

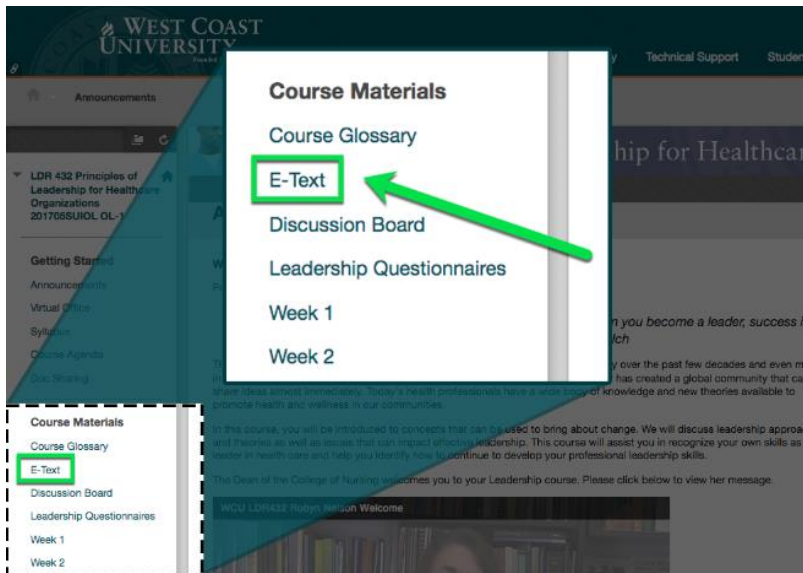
WCU VitalSource eBook Opt-out Process

How to: The following instructions explain how to opt-out of your WCU VitalSource eBooks. You will need to opt-out of each course at the beginning of the term. For the latest eBook list, visit the [WCU Website](#).

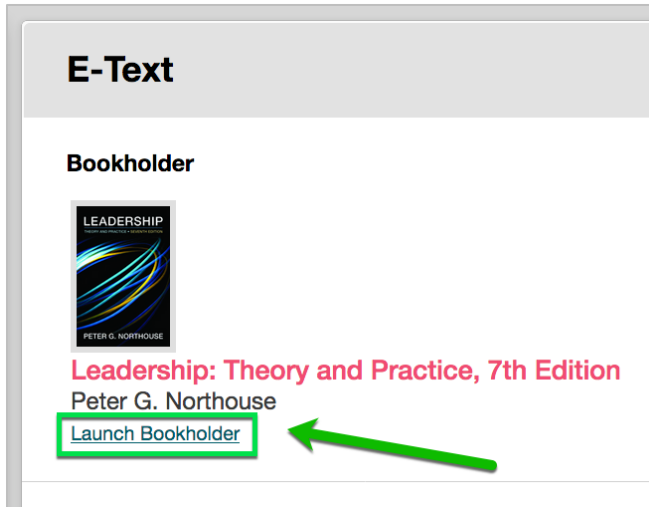
Please note: if you wish to use the eBooks included with your tuition & fees, nothing is required.

Step 1: Log into Blackboard and navigate to the course where you would like to opt-out of the eBooks.

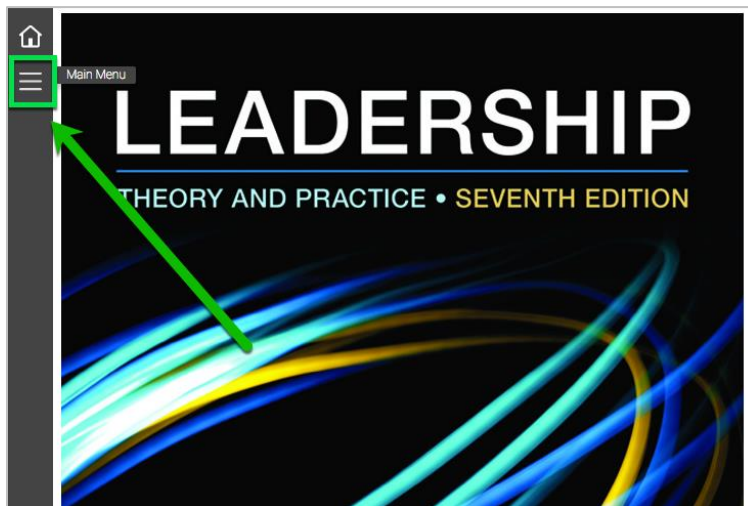
Step 2: Once inside your course, select “**E-Text**” from the left navigation menu



