This is a guide that walks through the steps to redeem an access code and self-enroll into a Nursing Concepts Online (NCO) course.

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Redeeming Access Codes

1. To get started, go to evolve.elsevier.com. Enter your Username and Password and click Sign In.
   a. If you do not already have an Evolve account, you can create one by clicking Create Account.

   ![Sign In Screen]

   - Username or Email Address
   - Password
   - Sign In
   - Create account
   - Forgot Username or Password?
2. Click Catalog in the upper-right.

3. Locate the text box on the left side of the screen under Redeem an Access Code or Enter an Evolve Course ID.

4. Enter your 12 or 20-digit Access Code in the text box and click Submit.

5. Click Redeem.
6. If your account is missing required information, a request to update your account will follow. Fill out any required information. Otherwise, your Access code has been redeemed. Repeat Steps 2-6 for any remaining access codes.

   a. If your package contains an eBook, you may need to create a password for a VitalSource account. This password may be different from your Evolve password.
   b. Select a Security Question and type an Answer for your VitalSource account.
   c. Click Continue. You will be directed to a confirmation page. Your Access code has been redeemed. Repeat steps 2-8 for any remaining access codes.

NOTE: Your VitalSource username will be the email address connected to your Evolve account.
Self-Enrolling in your NCO Course.

1. To get started, go to evolve.elsevier.com. Enter your Username and Password and click Sign In.
   a. If you do not already have an Evolve account, you can create one by clicking Create Account.

2. Click Catalog in the upper-right.
3. Locate the text box on the left side of the screen under Redeem an Access Code or Enter an Evolve Course ID.

4. Enter your Course_ID in the text box and click Submit.

5. You will receive a confirmation that you have been enrolled in the course.

END OF GUIDE