



OASIS

**Ordering Digital
Products**

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Overview

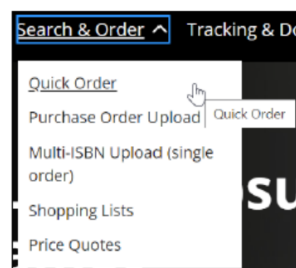
This OASIS (Order and Shipment Information System) Ordering Digital Products user guide documents how to place orders for higher education products on the OASIS website.

Note: Digital products (that are downloaded) and Physical products (that are shipped) can be ordered together.

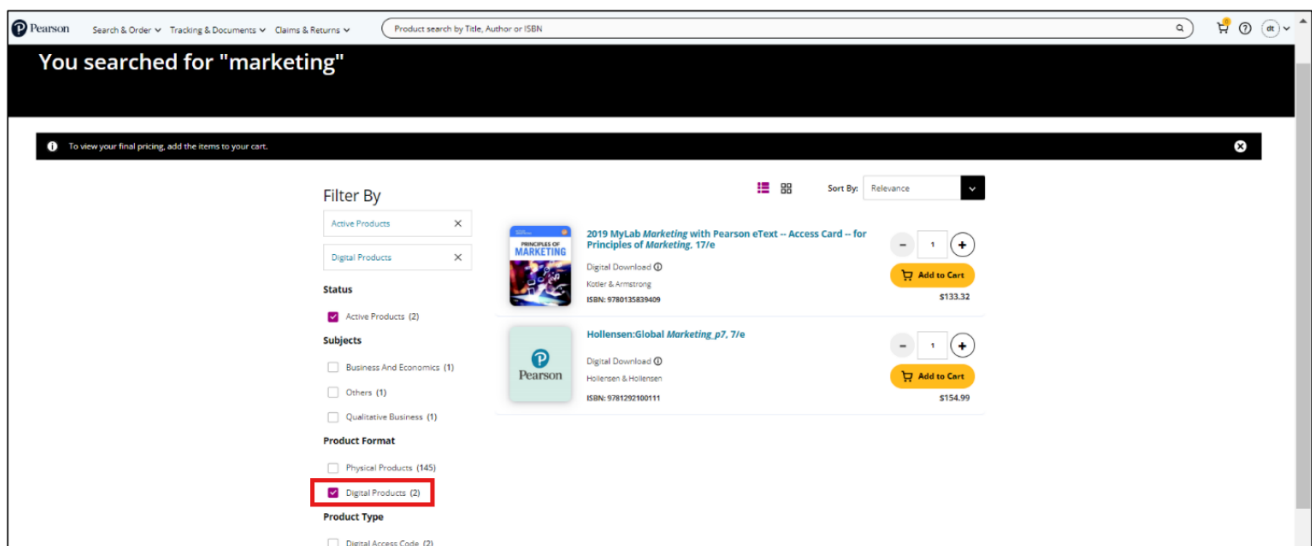
Search and order digital products

Note: See the Placing Orders user guide for more information about searching for and ordering digital and physical products.

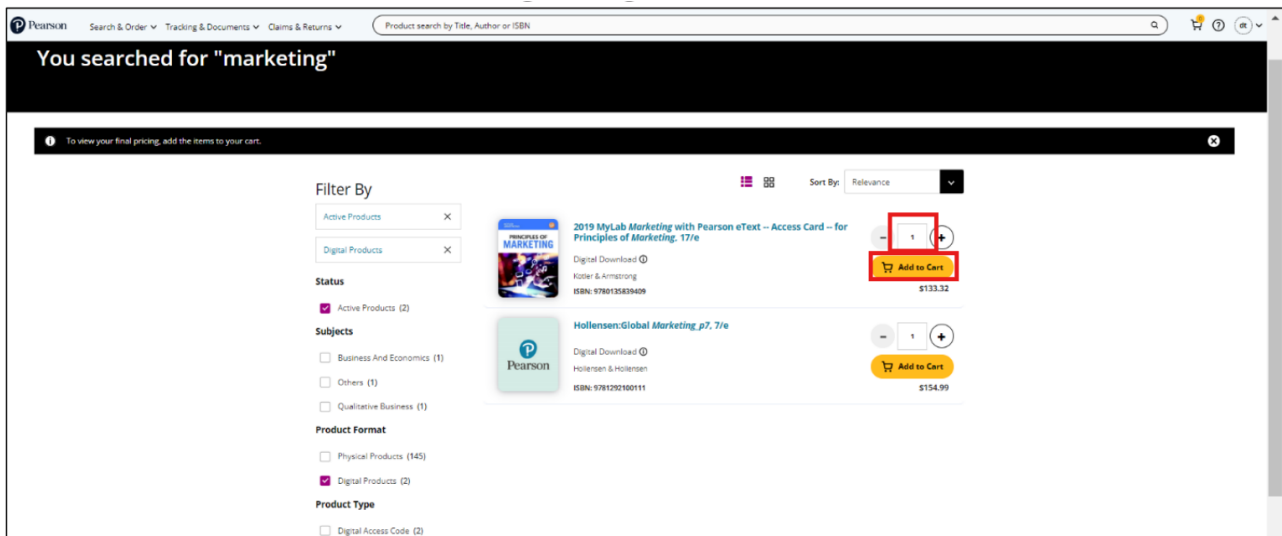
1. Use any ordering option to search for and add products to the cart.