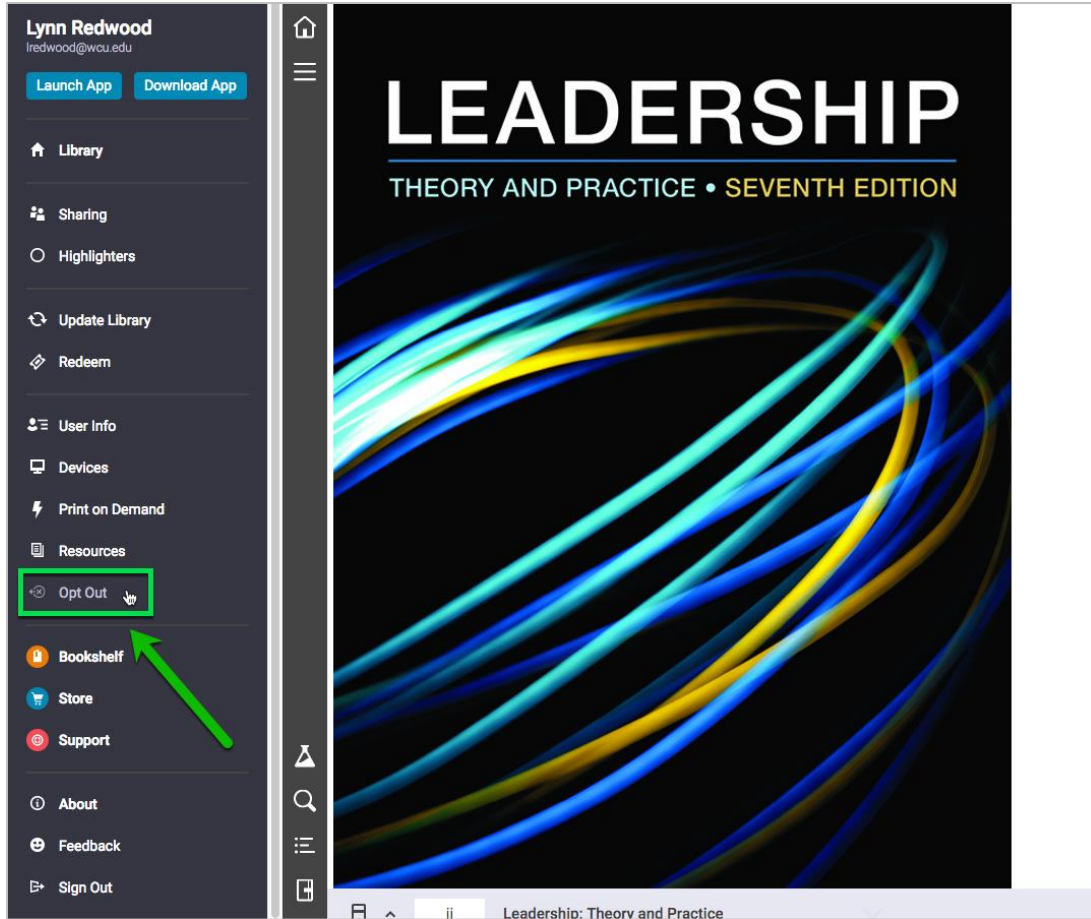
Step 3: Click “**Launch Bookholder**” for one of your eBooks in the course



