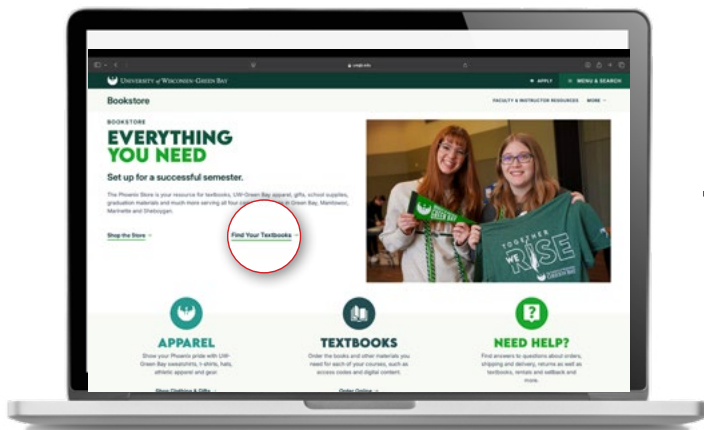


HOW TO OPT OUT

from automatically receiving Inclusive Access (IA) course materials

STEP 1

Visit uwgb.edu/bookstore and click the “Find Your Textbooks” link at the top of the page.



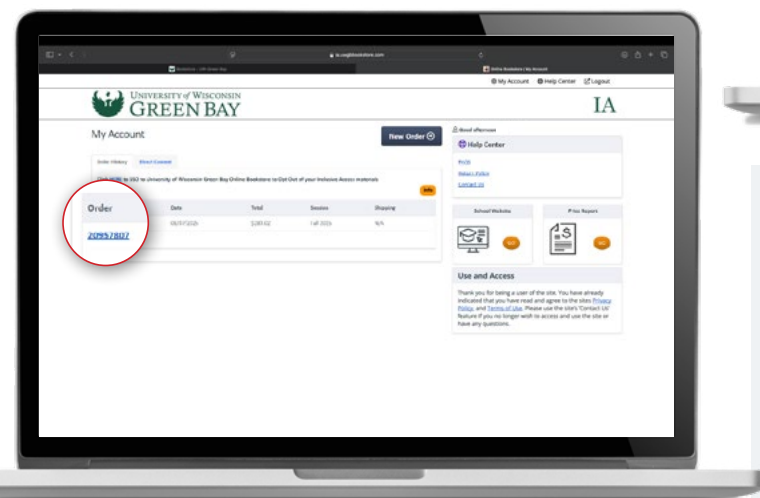
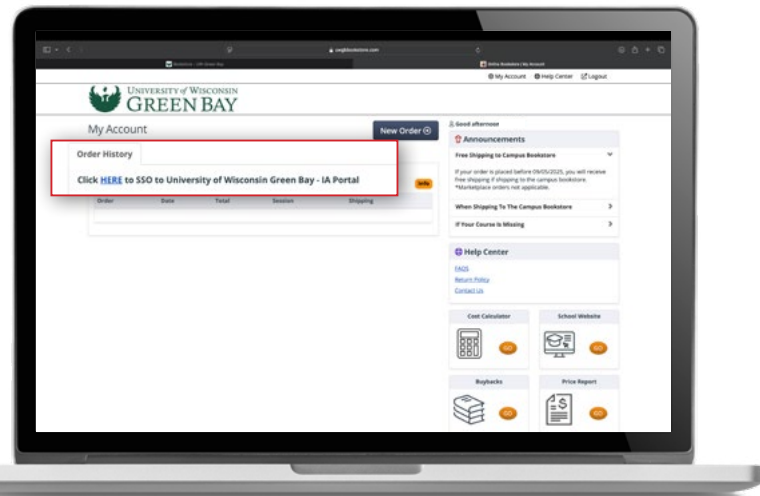
STEP 2

Sign into the Online Bookstore using your UW-Green Bay credentials.



STEP 3

Click the link in the Order History tab: “Click [HERE](#) to SSO to University of Wisconsin Green Bay - IA Portal” to see if you are enrolled in IA courses.



