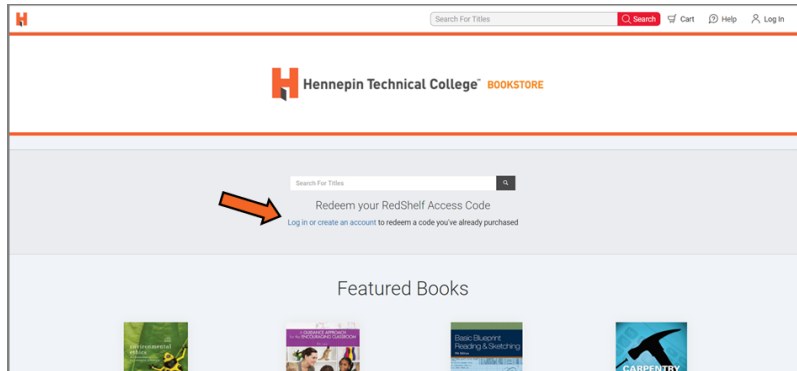
Brooklyn Park Campus Tutoring Center (G241)	Eden Prairie Campus Tutoring Center (E150)
Phone: 763-488-2451 Email: Tutoring@HennepinTech.edu	Phone: 952-995-1548 Email: Tutoring@HennepinTech.edu

## Instructions

1. Create an account OR log in to an existing RedShelf account.

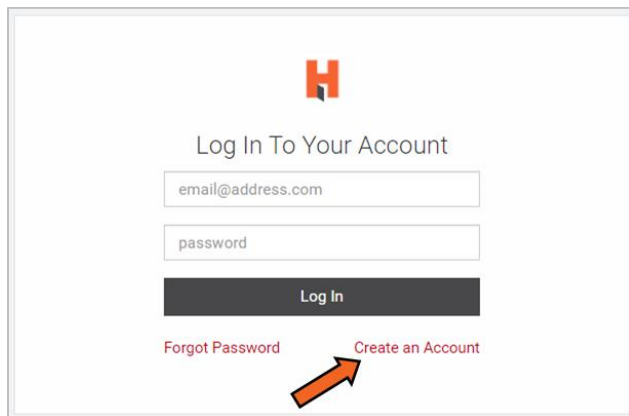
Go to [hennepintech.redshelf.com](http://hennepintech.redshelf.com).

Select 'Log in or create an account'.



If you already have a RedShelf account, log in.

If you do not have an account, select 'Create an Account'.

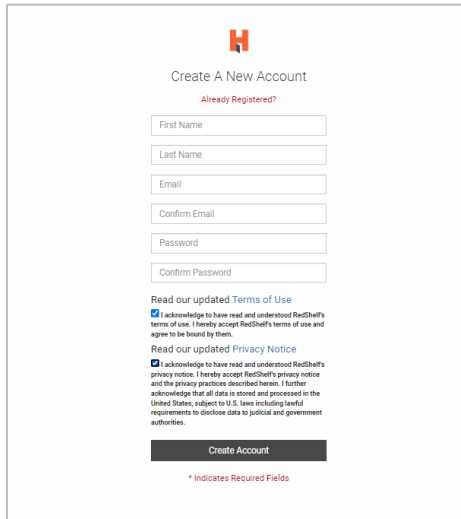


Complete all fields in the form and acknowledge the Terms of Use and Privacy Notice.

**IMPORTANT:** Be sure to use your Hennepin Tech email address.

## In-Store Purchase/Page 3

Select 'Create Account'.

