Student Quick Start Guide for
Lippincott CoursePoint for Nursing Concepts

Thank you for using Lippincott CoursePoint for Nursing Concepts! To get started with your course, you will need to take the following steps:

1. Purchase and register an Access Code at Wolters Kluwer's student site, thePoint at http://thePoint.lww.com to get access to the product.
   a. You can purchase access via a printed activation card at your college bookstore.
   b. You can also buy access online via our eCommerce button on thePoint.
2. Redeem an institutional library code to get access to your school's specific content for your courses.
3. Enroll in individual classes in order to see your instructor's assignments.
4. Download your digital textbooks. You can access your textbooks online with an internet connection, but downloading them will allow you to access them offline as well (on up to 4 devices: 2 computers, 2 mobile devices).

Please read through this document to complete the above steps and take full advantage of Lippincott CoursePoint for Nursing Concepts!

Getting Help
To get the most out of Lippincott CoursePoint for Nursing Concepts, we recommend you:

- Contact our technical support team whenever you need help! If you have any questions about registering for or using this product, call 1-800-468-1128 or e-mail techsupp@lw.com.
- Take a few minutes to watch our training video for Lippincott CoursePoint for Nursing Concepts, found at: http://thePoint.lww.com/studentsupport#url=page-about
Registering on thePoint and Accessing Your School’s Concept Library

If you don’t have one already, you will need to create an account on Lippincott’s student web site, thePoint. To begin using Lippincott CoursePoint for Nursing Concepts, you will also need two codes:

1. **Product Access Code**—this code is printed on a card inside the Lippincott CoursePoint for Nursing Concepts package purchased from your bookstore, or you may have purchased access directly through thePoint or lww.com. This access code tells thePoint that you purchased access to the product. See Product Registration and Access for more details.

2. **Institutional Library Code**—you will receive this code from your instructor or program coordinator. You will use this code to join your school’s specific content for your courses (known as a Concept Library). See Redeeming an Institutional Library Code for details.

You need these codes only once to use Lippincott CoursePoint for Nursing Concepts.

Product Registration and Access

In order to log in to Lippincott CoursePoint for Nursing Concepts, you first need to redeem your Product Access Code at thePoint: [http://thepoint.lww.com/activate](http://thepoint.lww.com/activate).

New User Registration

1. If you haven’t registered on thePoint before, go to [http://thepoint.lww.com/activate](http://thepoint.lww.com/activate) and enter your thePoint Access Code where indicated. Then select **Submit Code**.

![Get Access](image)

2. Enter your email address, select whether you have an existing password or need to create one, and click **Next**. You may also select “I am not sure. Please check for me” if you need thePoint to verify if you have an existing account.

3. On the Get Access registration form, fill out all required fields, click on the checkbox to agree with the terms and conditions, and click **Submit**.

4. After you have successfully created an account on thePoint and redeemed your Access Code for Lippincott CoursePoint for Nursing Concepts, click **Continue**.

5. You will be taken to your **My Content** page where you will see two tabs: Product View and Concept View. You will see these tabs every time you log in to thePoint.
Lippincott CoursePoint for Nursing Concepts

a. **Product View** (your default view) lets you access any title or product in your library, including downloadable versions of your digital textbooks.

b. **Concept View** enables you to access your institution's specific library of content and all of your course resources organized by concepts and exemplars.

6. Follow the instructions under "Redeeming an Institutional Library Code" to complete your product setup.

**Tip:** You can access your individual product’s digital textbooks and online course materials by selecting the Product View tab, but you cannot access your institution’s specific content and concepts until you redeem the Institutional Library Code.

You will only use thePoint Access Code ONCE for the initial registration. After redeeming the code, simply log into thePoint with your email address and password to access Lippincott CoursePoint for Nursing Concepts.
Returning User Registration

1. If you have already registered on thePoint, go to http://thepoint.lww.com, click on Return User and log in to access the My Content page. (If you are not sure whether you have an account, use the Find Your Password or Help links or follow all steps above as a New User.)

