

How do I Opt Out of My Access Course Materials?

1. Search your MyNortheast student email for the Welcome to Northeast State's Customer Portal! (**This is your @stunmail.northeaststate.edu email, not your D2L email**)
2. Click on the "Activate Account Here" link
3. Follett ACCESS Customer Portal is launched
4. Enter MyNortheast Student Email (**This is your @stunmail.northeaststate.edu email, not your D2L email**)
5. Set your password
6. Select Log In (Optional Use the Remember me if you would like to store your student email address with the browser)
7. Follett ACCESS Opt-Out portal opens. **IMPORTANT!** If you see No Sections then there are currently no sections eligible for opt-out.
8. Find the section you want to opt-out of and select Opt-Out

The screenshot shows a 'COURSE MATERIAL(S) DETAIL' pop-up window with the following content:

Title	Type
Harbrace Essentials w/Mindtap Access Code (CUSTOM) (1636)(NSCC)	Digital

Below the table is a 'CLOSE' button.

Below the pop-up is a table titled 'MANAGE COURSE MATERIAL(S)' with the following data:

Course Name	Course Number	Course Fee	Course Material Detail	
Fundamentals of Speech	DFLT>SPCH>1010>2J2	\$58.98	View Course Material	Opt-Out

The screenshot shows a table titled 'MANAGE COURSE MATERIAL(S)' with the following data:

Course Name	Course Number	Course Fee	Course Material Detail	Opt-Out
Fundamentals of Speech	DFLT>SPCH>1010>2J2	\$58.98	View Course Material	Opt-Out

9. Select I Agree, you will no longer have access to your course material(s) for that course(s).

The screenshot shows a 'CONFIRM OPT-OUT' dialog box with the following text:

Once you select **I Agree**, you will no longer have access to your course material(s) for Introductory Statistics and you will not be able to opt back in to the program.

Below the text are two buttons: 'I AGREE' and 'CANCEL'.