

Cengage Codes Directions for Dual Enrollment Students

Please note:

- Chattahoochee Technical College only provides *required* textbooks and/or access codes
- Any other course materials are the responsibility of the student
- More information is available at [Library Answers Dual Enrollment and Dual Achievement FAQ](#)
- NOTE: You may need to search in your email's junk/spam folder, or [turn off the Focused View](#) to see the email.

Step 1: Locate your Cengage Access code in your Chattahoochee Tech email.

Emails will come from one of three email addresses:

- **Chattahoochee Technical College Bookstore:** shop@em.efollett.com with the **Subject: Digital Materials for Cengage Unlimited** for classes that use Cengage Unlimited as the required textbook for all students
- **Kortext:** no-reply@kortext.com for classes that use Cengage ebooks without MindTap access
- **Library Services:** Library@ChattahoocheeTech.edu For exceptions where the bookstore system can't email out the codes or for students with multiple classes using Cengage MindTap textbooks where the college decided to purchase a Cengage Unlimited subscription.

Step 2: Access Cengage

Option A: Follow the link in the email you received

- This works for emails from Chattahoochee Technical College Bookstore.

Option B: Go through Blackboard

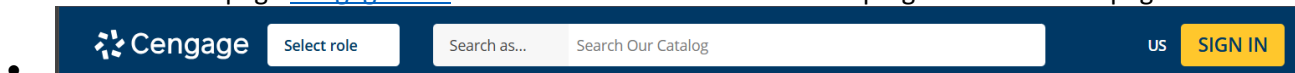
- Login into Blackboard, and select a course that uses a Cengage textbook, then click any link to Cengage content. Cengage's YouTube page has this helpful video: [eBook Registration and Access via Blackboard](#)

If you need to create a new Cengage Account, there will be two codes:

- 1 Activation Code only used to create your account (used in Step 3 below)
- 1 Access code used to access your course content (used in Step 4 below)

Option C: Go directly to [Cengage.com](https://www.cengage.com)

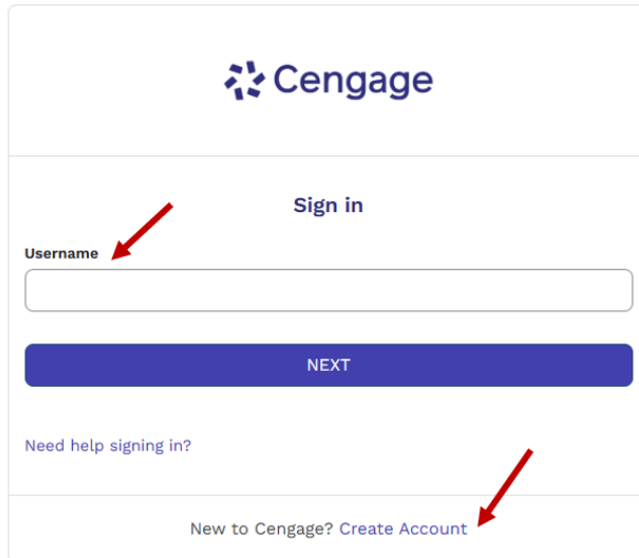
- Go to the webpage [Cengage.com](https://www.cengage.com) and click **SIGN IN** located in the top right corner of the page



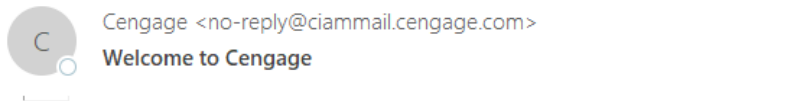
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Step 3: Login or Create a Cengage Account:

- If you already have a Cengage account created with your Chatt Tech email address, log in and skip to step 4. If you do not, click Create Account:

The image shows the Cengage sign-in page. At the top is the Cengage logo. Below it is a 'Sign in' heading. There is a 'Username' label with a red arrow pointing to a text input field. Below the input field is a blue 'NEXT' button. Underneath the button is a link that says 'Need help signing in?'. At the bottom of the form is a link that says 'New to Cengage? Create Account' with a red arrow pointing to it.

- Enter your college email address (including the @students.chattahoocheetech.edu), name, birth year, institution (Chattahoochee Technical College) and time zone. Make sure your Chatt Tech email address is entered correctly, and then click Submit. Leave the browser tab open
- Open your Chatt Tech email in a new tab. Within a few minutes, you will receive an email message from Cengage with the Activation Code for your account. The Activation Code is only good for one day from when you start the process.



Welcome to Cengage!