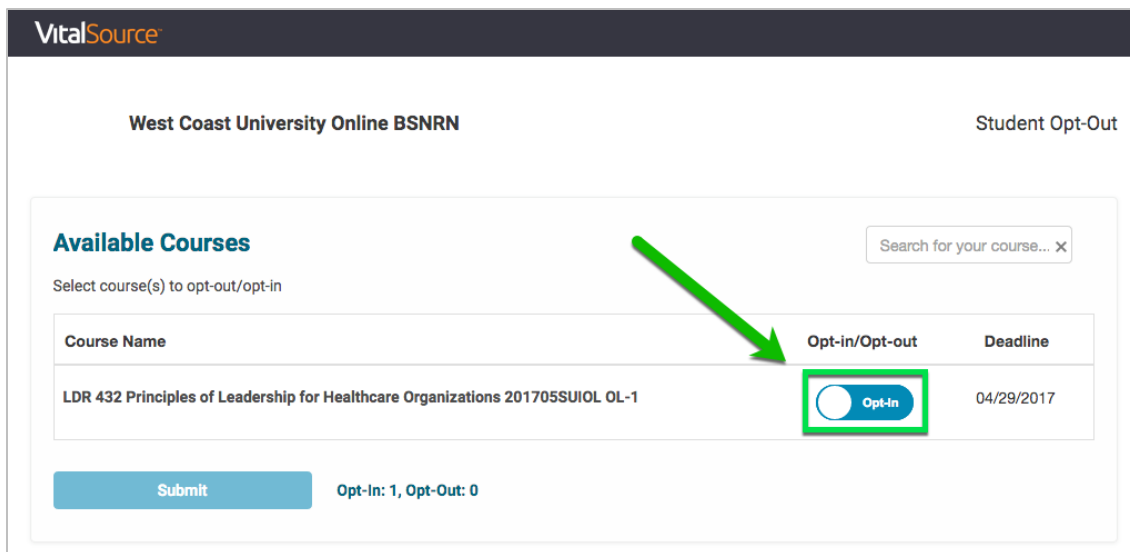
Step 4: Once the eBook opens, click the **Menu** button (3 horizontal lines) to expand the menu



Step 5: From the menu, click “**Opt Out.**” Once selected, you will be redirected to the VitalSource eBook opt-out tool.

