Ordering Digital Products

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Overview

This OASIS (Order and Shipment Information) Ordering Digital Products User Guide documents how to place orders for higher education products on the OASIS website. Click the links in the Table of Contents to learn.

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. After logging in, use any ordering option to search for and add products to the cart. The following shows an example of searching for "marketing" and then filtering by digital products.
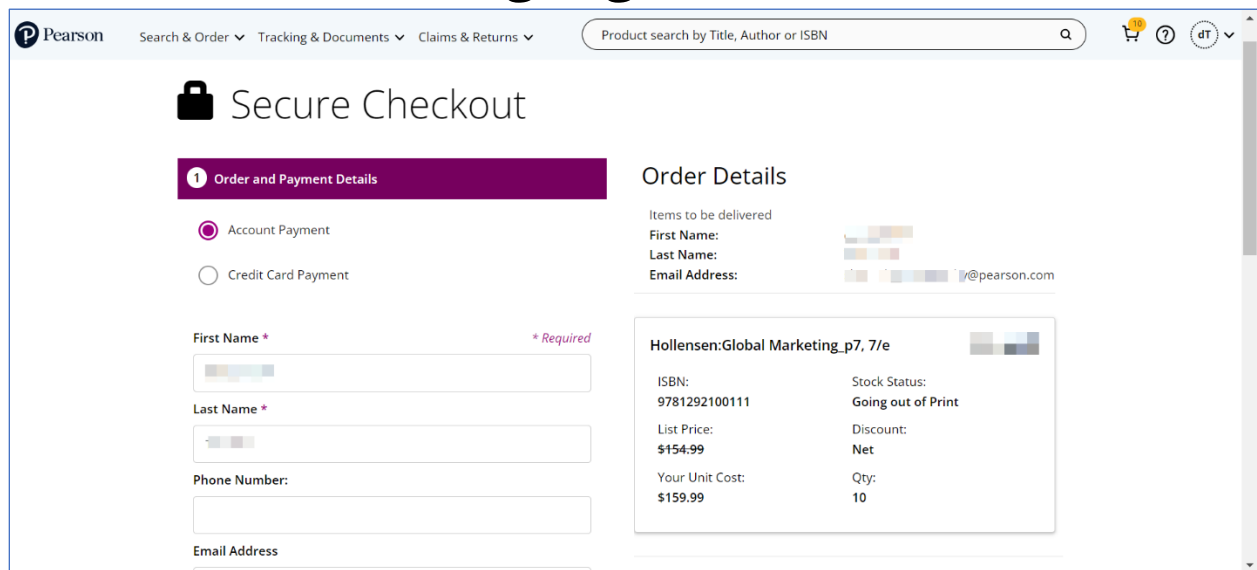
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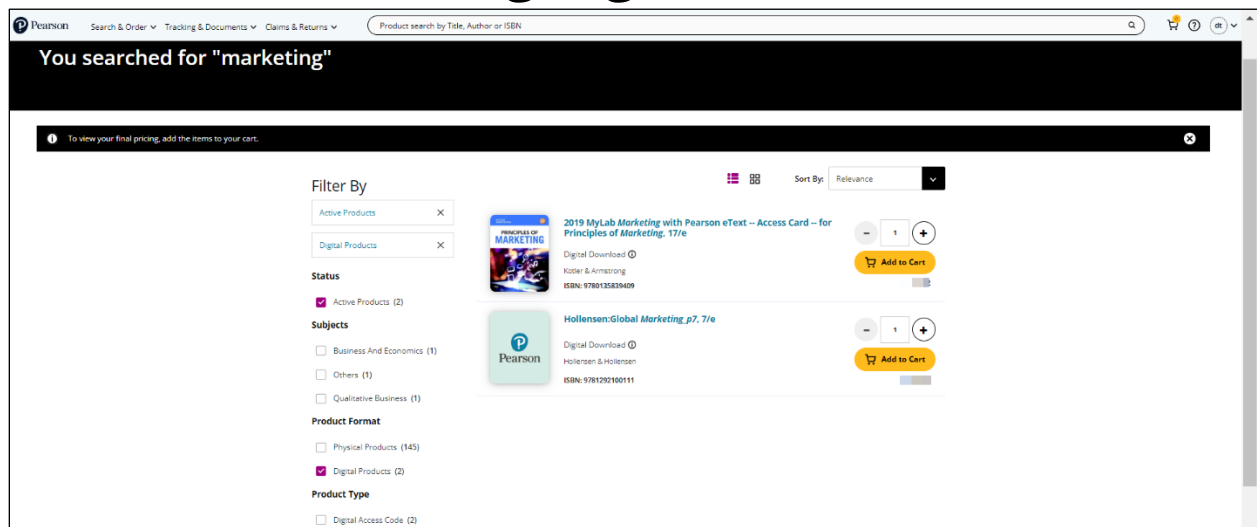
2. In this example you would enter the quantity and then click **Add to Cart**.
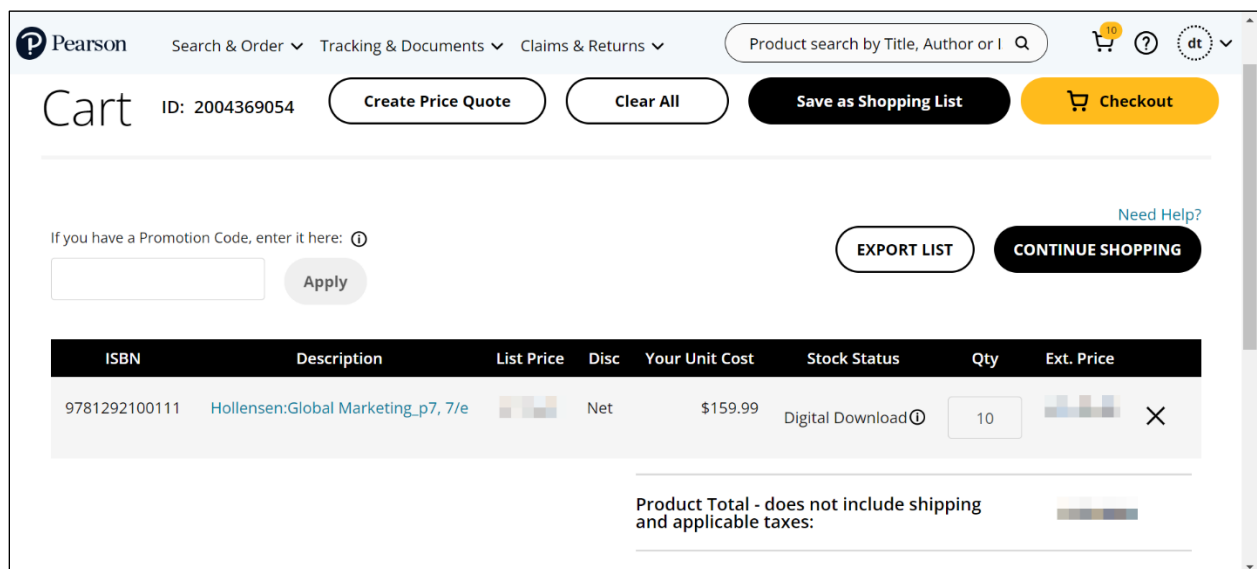
3. Review your order and make any necessary changes. Once complete, click **Checkout**.

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4. Complete the **Order and Payment Details**, **Addresses**, **Shipment**, and **Payment, billing and review** sections.
5. Click the OASIS Terms of Use and Pearson Terms and Conditions checkbox.

6. Click **Place Order**. You will receive a confirmation email with additional information.

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Access codes and instructions

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

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

Review digital product status

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 Fulfillment" email, click the link to go directly to the OASIS page with the button to download the document.
3. Distribute the information to each student.
4. Open the downloaded document to view/print the codes and instructions.

Note: Distribute an access code, the redemption URL, and instructions to each student.
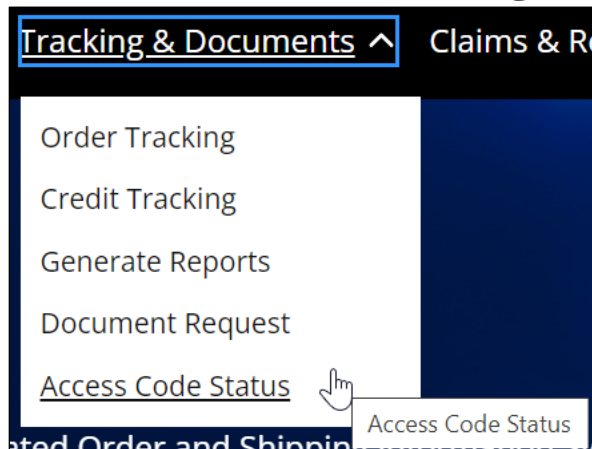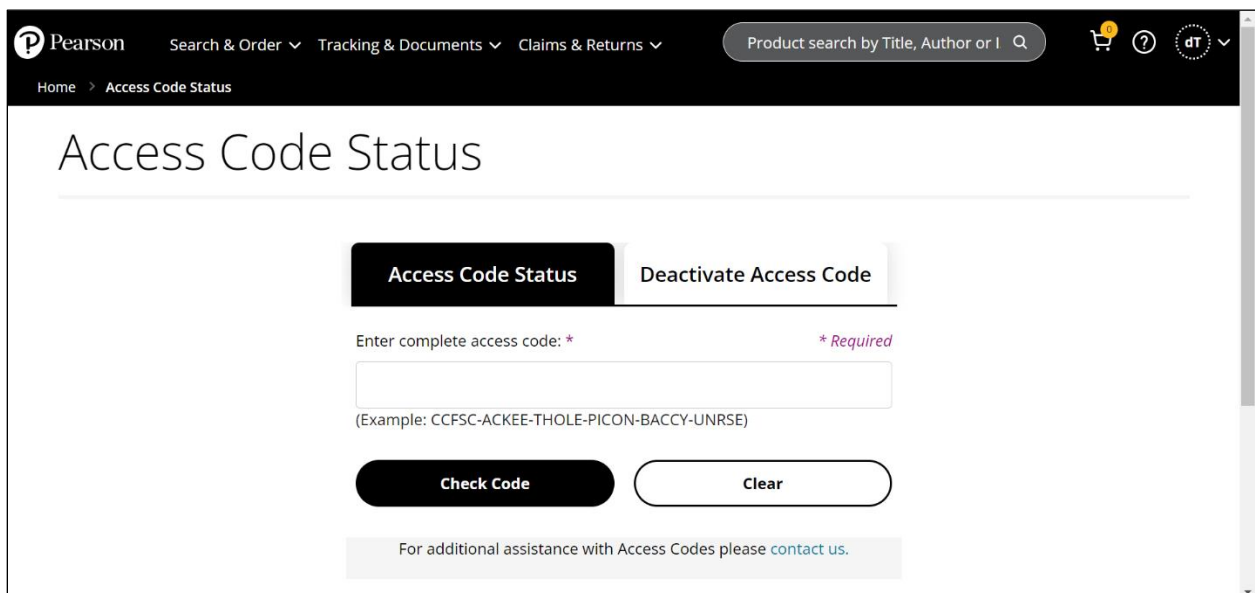
The following shows a digital redemption spreadsheet.

Check access code status

1. Click **Tracking & Documents**.

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2. Select **Access Code Status**.

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

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Deactivate digital access codes

1. Click **Tracking & Documents**.
2. Select **Access Code Status**.
3. Click the **Deactivate Access Code** tab.

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| 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.

4. Complete every field on this tab.
5. Click **Submit**.

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