

## UAGC Bookstore Access Code Instructions

These instructions apply to any UAGC course that uses a resource where an Access Code is required **and** provided by the UAGC Bookstore. Those classes include BUS621, HIM250 (and other BSHIM courses).

- **UAGC Book Grant students will automatically be emailed Access Codes from the UAGC Bookstore.** If scheduled, they will receive the Access Codes three weeks before the course start from donotreply@uagcbookstore.com. If added to the section closer to the course start, students will receive the codes within 24-48 hours after the system automatically updates.
- They will also receive order status emails from donotreply@uagcbookstore.com.
- Non-UAGC Book Grant students should be directed to the bookstore to purchase their Access Code. Once purchased they will also be able to follow the steps below to resend themselves any codes.

**If students cannot find the Access Code email after checking junk and spam folders, they can follow these instructions to have the email resent to any email address they choose:**

Log in to Canvas and click on the Help icon on the left side and then UAGC Bookstore link.

The screenshot displays the Canvas LMS interface. On the left, there are two vertical navigation menus. The top menu includes 'Account', 'Admin', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', and 'Commons'. The bottom menu includes 'Help'. A green arrow points to the 'Help' icon in the bottom menu. The top right of the interface shows a 'Help' button with a close icon. Below this, the 'Help' section is expanded, listing various support options: 'The University of Arizona Global Campus (800) 798-0584', 'Technical Support Hotline (800) 285-9796', 'Ask Your Instructor a Question', 'UAGC Tech Support Services', 'AskCETL', 'Curriculum Feedback Form', 'UAGC Bookstore' (highlighted with a green arrow), 'Chat with Canvas Support (Student)', 'Chat with Canvas Support (Faculty)', 'Report a Canvas Problem', 'Training Services Portal', and 'Video Conferencing Guides for Remote Classrooms'.

A new tab will open and take you to your individual UAGC Bookstore account. Make sure any pop-up blockers are turned off.

- UAGC Book Grant students must click on the 'here' link located in the 'Click here to go to the Grants & Accommodations Bookstore' line just below the 'Order History' tab. That link will you to the Grants & Accommodations Bookstore site designated only for UAGC Book Grant students.

The screenshot shows the 'My Account' page of the UAGC Bookstore. At the top, there is a navigation bar with 'My Account', 'Contact', 'Help Center', and 'Logout'. Below this is the University of Arizona Global Campus logo and the text 'Student Pay & Book Voucher Bookstore'. The main content area is titled 'My Account' and includes a 'New Order' button. Underneath, there is an 'Order History' tab. Below the tab, there is a link that says 'Click here to go to the Grants & Accommodations Bookstore'. A large green arrow points to this link. To the right of the link is an 'Info' button. Below the link is a table with columns for 'Order', 'Date', 'Total', and 'Shipping'. To the right of the 'Order History' section is a 'Book Voucher Limit' box that shows '\$0.00 (No expiration)'. Below that is an 'Announcements' box with a welcome message: 'Welcome to the Student Pay & Book Voucher Bookstore!' and a paragraph of text: 'This site is for students who pay for course materials out of pocket or students with book vouchers. Questions pertaining to the Online Book Voucher should be directed to the Financial Services Department.'

- Click on the Access Code tab.
- Click the "Resend Email" checkbox to the right of the Access Code. You may select more than one Access Code at a time, which may result in multiple emails being sent.
- Complete the email field beneath the Access Code listing. The email field will display previous email addresses that were used to send you emails. You may select one of the previously used addresses or enter a new one.
- Once the email is entered, click the "Resend Email" button.

# My Account

New Order ↻

Order History

**Access Codes**

Info

	Title	Date	Status	Resend Email
	Computerized Accounting with Quickbooks 2018 Desktop eBook 12-month + Trial	05/16/2019	Assigned	<input type="checkbox"/>

Instructions to activate your Access Codes have been emailed to the address provided in your order. To resend the email, check the box next to the Access Code above, provide the address to send the email to below and click 'Resend Email'.

Resend Access Code Email

Resend Email