How to Set up an Educator Premium Account at Harvard Business Publishing Website

Please go to http://cb.hbsp.harvard.edu/cb/register to register an Educator Premium account. This account allows you to make HBSP case studies and notes available to your students at a discount. Harvard Business Review periodical articles are available through the library. This account also provides access to free Educator Copies of full-text cases, notes, articles and chapters for faculty use.

Please note:
- A university email address is preferred.
- When asked to “provide the specific web address/URL of where you are listed as a professor in your university's online faculty directory”,
  - For full time faculty and Senior Professional Instructors, please list the direct URL to your bio page (http://carey.jhu.edu/faculty_research/)
  - For other professional faculty, please list university homepage, http://www.jhu.edu/ After registration, you will have to wait a few days for your account to be verified. Once your account is verified, you will then receive an email confirmation and you are good to go.

If you have any issues with account set up, please contact their customer service http://hbsp.harvard.edu/list/contact-us.

After your educator account is set up, you will then be able to create a coursepack directly at Harvard Business Publishing Website http://hbsp.harvard.edu/.

How to Create a CoursePack at Harvard Business Publishing Website

Creating a course pack provides students with convenient access to fee-based content that is unavailable through the library (case studies and notes).

1. Go to http://hbsp.harvard.edu/
2. Sign in your Educator Premium account. If you haven’t done so, please set up one. For details, please refer to the previous page.
3. Use the search function to find the course materials you would like to use in your course.
4. Add the selected course material to your course by clicking on the “add to" button.

5. You will be asked where to add this course material. Please select “Course” and click on Go.
6. If you have already created the course that you would like to put the course materials in, then select this course and click on “OK”. If not, you will need to create a new course.

7. Fill in all the required information and click on OK.

Please note:

- Unless a special payment option is made for your students or the course materials are covered in the tuition, all the students are supposed to pay for their own course materials. Please select “Student” for Payment Type.
- Please check ISIS to find out course enrollment number, start and end dates.
8. Repeat the steps above to find and put all the course materials into your course. After you have all the course materials selected, it is time to create a coursepack link and share the link with your students.

9. In the right column under “My Library Snapshot”, click on the course and open it.

10. This page will list all the course materials you have selected and the price for each piece. Double check and make sure everything is all right. If you would like to make any change, click on “Edict Coursepack”. Otherwise, click on “Activate Coursepack”.

Coursepack: Demo - Marketing

Finished adding items to your coursepack? Click Activate Coursepack to create a coursepack link for your students.

Notes to display to students (edit)
11. Double check the information and click on “Activate Course”

12. A coursepack link was created for you. Share the link with your students so they can click on the link and purchase all the course materials.

Coursepack link: http://cb.hsbs.harvard.edu/cb/access/9739344

Notes to display to students (edit)