

# Evolve: Creating and Managing Your Account, Registering for and Accessing Resources, Registering for Training

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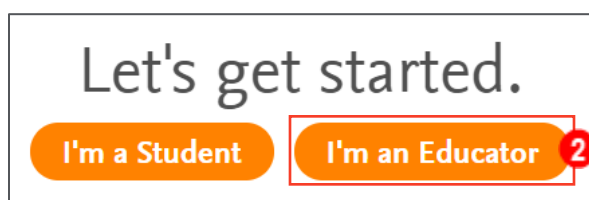
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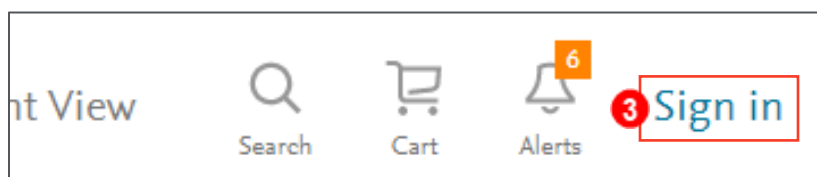
## Creating and Managing Your Account

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.

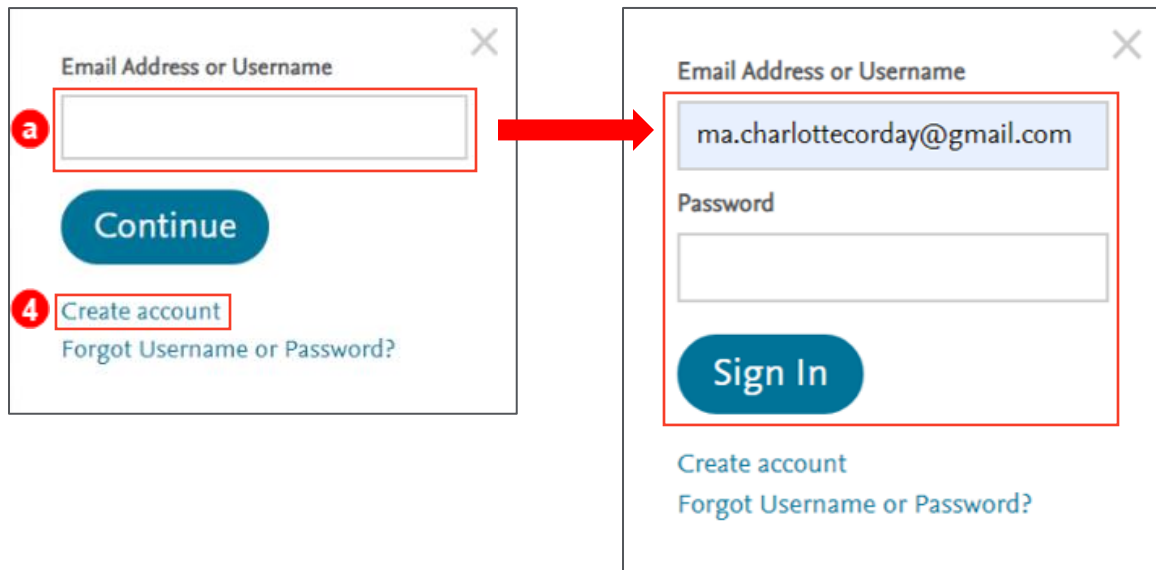
**NOTE:** Only qualified educators are eligible to obtain instructor resources.



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.



## Evolve: Creating and Managing Your Account, Registering for and Accessing Resources, Registering for Training

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.

The image shows a registration form titled "Create an Account" with several fields and a reCAPTCHA verification step. Red circles with numbers 5 through 9 highlight specific elements. A red arrow points from the reCAPTCHA "I'm not a robot" checkbox to a separate reCAPTCHA verification pop-up window.