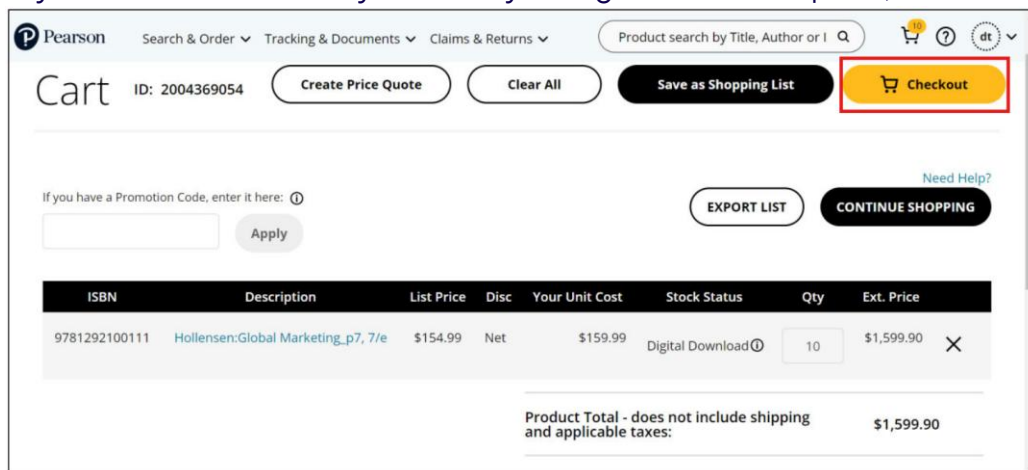
The following shows an example of searching for “marketing” titles and then filtering by digital products.



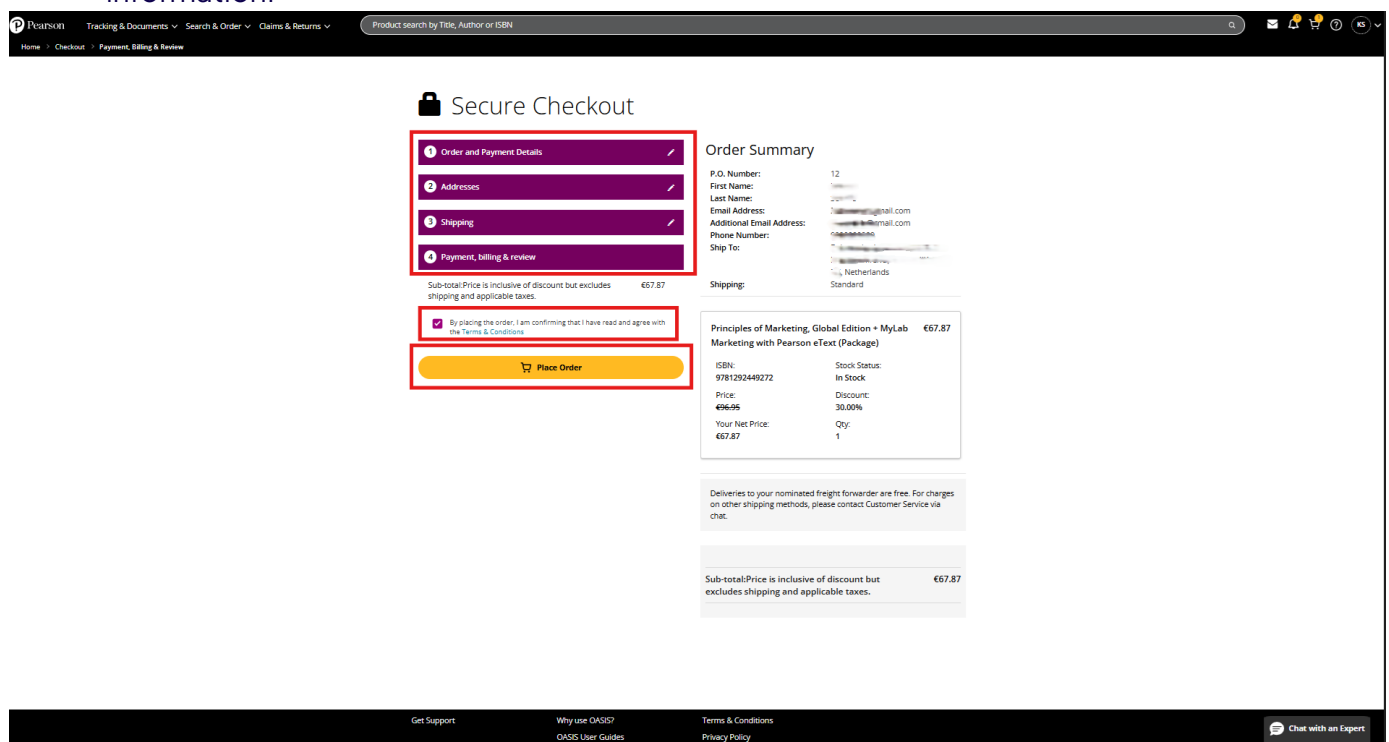
2. Enter the quantity and then click **Add to Cart**.