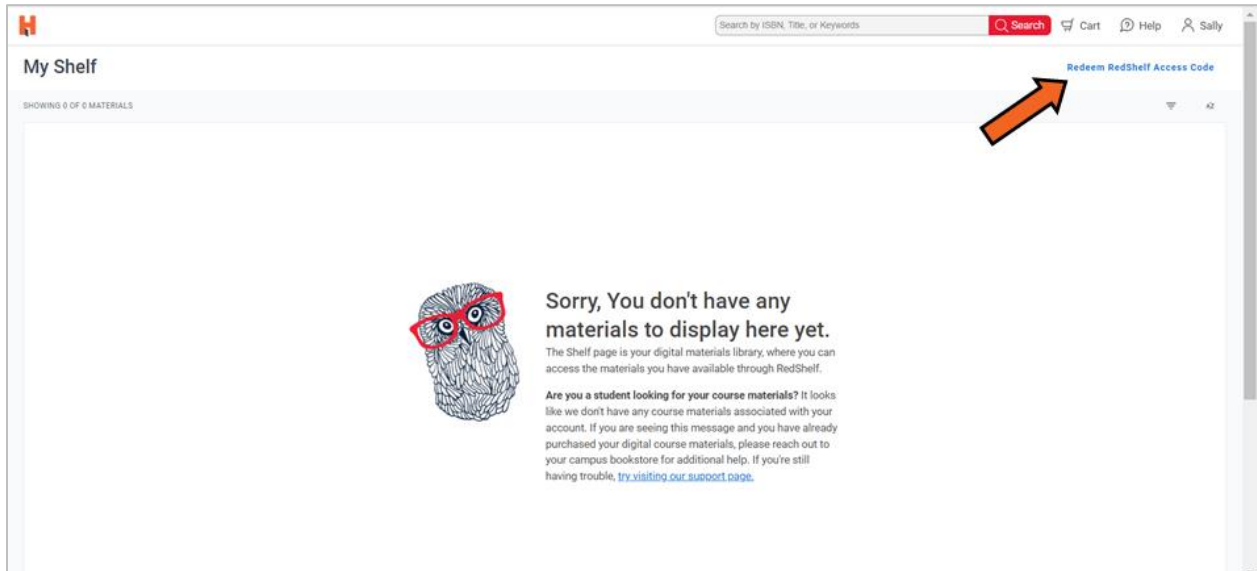


The screenshot shows the 'Create A New Account' page on the RedShelf website. At the top is the RedShelf logo and the heading 'Create A New Account'. Below this is a link for 'Already Registered?'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. Below the form are two sections of terms and conditions, each with a checkbox and a link to read the full document. At the bottom of the form is a dark 'Create Account' button. A red asterisk at the bottom of the page indicates that fields with an asterisk are required.

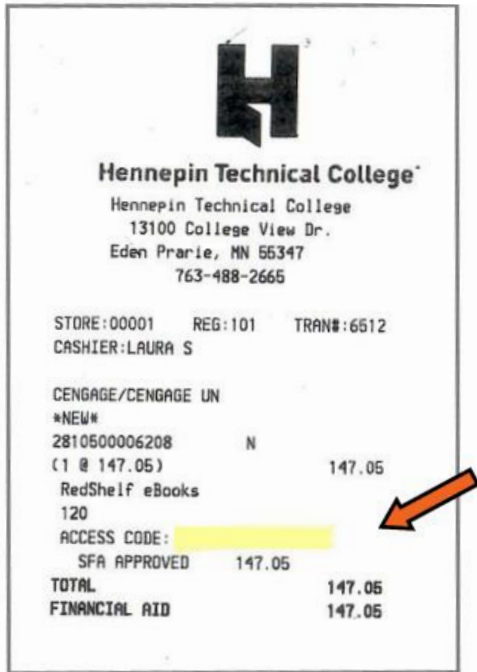
Check your Hennepin Tech email for a message with the subject, “Confirm your RedShelf Registration.” Open the email and click on the link to confirm your RedShelf account registration. You will then receive a confirmation email with the subject, “You’re In! Welcome to RedShelf.” Keep the emails for future reference.