**Create an Account**  
New to Evolve? Create an account to join.  
All fields are required.


Student **5**  Faculty

**5** Email address  
First name  
Last name

**6** Password Confirm password  
Must be at least 8 characters

**7**  I reside in the United States  
 I do not reside in the United States

Privacy Policy

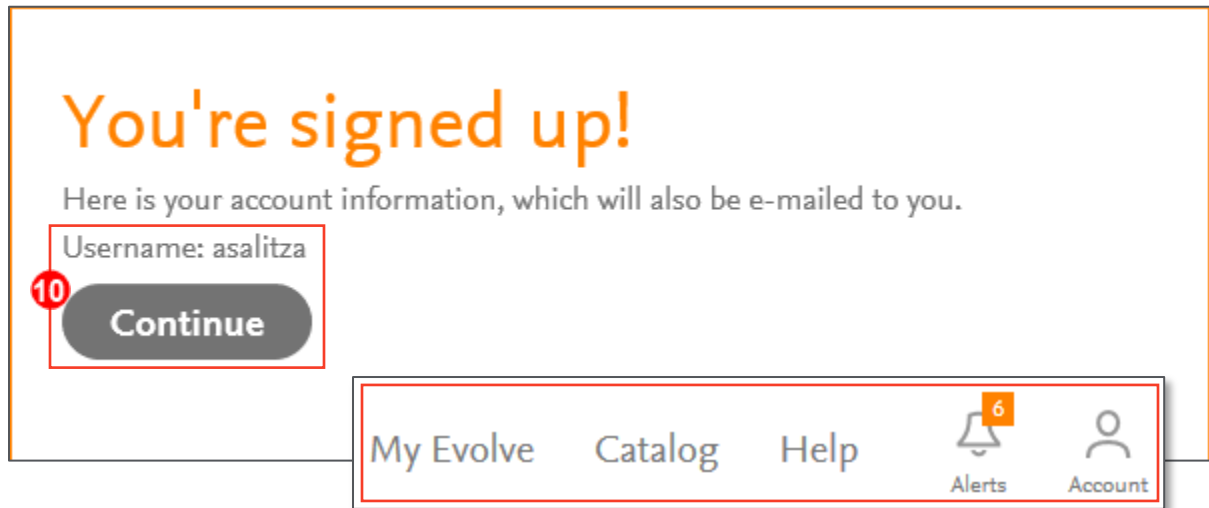
**8**  I'm not a robot  [Privacy](#) [Terms](#)

**9** **Submit** Cancel

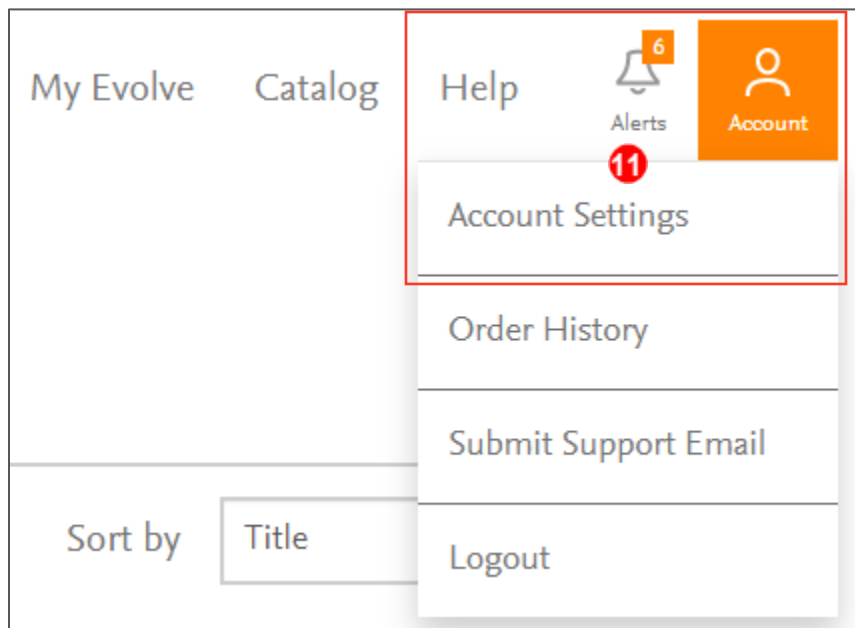
Select all images with **crosswalks**

**8** **VERIFY**

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.



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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.

Evolve My Evolve Catalog Help Search Cart Alerts Account

### Account Settings [Change password](#)

**You**

Username  
eevolve13

First Name  
Elsevier

Last Name  
Evolve

Email address  
sample@school.edu

Confirm email address  
sample@school.edu

Alternate email address

**Your Institution**

Institution country  
Institution Country

Institution state  
Institution State

Institution city

Institution Name

Street address

Apt. suite, building

City

State

ZIP Code

Phone

Program type  
Program Type

**Your shipping address**

Attention of

Shipping address

Optional

Apt. suite, building

City

Optional

State

ZIP Code

Country  
United States

**Your billing address**

Same as shipping address

Billing address

Apt. suite, building

City

State

ZIP Code

Country  
United States

Stay connected! Be the first to know about new publications, products, and exclusive offers.  
 Yes, I wish to receive special offers and promotions from Elsevier Inc. about relevant products and offers.