2. Click on Add a New Title to My Content in the upper right corner beneath the green banner.

3. Enter your Access Code where indicated, and complete the activation steps.

4. You will be taken to your My Content page where you will see two tabs: Product View and Concept View. You will see these tabs every time you log in to thePoint.
   a. **Product View** (your default view) lets you access any title or product in your library, including downloadable versions of your digital textbooks.
   b. **Concept View** enables you to access your institution’s specific library of content and all of your course resources organized by concepts and exemplars.

5. Follow the instructions under “ Redeeming an Institutional Library Code” to complete your product setup.

**Tip:** You can access your individual product’s digital textbooks and online course materials by selecting the Product View tab, but you cannot access your institution’s specific content and concepts until you redeem the Institutional Library Code.

You will only use thePoint Access Code ONCE for the initial registration. After redeeming the code, simply log into thePoint with your email address and password to access Lippincott CoursePoint for Nursing Concepts.
Redeeming an Institutional Library Code

Your instructor will provide you with an Institutional Library Code so that you can access your institution's specific library of concepts and content. Once you have received your Institutional Library Code:

1. Select the Concept View tab on your My Content page and click on the Enroll in a Library button.
2. Follow the on-screen prompts to enter your school's Institutional Library Code. (Your institutional library code is an 8-digit code comprised of numbers and letters). Enter your Library Code in the space provided and select Enroll.

3. You will now see your institution's specific Concept Library (Concept View tab). You can access any collections of content your instructors have created. (A collection is a smaller grouping of content, created by your instructor, for a particular course or topic.) Your experience will look similar to the image to your right.
Joining a Class
If your instructor for a specific class is assigning work in Adaptive Learning Powered by PrepU or vSim for Nursing (purchased separately), he or she will create a class in Lippincott CoursePoint for Nursing Concepts. Your instructor will provide a unique Class Code and instructions for enrolling. You will need to enroll in your instructor’s class in order for your instructor to view your results.

To join a class:

1. Navigate to the Concept View home page by clicking on the “Lippincott CoursePoint for Nursing Concepts” logo or selecting the Concept View button in My Content.

2. Click on the prepU button below your school’s name and logo.
3. At the top right hand side of the screen, click on the link for My Classes.
4. If you have not already joined a class, you will see a prompt to enter your class code. Otherwise, click on the link in the top right corner to “Join a Class.”
5. Enter your instructor’s Class Code and click Enroll.

To join multiple classes, follow the steps above to enroll with each unique Class Code you’ve received. You will see a list of all classes in which you have successfully enrolled in My Classes.

TIP: Even if you have purchased vSim for Nursing separately, you only have to enroll once in each class being taught using Lippincott CoursePoint for Nursing Concepts. Your instructor can view your results in both Adaptive Learning powered by prepU and vSim for Nursing in the same class. You can enroll using the My Classes link within Lippincott CoursePoint for Nursing Concepts—which can be found both via the prepU button/page and the vSim for Nursing tab within the Concept Library.
Launching the Enhanced Digital Textbook

The digital textbook pages in *Lippincott CoursePoint for Nursing Concepts* are drawn from enhanced digital textbooks featuring online media integrated directly in the text. The content is accessible on most personal computers and mobile devices.

The digital textbook content in *Lippincott CoursePoint for Concepts* can be accessed three ways:

1. Through the Digital Textbook links under the "Knowledge Acquisition" banner within each Concept and Exemplar.
2. From the Product View of My Content via the link on the Course Content tab

3. Through select SmartSense links in the Adaptive Learning by prepU tab (or the vSim tab, if purchased). SmartSense links are found in Answer Keys after taking a quiz or in the Quiz History.

You can use any of these methods to launch the digital textbook, but you will also have the option to download your textbooks to the VitalSource bookshelf described below.

Creating a Bookshelf Account and Downloading Digital Textbooks

To read your digital textbooks off-line when you have no Internet connection, you will first create a Bookshelf Account. This feature provides an online platform for all of your VitalSource digital textbooks, and it’s the first step toward downloading books to desktop computers, laptops, tablets, and phones. Once you download a CoursePoint textbook, it is yours for life—even after access to your CoursePoint for Nursing Concepts product ends. But you have to download it to keep it. Here’s how:

Create an Online Bookshelf

1. Open or launch a digital textbook from Lippincott CoursePoint for Nursing Concepts. See Launching the Digital Textbook.
2. Accept the license agreement, if prompted.
3. First time users will be prompted with a message to create a Bookshelf ID or log in if you previously used the VitalSource bookshelf platform.