Activate [@chattahoocheetech.edu's](#) account
Click Activate Cengage Account or enter the activation code in the browser window where you began creating your account. If you are creating your account from a Learning Management System, we recommend using the activation code. **This link and activation code expire in 1 day.**

ACTIVATE CENGAGE ACCOUNT

Activation code: 1-2-3-4-5-6-7-8-9-0

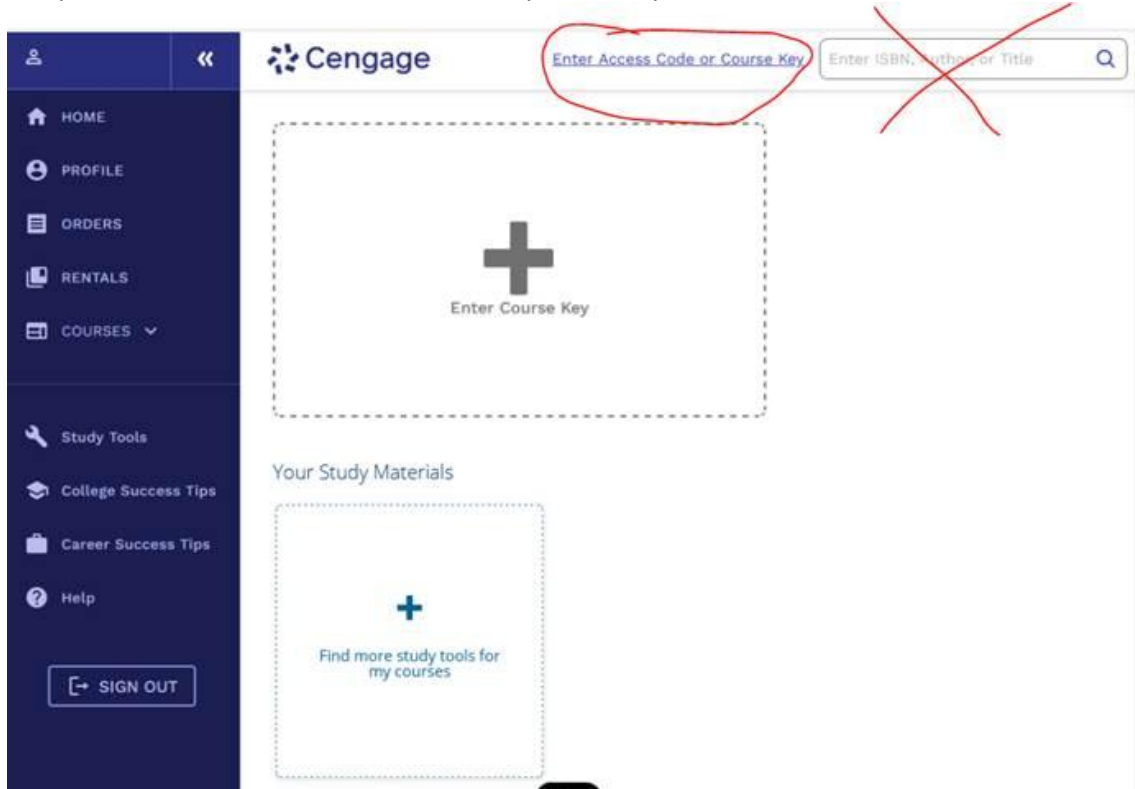
If you need help activating your account, please contact [Support Services](#).
Cengage uses industry leading account management and verification platforms including Okta and SheerID to securely set up your account and protect your data.

- Click "Activate Cengage Account" in the email or go back the browser tab where you began creating your account and enter the Activation Code there
- Create a password and log into your Cengage account

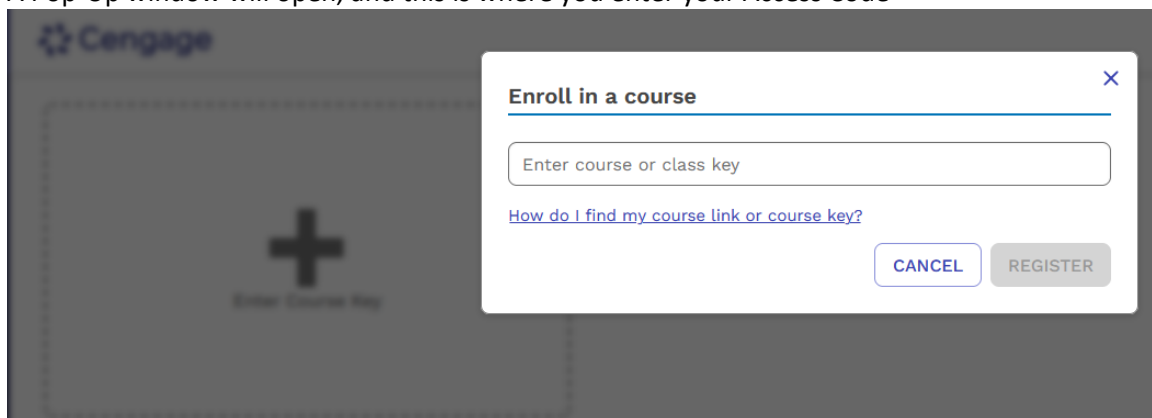
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Step 4: Access your course materials

- From the Cengage Landing page, click on the Enter Access Code or Course Key link.
- DO NOT enter the access code in the search box on this page
- The phrase “Enter Access Code or Course Key” is a link you need to click



- A Pop-Up window will open, and this is where you enter your Access Code



- For Cengage Unlimited
 - Once you have redeemed your code go back to your Course in Blackboard and click on any link to the textbook. This adds the textbook to your Cengage account.
 - **You may need to repeat this step**
- For Individual book MindTap codes your book should be in your account as soon as you activate the code