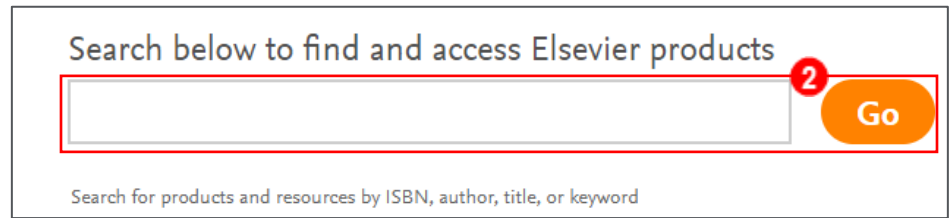
[Cancel](#) [Submit](#)

## Registering for and Accessing Resources

1. (If not already logged into your account, go to it at <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.



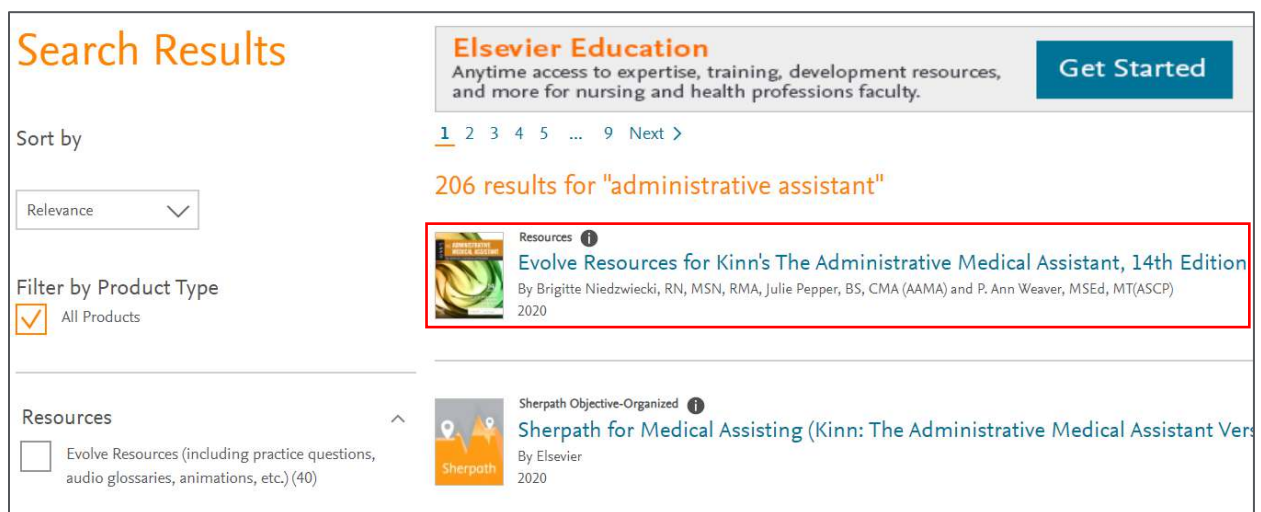
Search below to find and access Elsevier products

**Go**

Search for products and resources by ISBN, author, title, or keyword

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.



**Search Results**

Sort by: Relevance

Filter by Product Type:  All Products

Resources:  Evolve Resources (including practice questions, audio glossaries, animations, etc.) (40)

**Elsevier Education**  
Anytime access to expertise, training, development resources, and more for nursing and health professions faculty. **Get Started**

1 2 3 4 5 ... 9 Next >

206 results for "administrative assistant"

**Resources**

**Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition**  
By Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, BS, CMA (AAMA) and P. Ann Weaver, MEd, MT(ASCP)  
2020

**Sherpath Objective-Organized**

**Sherpath for Medical Assisting (Kinn: The Administrative Medical Assistant Vers...**  
By Elsevier  
2020

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.)

**Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition**

by Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, BS, CMA (AAMA) and P. Ann Weaver, MSED, MT(ASCP)

ISBN: 9780323675161  
Copyright: 2020  
Imprint: Saunders  
List Price: \$34.95

13th Edition **4 a**

**Resources**

**Educator Resources on Evolve**

TEACH Instructor resources:  
Lesson plans mapping all content to chapter objectives and national accreditation standards  
PowerPoint® slides with instructor talking points for discussion  
Student handouts  
Answer keys (for textbook and study guide)  
Image collection

**Related Products **4 b****

- Paperback  
Kinn's The Administrative Medical Assistant, 14th Edition
- Elsevier eBook on VitalSource  
Kinn's the Administrative Medical Assistant - Elsevier eBook on VitalSource, 14th Edition

**Request** **4 c**

**This is a Faculty Product!**  
Any student who attempts to register for access will be reported to the school's faculty and administration.

For technical support click here

Contact your education consultant to learn more

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**.

Choose how to access your content or product

Evolve Resources for Kinn's The Administrative Medical Assistant

Where do you want your course hosted?

Choose Your LMS ..

Evolve, Content Only

Evolve, Content Plus Course Tools

Canvas provided by Elsevier

How many course sections do you need?

Provide me with 1 course section (s)

Projected course enrollment (optional):

Add a comment to your request (optional)


Cancel Apply



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**.

**My Cart**

	Quantity	Price
 <b>Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition</b> \$0.00 Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, BS, CMA (AAMA) and P. Ann Weaver, MSEd, MT(ASCP) <a href="#">Resources</a> ISBN: 9780323675161 Copyright: 2020	<input type="text" value="1"/>	<b>\$0.00</b> <a href="#">Remove</a>

[Hosted on Evolve, Content Plus Course Tools](#) [Change](#) **10**

**a**  [Apply](#)

[< Continue shopping](#) **b**

U.S. and Canada orders only.  
For international orders, please visit [www.elsevier.com](http://www.elsevier.com).

Cancel Order  
(Your shopping cart will not be saved.)

Subtotal: **\$0.00**  
Discount/Promotion: **(\$0.00)**  
Shipping: **Free**

Total (before tax): **\$0.00**

**11** [Proceed to Checkout / Redeem](#)

12. The **1. 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**.

**My Cart** 1. Review & Submit 2. Confirmation

Quantity	Price
1	<b>\$0.00</b>

**Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition**  
\$0.00  
Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, BS, CMA (AAMA) and P. Ann Weaver, MEd, MT(ASCP)  
[Resources](#)  
ISBN: 9780323675161 Copyright: 2020

Hosted on Evolve, Content Plus Course Tools [Change](#)

12 a

b

Subtotal:	<b>\$0.00</b>
Discount/Promotion:	<b>(\$0.00)</b>
Shipping:	<b>Free</b>
Estimated Tax (0%):	<b>\$0.00</b>
<b>Total :</b>	<b>\$0.00</b>

[Cancel Order](#)  
(Your shopping cart will not be saved.)

13  **Yes, I am an instructor**


By selecting the Submit button, you confirm that you understand your order cannot be cancelled or altered.

14

15. The **2. 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.

**My Cart** 1. Review & Submit **2. Confirmation**

Order Number: 18386953

	Quantity	Price
 <b>Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition</b> \$0.00 Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, BS, CMA (AAMA) and P. Ann Weaver, MSED, MT(ASCP) Resources ISBN: 9780323675161 Copyright: 2020	1	\$0.00

15 Thank you for your request! Your information is currently being reviewed to ensure that only verifiable instructors gain access to the instructor materials that are available for this product. Upon verification you will receive an approval email and/or a fulfillment email notification that will include your account information.

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.
- 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**.
  - Resources that you requested as **Evolve, Content Only** will say **Resources – Content Library**. *You cannot enroll students into these.*

**Elsevier Adaptive Quizzing for The Human Body in Health & Illness - Classic Version, 6th Edition**  
Elsevier Adaptive Quizzing - Classic  
COURSE ID 161368\_es: \_1001 ← 16 a  
INSTRUCTOR Eric S:

**Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition**  
Resources  
COURSE ID 161547\_es: \_1001 ← a  
INSTRUCTOR Eric S

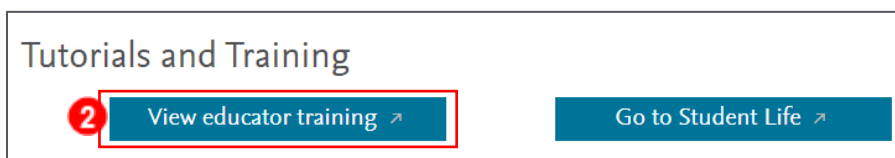
**Evolve Resources for Kinn's The Administrative Medical Assistant, 14th Edition**  
Resources - Content Library ← b

## 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**.