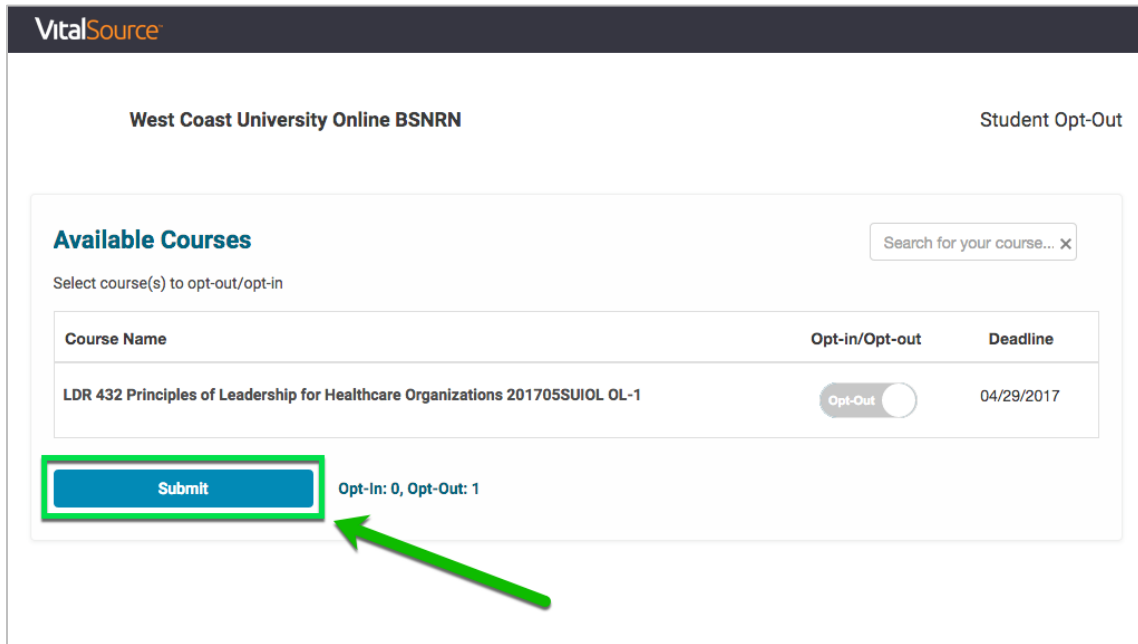


Step 6: Once you are redirected to the opt-out tool, you will see your list of available courses. Use the opt-in/opt-out toggle switch to select opt-out for the course you would like to opt-out.

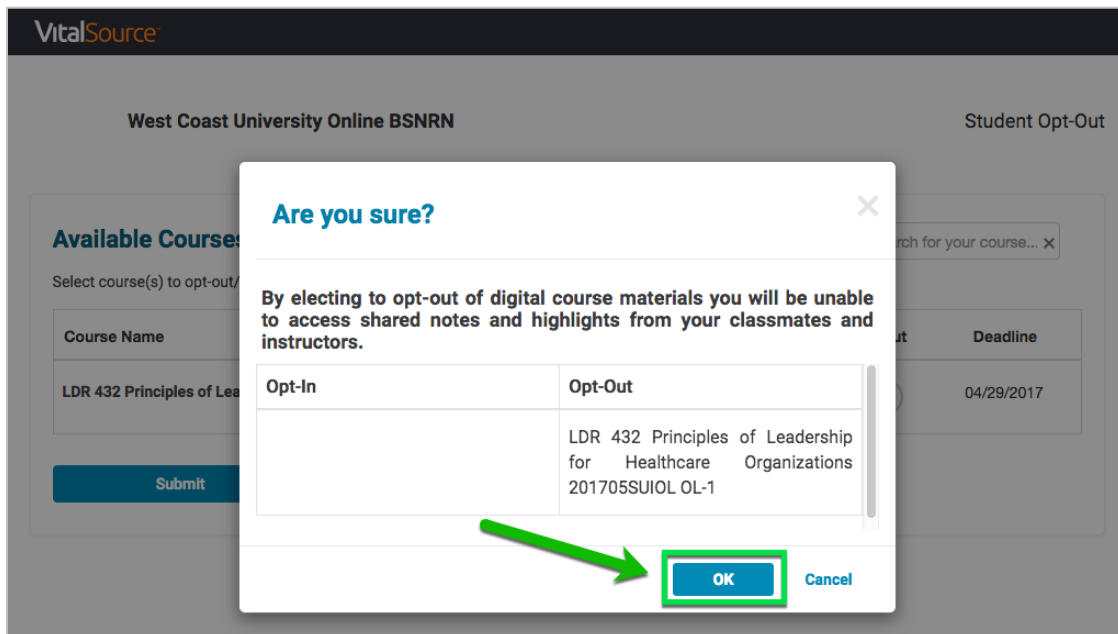




Step 7: Select the “**Submit**” button to submit the opt-out request for the selected course(s).



Step 8: You will be prompted to confirm the opt-out of your eBooks for this course. Select “**OK**” to confirm.





Step 9: The final screen confirms you have completed the opt-out process for your course(s). You will continue to have access to the eBook(s) for the course through the Add/Drop period, which is 9 days from the term start date.

Please note: you can update your opt-out preferences only during the Add/Drop period, which is 9 days after the term start date. Following the Add/Drop period, you are not able to change your selection. Once you complete the opt-out process, you will lose access to the eBook(s) for the selected course(s) following the Add/Drop period. A Financial Aid officer will be in-contact with you following the Add/Drop period to confirm your refund.

Please contact onlinefa@westcoastuniversity.edu or 949.743.5761 if you have questions.

