



How-to Guide:

Add Individual Memberships to Student Accounts



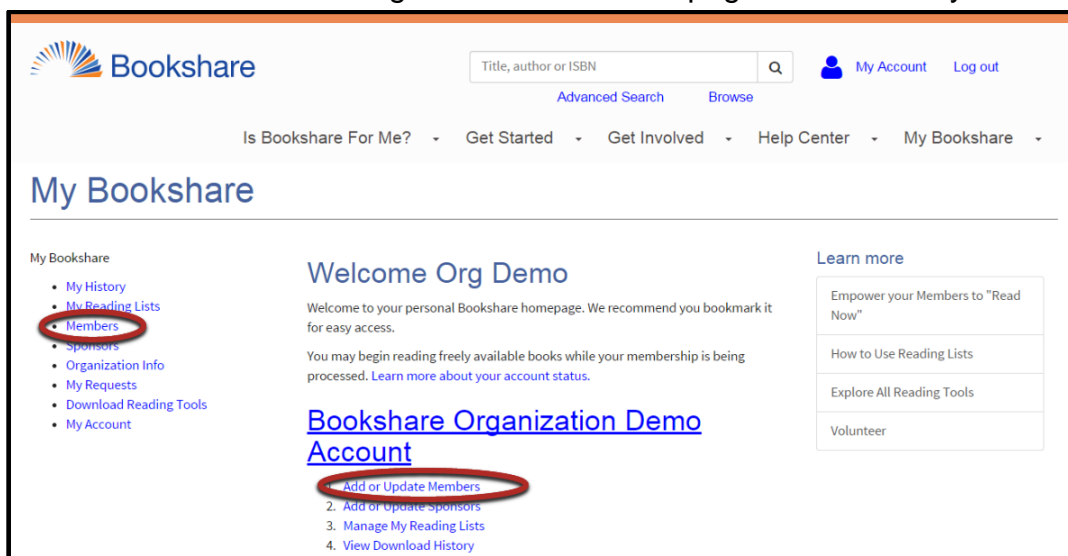
Individual Memberships help students build independence by allowing them to find and access books on their own from the full Bookshare collection. They also allow students to take their Bookshare memberships with them when they transition to different schools or out of school.

Individual memberships linked to a school's Organization Account allow teachers to assign books (including NIMAC textbooks) to students easily by including them on shared Reading Lists.

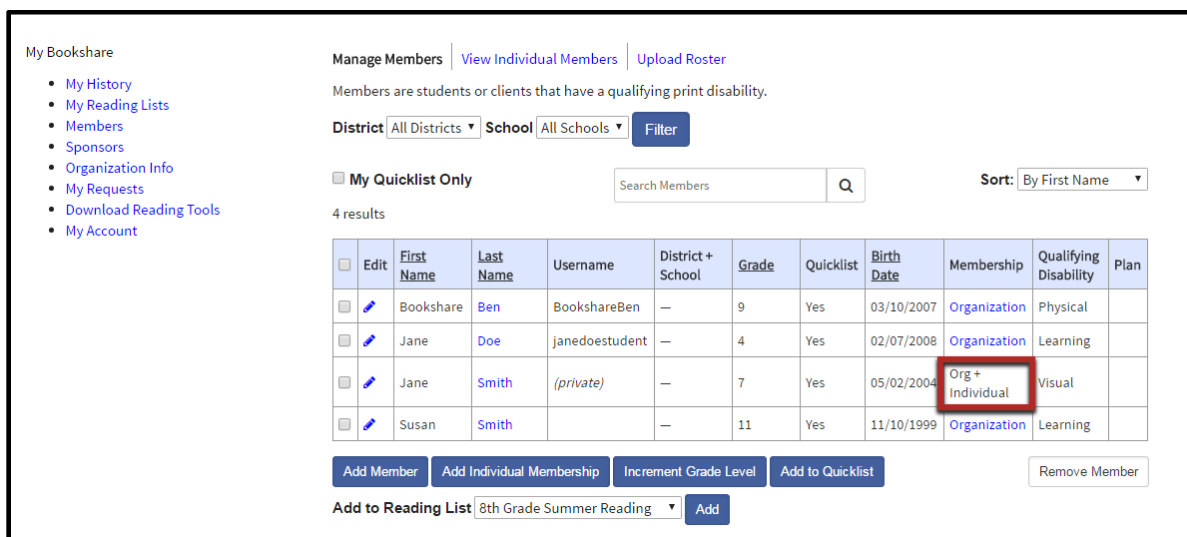
Individual memberships are FREE for all qualified US students of any age through support of the US Department of Education, Office of Special Education Programs.

Add Individual Memberships to Existing Organizational Members

- 1) Log in to your Bookshare account and go to the "Members" page under the "My Bookshare" page.



- 2) Students who already have Individual Memberships will be marked "Org + Individual" on the member roster.



- 3) Place a check mark next to the member(s) to whom you wish to add an Individual Membership and select the “Add Individual Membership” button.

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Manage Members | View Individual Members | Upload Roster

Members are students or clients that have a qualifying print disability.

District: All Districts | School: All Schools | Filter

My Quicklist Only

Search Members Q

Sort: By First Name

4 results

| <input type="checkbox"/> | Edit | First Name | Last Name | Username | District+ School | Grade | Quicklist | Birth Date | Membership | Qualifying Disability | Plan |
|-------------------------------------|------|------------|-----------|---------------|------------------|-------|-----------|------------|------------------|-----------------------|------|
| <input type="checkbox"/> | | Bookshare | Ben | | — | 9 | Yes | 03/10/2007 | Organization | Physical | |
| <input type="checkbox"/> | | Jane | Doe | janedostudent | — | 4 | Yes | 02/07/2008 | Organization | Learning | |
| <input type="checkbox"/> | | Jane | Smith | (private) | — | 7 | Yes | 05/02/2004 | Org + Individual | Visual | |
| <input checked="" type="checkbox"/> | | Susan | Smith | | — | 11 | Yes | 11/10/1999 | Organization | Learning | |

Add to Reading List:

- 4) You can send an email to the parent/guardian (or student if over 18) with a link for completing an online form, or you can download and print a form with instructions on how to sign up. For faster processing, select the email option.