2. Redeem the RedShelf access code printed on the receipt from your in-store purchase.

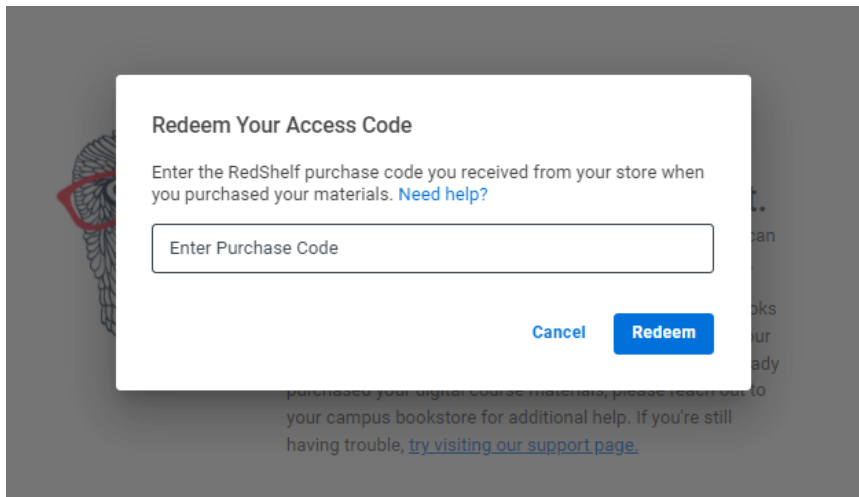
On the RedShelf MyShelf landing page, select 'Redeem RedShelf Access Code'.



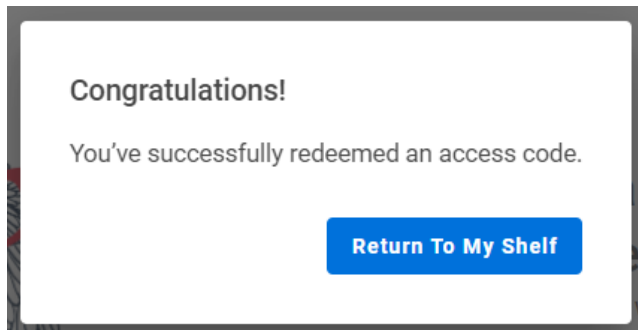
Refer to the receipt from your in-store purchase. The RedShelf access code will be highlighted.



In the 'Enter Purchase Code' field, type the access code from your receipt. Select the blue 'Redeem' button.



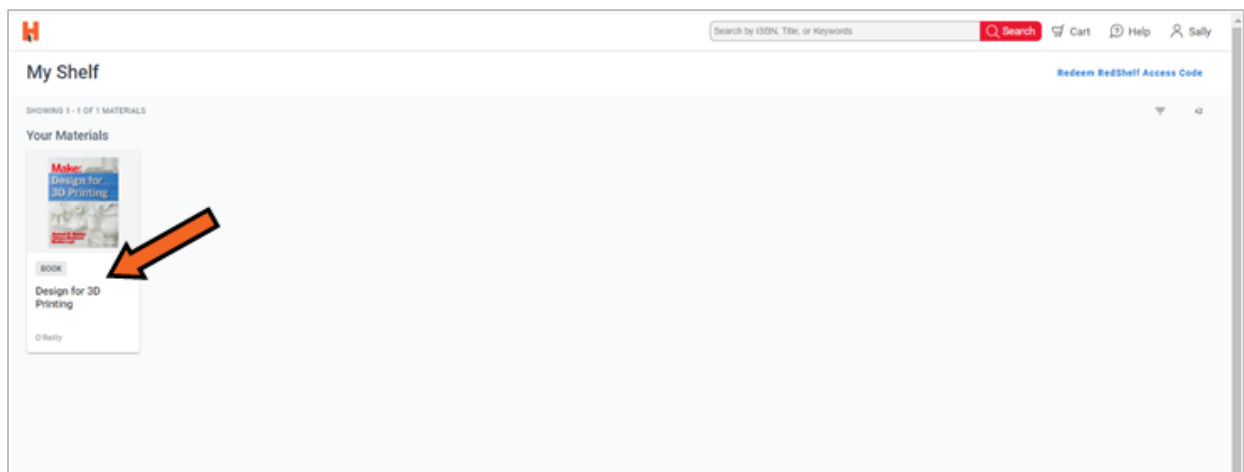
Select the blue 'Return To My Shelf' button.



You will receive an email confirming that the digital materials were added to your RedShelf Library.

3. View your eBook OR copy an access code to use on a publisher's website.

Your digital materials will now be displayed on your My Shelf page at [hennepintech.redshelf.com](http://hennepintech.redshelf.com). Click on the tile for the digital materials to view their details.



If the digital materials are courseware, skip to page 7 of these instructions.  
If the digital materials are an eBook, continue to page 6.

*eBook*

In the Product Details for the eBook, select the blue 'Read Now' button.



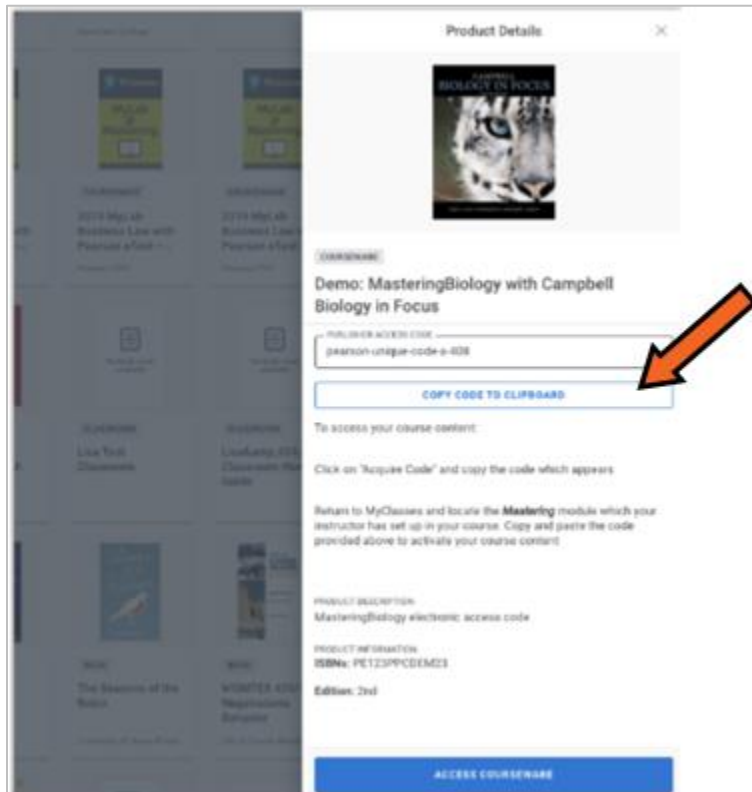
A new tab will open in your internet browser for the RedShelf eReader.



To learn more about RedShelf's eReader, visit [solve.redshelf.com](https://solve.redshelf.com).  
Select 'Student / Customer Support'.

### Courseware

In the Product Details for the courseware, copy the publisher access code.



Go to the courseware website shared by your instructor, most likely in your D2L course. Contact your instructor if you cannot locate a link to the courseware website.

Note: You may not be able to access your D2L course until the official start date of the course.

If directed, create an account on the courseware website.

Important: Be sure to use your Hennepin Tech email address when creating an account.

Paste the publisher access code where requested on the courseware website.

### Support

If you receive an error message about a RedShelf access code and/or a publisher code, contact RedShelf for support:

Email: [help@redshelf.com](mailto:help@redshelf.com)

Web: [solve.redshelf.com](http://solve.redshelf.com)

If you need support to follow these instructions, the Tutoring Centers can help!

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