4. Follow the prompts to complete your account information.  
   **TIP:** If this is your first VitalSource book (from Lippincott or any publisher), we suggest using the same username and password you use on thePoint. If you already have an online VitalSource account through Lippincott or another publisher, use your existing login information. No book codes are required.

5. Once you’ve configured your account, click “Register.” The registration screen will go away and you’ll see the book page from which you launched the account configuration process. Your new digital textbook is now available in any of the VitalSource Bookshelf access points (online and any of the downloadable apps). Clicking on the CoursePoint logo in the upper left corner will direct you to a library of all of the titles available to you in your Bookshelf account. You’re also ready to **download your Bookshelf**, and any textbook(s) on it, to your laptop, desktop, or other devices.

   **TIP:** You can access your full Bookshelf library by clicking on the **CoursePoint** logo in the upper left corner from your digital textbooks.

Download Your Bookshelf to Other Devices

1. After you have created an account on the online bookshelf, you can download your digital textbook to up to 4 devices. To complete the download click on the **CoursePoint** logo in the
upper left hand corner to view the VitalSource Bookshelf. While viewing the Bookshelf, look under the CoursePoint logo for links to download your Bookshelf for Windows or Mac.

**TIP:** Your Lippincott CoursePoint for Nursing Concepts comes complete with multiple Digital Textbooks so you will need to open each textbook on the VST bookshelf before you can complete the download process.

7. Select either Windows or Mac and the appropriate operating system or device to download the VitalSource app to your device.

You can download your Bookshelf to two computers (laptops/desktops) and two mobile devices (tablets, phones, readers). Remember, the downloaded version of your digital textbook is yours for keeps. You may want to save a download in the event one of your devices fails or is lost or upgraded. You also have the ability to de-authorize devices at any point from within your user account, which is accessed from the Bookshelf online in “my account” from the main library view. Find specific instructions for your devices at the links below:

- Instructions for installing your Lippincott CoursePoint Bookshelf on a PC are found at [https://support.vitalsource.com/hc/en-us/articles/201067238](https://support.vitalsource.com/hc/en-us/articles/201067238)
- Instructions for installing your CoursePoint Bookshelf on a Mac are found at [https://support.vitalsource.com/hc/en-us/articles/201950773](https://support.vitalsource.com/hc/en-us/articles/201950773)
- To download the free Bookshelf app to your iPhone or iPad, go to the App Store and search: VitalSource Bookshelf or go to [https://itunes.apple.com/us/app/bookshelf/id389359495?mt=8](https://itunes.apple.com/us/app/bookshelf/id389359495?mt=8)
- To access your online Bookshelf and books (desktop view) via your iPhone or iPad, go to [http://CoursePoint.VitalSource.com](http://CoursePoint.VitalSource.com) and log in using the credentials you established in step 4 under “Create an Online Bookshelf.”

3. When you access the downloaded version of Bookshelf, you will be prompted to download the digital textbooks available in your account. Depending on the device, you may see a pop-up or a message at the bottom of the page. Also, selecting a book that hasn’t been downloaded yet will create a prompt to download.

**TIP:** You’ll notice slight variations in the look and features of your digital textbook and Bookshelf experience from device to device. Generally the apps have more functionality.

**Using Your Digital Textbook Offline**

When you are in your downloaded digital textbook without Internet access, you won’t have access to Lippincott CoursePoint for Nursing Concepts. However, you’ll have access to many of the interactive resources embedded in your digital textbook.
Downloading Additional Textbooks and Content Updates

If you already have a downloaded version of Bookshelf and add a book, it will appear in your downloaded Bookshelf automatically. Also, you may be prompted to download newly acquired assets or updates to existing titles.

To make sure all of your digital textbooks are on your downloaded bookshelf, go to My Account and click Update Book List to show all of your textbook assets. This updates what you have been licensed to have on your Bookshelf.

**TIP:** Once you've established a Bookshelf account, you can access your online digital textbook through Lippincott CoursePoint for Nursing Concepts AND directly through VitalSource at http://CoursePoint.VitalSource.com, as well as via VitalSource apps you've downloaded, as noted above. Use the credentials established in step #1 above to log in.