

Inclusive Access “Go-Live” Checklist

PUBLISHER REPRESENTATIVES

STATION 1: ADOPT

- Secure Inclusive Access adoptions
- Confirm internally that requested content is available via VitalSource

STATION 2: MANAGE

- Work with institution to confirm pricing and deliver materials
- Ensure rights and pricing are assigned to the institution in VitalSource systems

STATION 3: DELIVER

- If applicable, check access code availability
- Conduct courseware training

STATION 4: LEARN

- Conduct first day of class presentations

STATION 5: ANALYZE

- Review lessons and outcomes
- Identify improvements for the future