Purpose: This document walks through the registration process for requesting Elsevier products or resources in Evolve.

Product Search

1. Click on Sign In to log in to your Evolve instructor account. If you do not have an Evolve instructor account, click on Create account, then follow the steps needed to create your Evolve instructor account.

   NOTE: Once you log in, your My Evolve product list displays. Any existing Evolve products or resources are listed in your My Evolve product list.

2. Click on Catalog.


4. Click Go. The product or resource page displays.
Request Product or Resource

NOTE: On the product/resource page, the center section has additional details regarding this product or resource.

5. Click **Request** to request this product or resource.

6. Continue if you are using…
   - …your own institution’s Learning Management System (LMS), go to **Section A** (Step 7) below.
   - …Canvas provided by Elsevier, go to **Section B** (Step 14) on page 4.
   - …Evolve Content Only (i.e. Resources), go to **Section C** (Step 19) on page 4.

   NOTE: Using Evolve Content Only EXCLUDES online courses and electronic products (i.e. Adaptive Quizzing, Sherpath). Evolve Content Only is used by institutions accessing resources only.

**Section A (Using Your Own Institution’s LMS)**

Complete Steps 7 – 13 ONLY if you are using your own institution’s Learning Management System (LMS).

7. Click the radio button next to **Choose your LMS**, select the LMS used by your institution. For this example, we are selecting **Canvas by Instructure** as the LMS.
8. In the **Delivery Method**, select **Evolve Link** from the drop-down.

9. Enter your LMS administrator’s name and email in the **System Administrator Name** and **System Administrator Email** fields.

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

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

12. Click **Apply**. Your content is placed into a shopping cart.

13. Continue to **Complete Checkout** (Step 23) on page 5.
Section B (Using Canvas Provided by Elsevier)
Complete Steps 14 – 18 ONLY if you are using Canvas provided by Elsevier.

14. Click the radio button next to Canvas provided by Elsevier.
15. Enter the Projected course enrollment (optional).
16. Add a comment to your request (optional).
17. Click Apply. Your content is placed into a shopping cart.
18. Continue to Complete Checkout (Step 23) on page 5.

Section C (Using Evolve Content Only)
Complete Steps 19 – 22 ONLY if you are using Evolve Content Only.

NOTE: Using Evolve Content Only EXCLUDES online courses and electronic products (i.e. Adaptive Quizzing, Sherpath). Evolve Content Only is used by institutions accessing resources only.

19. Click the radio button next to Evolve Content Only.
20. Add a comment to your request (optional).
21. Click Apply. Your content is placed into a shopping cart.
22. Continue to Complete Checkout (Step 23) on page 5.
Complete Checkout

23. Click **Change** to change hosting option, if needed.

**NOTE**: The **Promotion code** field typically pre-populates.

24. Click **Checkout/Redeem** to checkout. The **1. Review & Submit** page displays.

![My Cart](image)

25. Enter the **Sales rep Code** (optional).

**NOTE**: The **Promotion code** field typically pre-populates.

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

27. Click **Checkout/Redeem**. The **2. Confirmation** page displays.

![My Cart](image)
NOTE: Review the message about the instructor verification process. You receive an email once your order is verified and fulfilled. This may take a few days.

28. Once your request has been approved and fulfilled, verify the product or resource is in your My Evolve content list.

Next Steps

29. Continue if you are using…

- …your own institution’s Learning Management System (LMS), go to Section D (Step 30) on page 7.
- …Canvas provided by Elsevier, go to Section E (Step 33) on page 7.
- …Evolve Content Only (i.e. Resources), go to Section F (Step 36) on page 7.

NOTE: Using Evolve Content Only EXCLUDES online courses and electronic products (i.e. Adaptive Quizzing, Sherpath). Evolve Content Only is used by institutions accessing resources only.
Section D (Using Your Own Institution’s LMS)

30. Log into your institution’s Learning Management System (LMS).
31. Open your course or create a new course in your LMS.
32. Add your Evolve content using Evolve Link.

   **NOTE:** See the video Adding Evolve Content to (your LMS name) using Evolve Link for additional details.

Section E (Using Canvas Provided by Elsevier)

33. Click on Access Canvas provided by Elsevier. Elsevier’s instance of Canvas opens.
34. Open your course or create a new course in the LMS.
35. Add your Evolve content using Evolve Link.

   **NOTE:** See the video Adding Evolve Content to (your LMS name) using Evolve Link for additional details.

Section F (Using Evolve Content Only)

36. Continue using your Evolve content in your Evolve account.

   **NOTE:** Using Evolve Content Only EXCLUDES online courses and electronic products (i.e. Adaptive Quizzing, Sherpath). Evolve Content Only is used by institutions accessing resources only.