STEP 4

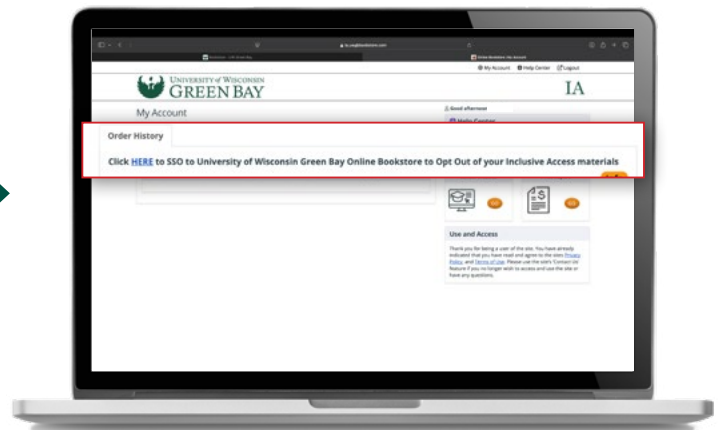
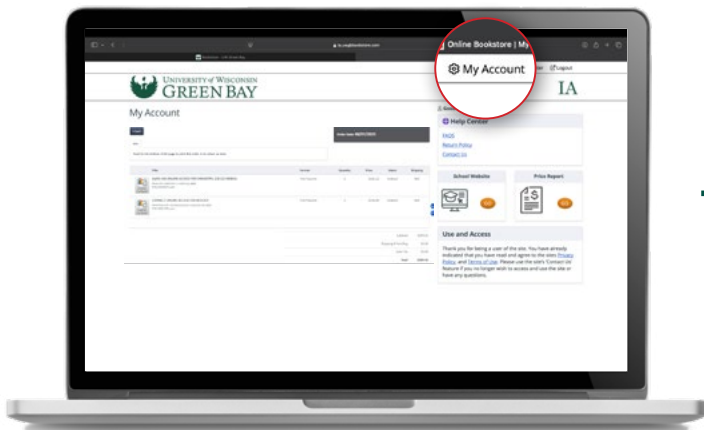
Once you have accepted the Privacy Policy and Terms of use, an order will appear if you are enrolled in any IA courses.

Click the blue order number to view your IA courses and charges.

STEP 5

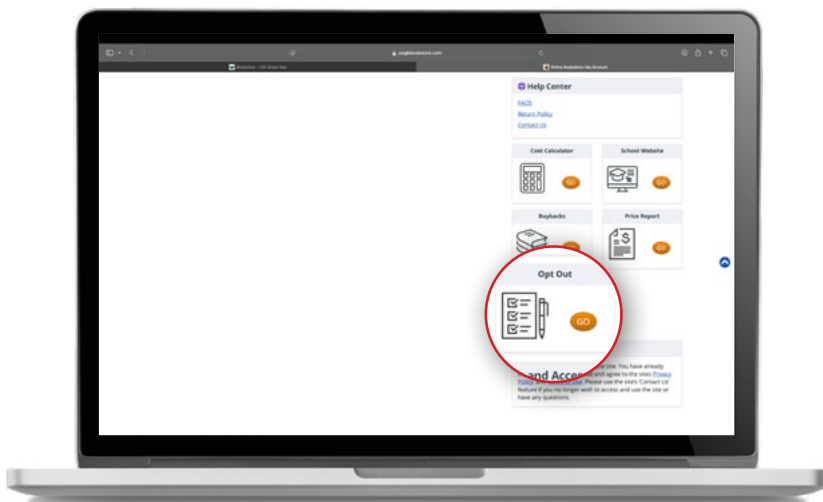
Review the materials. If you would like to decline the materials:

- Click “My Account” at the top of the page
- Click the link in the Order History tab: **“Click [HERE](#) to SSO to University of Wisconsin Green Bay Online Bookstore to Opt Out of your Inclusive Access materials”** to return to the Online Bookstore.



STEP 6

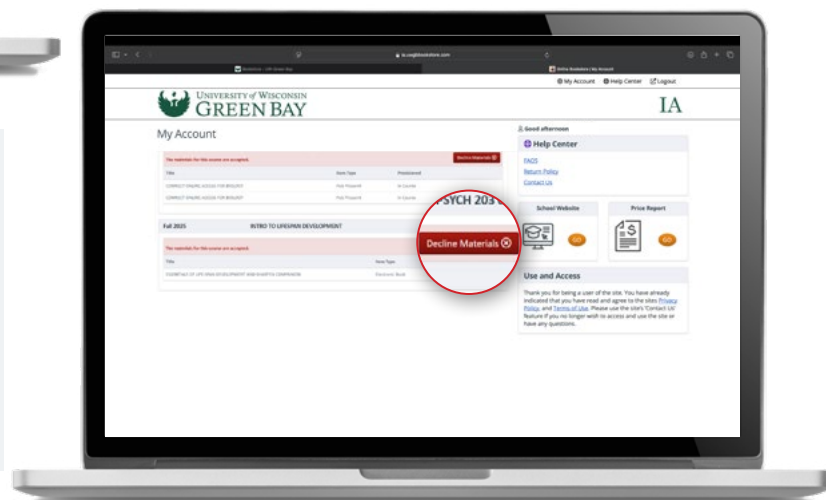
Scroll down until you see the “Opt Out” tile and click on the orange “Go” button.



STEP 7

If you are within the opt out deadline, you will see your course(s) listed and a red button that says “Decline Materials.”

Click the button if you wish to opt out.



A message will appear confirming that your request will be processed. Within two hours, you will see a credit in your SIS account for the declined course materials, and you will also receive an email confirmation.

Please contact bookstore@uwgb.edu with any questions.