Option 1: Request a new Individual Membership

For members who currently do not have an Individual Membership:

- You may want to start out by adding a username and password to the Organizational Member’s account so he or she can access books via Bookshare Web Reader. [Learn more](#)
- If the member also wants to read more independently, adding an Individual Membership to this account is the next step.

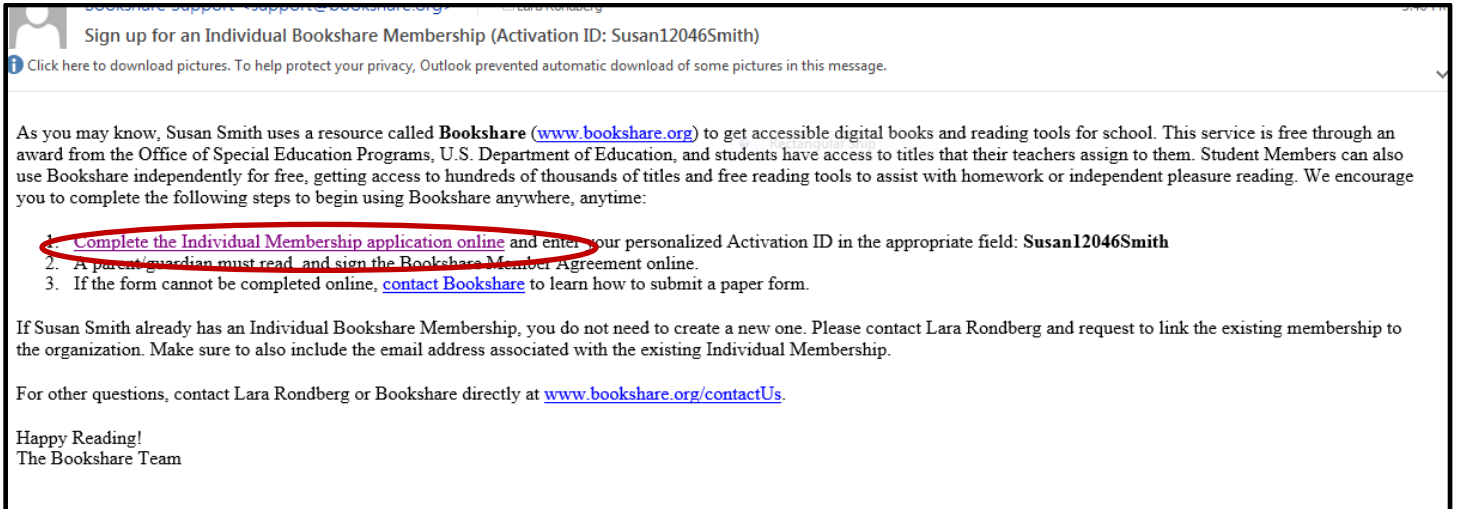
Please note that the individual account information is completely filled out online now, not via a paper form.

- For the quickest processing, you can email a link to the agreement completion form directly to the student’s parent/guardian (for members under 18 years of age) or to the student (if 18 year and older).
- You can also print instructions to send home to the parent/guardian or student by choosing the “download” option. These instructions are personalized, so please make sure that you are giving it to the correct student.
- If any assistance in completing this form online or a paper form is required, please [contact us](#).

| First Name | Last Name | Grade | Birth Date | Option | Email Address |
|------------------------------------|------------------------------------|---------------------------------|---------------------------------------|---|---|
| <input type="text" value="Susan"/> | <input type="text" value="Smith"/> | <input type="text" value="11"/> | <input type="text" value="11/10/99"/> | <input type="text" value="Send email"/> | <input type="text" value="smith@mail.com"/> |

Send me a copy of the email

- 5) Parents/Guardian (or member over 18) receive an activation email and select the link to "Complete Individual membership application online."



- 6) Parent/Guardian completes the required fields and the digital signature and select "Create Account."

I confirm that this account is for a person with a **Print Disability**, and will be able to provide Proof of Disability from a competent authority.*

Yes
 No

Fields marked with * are required.

Please enter information about the person who will be using Bookshare. If that person is under the age of 18, only the persons parent or legal guardian may accept the terms of the Bookshare Agreement. Fields or responses marked with * are required.

Rectangular Snip

Member Information

Member First Name *

Member Last Name *

Country *

Address line 1 *

Address line 2

City *

State/Province *

Zip or Postal Code *

Phone

Member Email (Username) ? *

Confirm Email *

Password (8-32 letters or numbers, at least 1 letter and at least 1 number) ? *

Confirm password *

Birth Date (mm/dd/yyyy) *

Activation ID requires a valid birth date.

Activation ID (optional) ?

U.S. Student Status

Is this person a U.S. student? ?

Yes
 No

Applicant's Digital Signature

Listed below are some of the most important aspects of the [Bookshare Individual Membership Agreement](#). By accepting the agreement, you are agreeing to the complete Terms and Conditions of this agreement.

- The Accessible Media is only for use by the person with a [bona fide print disability](#).
- I acknowledge that Accessible Media cannot be shared with other people.
- There are consequences for copyright violations, including termination of this account.

I acknowledge that I am digitally signing the complete [Terms and Conditions](#) of this agreement.

Name

Date ~~03/15/2017~~

- 7) The student can now log in with the user name and password associated with this account and start reading.