



**ACCESS**

Course Materials for All

# Opt-Out Customer Portal Overview

# OPT-OUT Customer Portal

## STUDENT EXPERIENCE

1

Student Selects URL and Verifies Identity using email address provided by school (.edu). Email is sent directly to student and continues with Step 2 below

OR

Email is sent automatically to student at email address provided by school (.edu)

2

Student Selects **Activate Account & Set Password** and is launched to the customer portal

Please enter your school email address and select submit. After submit is selected, an email will be sent to your school email address to access the portal.

example@abc.com

SUBMIT

Subject

Welcome to CCSF Ocean Campus Bookstore Customer Portal!

Template Body

Congratulations on your enrollment in CCSF Ocean Campus Bookstore Customer Portal. To preserve student choice and promote student savings, CCSF Ocean Campus Bookstore has partnered with your campus bookstore to provide this program so you will have access to all required course materials on day one of class at prices not available elsewhere. If you decide you do not want to purchase the course materials provided to you as part of the program, you can use the CCSF Ocean Campus Bookstore Customer Portal to opt-out of the program.

**IMPORTANT!** Please note that if you opt-out, you will then be responsible for obtaining the required course materials on your own. Once you have opted-out, you will only be able to opt-in until 01/10/2018 and receive the special pricing that is part of the program.

If you would like to proceed with opting-out, please activate your account below by 01/10/2018 and follow the instructions.

**Information you should know...**

- Your username is your school email address: **fjoseph@mail.ccsf.edu**

**Activate your account and set your password by selecting the below link!**

[Activate Account & Set Password Here](#)

Happy studying and best of luck in class!

**Want to log in after you activate your account?**

[Login Here](#)

**Questions?**

Contact your campus bookstore

# OPT-OUT Customer Portal

## STUDENT EXPERIENCE



3

Student Enters & Confirms Password to securely login and clicks **SAVE**

A screenshot of a web form titled "SET PASSWORD". It contains two input fields: "New Password" and "Confirm Password". Below the fields is a dark blue "SAVE" button. A note at the bottom states: "Note: Passwords must be at least six characters and contain one number." An orange bracket on the left side of the form indicates its position in the user flow.

4

Student is now logged into the customer portal and can view Follett ACCESS Program Course(s)

### MANAGE COURSE MATERIAL(S)

Course Name	Course Number	Total to Student	Course Material Detail	
Software Design	DFLT>ITP>100>W01	\$60.00	View Course Material	<a href="#">Opt-Out</a>

# OPT-OUT Customer Portal

## STUDENT EXPERIENCE

### REVIEW DETAILS



- Displays **Course Name & Course Number**
- Displays **\$ Total to Student**
- Click to **View Course Material Details**
- **Opt-Out** through Census Date at Section Level Each Term (IA) or Program Level Each Term (EA)



COURSE MATERIAL(S) DETAIL			
Course Name	Course Number	Title	Type
College Success Skills	DFLT>SDV>100>C01	College Success Skills, MindTap (0686/0687)(CUSTOM)	Digital

CLOSE

Course Material Detail

View Course Material

# OPT-OUT Customer Portal

## STUDENT EXPERIENCE

### AFTER OPT-OUT



- Login & See Status Through Census Date
- Opt-back-in by Clicking **Opt-In**
- Students in Opt-Out Status as of Census Date Will Not Be Listed on Bookstore Invoice



Course Material Detail	
<a href="#">View Course Material</a>	<a href="#">Opt-Out</a>
<a href="#">View Course Material</a>	<a href="#">Opt-In</a>

# OPTIONAL FEATURES

*AVAILABLE AT SCHOOL REQUEST*



SUPPORT AUTOMATING  
OPT-OUT & OPT-BACK-  
IN CHANGES TO  
STUDENT ACCOUNTS



OPT-OUT AND  
OPT-BACK-IN  
ARE OPTIONAL



CUSTOMIZE  
PROGRAM NAME  
ON CUSTOMER  
PORTAL



CHOOSE NOT TO  
DISPLAY **TOTAL**  
TO STUDENT \$  
FIELD IN PORTAL



CUSTOMIZE  
EMAIL DETAILS  
UNIQUE TO  
SCHOOL