3. Review your order and make any necessary changes. Once complete, click **Checkout**.



4. Complete the four sections of the checkout process, review and accept the Terms and Conditions and click **Place Order**. You will receive a confirmation email with additional information.



Access codes and instructions

In **Order Tracking**, search for orders by **Digital Access Codes**. The codes (without the instructions) can be downloaded in an Excel spreadsheet.

Note: See the Tracking Orders User Guide for more information.

Access codes and instructions

Use **Order Tracking** to check the status of the order anytime. See the Tracking Orders User Guide for more information.

Download digital products

1. Once the codes are ready to be downloaded, they can be accessed in Order Tracking. The downloaded document includes the codes, instructions, and redemption URL.
2. In the **Digital Code Fulfilment** email, click the link to go directly to the OASIS page with the button to download the document.
3. Distribute the information to the end user.
4. Open the downloaded document to view/print the codes and instructions.

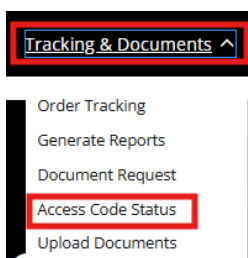
Note: Distribute an access code, the redemption URL, and instructions to each end user.

The following shows an example of a digital redemption excel spreadsheet.

	A	B	C	D	E	F
3	Instructions					Redemption url
	To access your eTextbook, please copy the code. Once at Pearson+, paste your code in the "Access code" field, create / sign in to an account, and access your book.					redeem.pearsonplus.com
	Other useful links: Pearson+ access code support:askpearsonsupport.com Return to your etextbook once you've redeemed a code:pearsonplus.com/signin					
4						
5	#	ISBN	Product Description	Access Code		
6	1	A103000240286	Multi	QYVC- [redacted] KL		
7	2	A103000240286	Multi	THCU- [redacted] MZRR		
8						

Check access code status

1. Click **Tracking & Documents**.
2. Select **Access Code Status**.



3. Enter the digital access code.
4. Click **Check Code**.

Pearson Search & Order Tracking & Documents Claims & Returns Product search by Title, Author or ISBN

Access Code Status

Access Code Status
Deactivate Access Code

Enter complete access code: * * Required

FPQEA- [blurred] -CAKES

(Example: CCFSC-ACKEE-THOLE-PICON-BACCY-UNRSE)

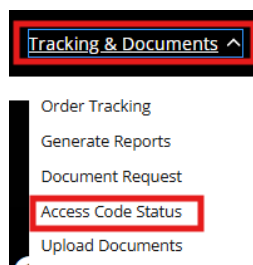
Check Code Clear

Status ACTIVE
Activation Date 08/09/2023
Expiration Date 12/01/2025

For additional assistance with Access Codes please [contact us](#).

Deactivate digital access codes

1. Click **Tracking & Documents**.
2. Select **Access Code Status**.



3. Click the **Deactivate Access code**.
4. Complete all fields.
5. Click **Submit**.

Access Code Status
Deactivate Access Code

Access Code * * Required

(Example: CCFSC-ACKEE-THOLE-PICON-BACCY-UNRSE)

First & Last Name *

Email *

Account Name *

Reason for deactivation *

This code is sent to OASIS Technical Support for deactivation.
You will be notified by email when completed.

Submit Clear

For additional assistance with Access Codes please [contact us](#).

We will email you when the access code has been deactivated.

Author:

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Version:

Approver:

Classification: DCL 1/DCL 2/DCL 3/DCL 4

Date: