Creating and Managing Your Account

1. To create an instructor account on Evolve, start by visiting the Evolve site at https://evolve.elsevier.com.

2. Click the I’m an Educator button. Skip to the next step if you do not see this screen.

   NOTE: Only qualified educators are eligible to obtain instructor resources.

3. On the following page, click Sign in in the upper-right corner.
4. In the window that drops down, click the **Create account** link, or
   a. if you already registered, enter your **Email Address** or **Username** and click **Continue**. When prompted, enter your **Password** and click **Sign In**, then skip to **Step 11** to update your account information, or you can skip to **Registering for and Accessing Resources** if your account information is current.
5. Select the Faculty button and enter your First name, Last name, and Email address. (Please use your institution’s school.edu email. Do NOT use your personal email.)

6. Enter and confirm a Password for your account.
   
   **NOTE:** Your password must be at least eight characters, and contain at least one number, one upper-case letter, and one lower-case letter.

7. Check I reside in the United States or I do not reside in the United States.

8. Check the I'm not a robot box. A pop-up may appear, having you verify you are not a robot. Select all appropriate images and click VERIFY.

9. Click Submit to complete your registration.
10. Your new Username displays in a new pop-up window on the screen. Click **Continue** to go to your Evolve account page, where you can use the options in the upper-right area to see your content/course list (My Evolve), search for instructor resources (Catalog), get help (Help), read any alerts (Alerts), or update your profile information (Account).

11. Click the **Account > Account Settings** option at the upper-right corner.
12. Enter/update your institutional information in the fields, scroll to the bottom of the page, and click **Submit**.

**NOTE:** You can also click **Change password** to change your password if needed.

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**Registering for and Accessing Resources**

1. (If not already logged into your account, go to it at [https://evolve.elsevier.com](https://evolve.elsevier.com) and **Sign in** in the upper-right corner.) Click **Catalog** in the upper-right corner.
2. On the **Catalog** page, enter a title, author, ISBN, or keyword in the **Search** field, then click the **Go** button.

3. The **Search Results** display. Click the result you want.

   **NOTE:** Many products, texts, and resources for texts may have multiple editions listed in the title. Select the newest edition. You can verify you have the newest edition on the next screen.
4. The product or resource page displays, showing the product or resource, along with a description and additional details.
   
a. All current editions (if any) are listed on the left. Verify you have the newest edition. If a newer one is shown, click it to go to that edition instead.

b. At the bottom of the page are any related products, which you can go to instead by clicking on them.

c. Click **Request** to request this product or resource. (Click the **back arrow** in your browser to return to the catalog results if you do not want the item.)
5. A **Choose how to access your content or product** window appears. Under **Where do you want your course hosted?:**
   
a. select **Evolve, Content Plus Course Tools,** or
   
b. for Evolve resources, **Evolve, Content Only.** **You cannot enroll students if you select this option.** Only select this option if you need the associated content library resources simply for reference. If unsure, select **Evolve, Content Plus Course Tools.**

**NOTE:** If you are requesting Evolve resources and select Evolve, Content Plus Course Tools, you will get the resources and course tools listed with a course ID, and also the resources by themselves listed as “Content – Course Library.” This standalone version is given to you in case you need to get into the resources after the course has ended, such as for student make-up assignments.

6. Enter the **number of course sections you need.** You can add up to three sections at a time. If you need more, request the item again until you have the number of sections you need.

7. Enter the **Projected course enrollment** (optional).

8. **Add a comment to your request** (optional).

9. Click **Apply.** Your content is placed into **My Cart.**
10. If you accidentally selected something other than Evolve, Content Plus Course Tools (or Evolve, Content Only), click Change (if needed).
   a. The Promotion code field typically pre-populates or may be blank, but if the sales rep for your institution provided a different code, enter it here and click Apply. (If they gave you a sales rep code, you fill that in on the next screen.)
   b. You can click Continue shopping if you need to select additional resources. Repeat steps 2-10 until you have all the items you need in your cart.

11. Click Proceed to Checkout / Redeem.
12. The **Review & Submit** page displays.
   
   a. The **Education consultant code** (sales rep code) field typically pre-populates or may be blank, but if the sales rep for your institution provided a different code, enter it here to help speed up the ordering process.
   
   b. The **Promotion code** field typically pre-populates or may be blank, but if the sales rep for your institution provided a different code, enter it here and click **Apply**. If you entered it on the previous screen, you can skip this step.

13. Check the box next to **Yes, I am an instructor**.

14. Click **Submit**.
15. The **Confirmation** page displays. Review the message about the instructor verification process. You will receive an email once your order is verified and fulfilled, which typically takes 3-5 days, but can sometimes be finished in as little as a few hours.

16. Once your request has been approved and fulfilled, the product or resource will be in your My Evolve > My Content list, which you can get to by clicking My Evolve in the upper-right corner. Click on the item’s **title** to view its content.
   
a. Products and Resources that you requested as Evolve, Content Plus Course Tools will have a **COURSE ID**. They will also list you (or whoever requested the product or resource) as an **INSTRUCTOR**.

b. Resources that you requested as Evolve, Content Only will say **Resources – Content Library**. You cannot enroll students into these.
Viewing On-Demand Training or Registering for Training Webinars

1. Go to https://evolve.elsevier.com, log in, and click Help in the top-right corner.

2. You will be redirected to the Evolve Support Center at https://service.elsevier.com/app/overview/evolve/. Scroll down to the Tutorials and Training section and click View educator training.

3. Click on the topic you are interested in to see a list of on-demand videos and guides. Several sections also have live webinars. We’ll use Sherpath as an example. Click Sherpath.

4. Under Live Training at the right, click See available times.
5. Review the description and click **Register** next to the date/time of your choosing.

**Sherpath Live Training Webinar: Basic Functionality**

In this webinar, an Elsevier Product Trainer will introduce you to Sherpath. You will learn about the types of content available in Sherpath as well as how to arrange your course and release assignments to students on the Course Plan page. Additionally, you will learn how to review your students’ progress on the Performance page. This webinar takes approximately 90 minutes.

**Register for the following times:**

- **Wednesday, 12/30/2020 - 1:00 PM CST**
- **Wednesday, 01/06/2021 - 1:00 PM CST**

6. Complete the registration form and click **Register**.

7. You will be emailed the link to join the webinar and can add it to your calendar with the **Add to calendar** link.

**END OF GUIDE**