

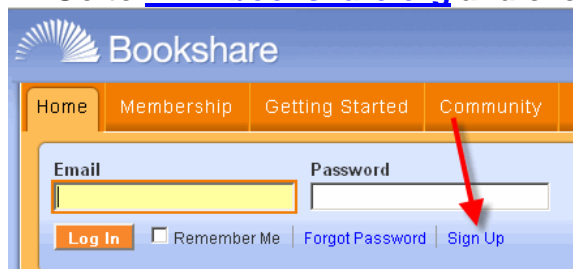
# AT Quick Guide

## Bookshare: Enrolling Your School

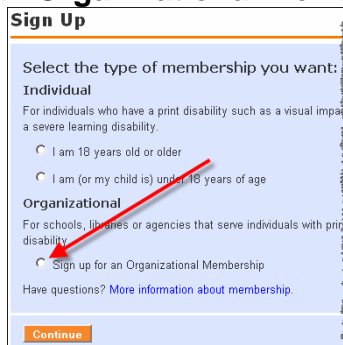
Bookshare.org provides the full text of books to students with print disabilities. Using Bookshare can significantly relieve the burden on schools to scan reading material for students with disabilities who require access to text in alternative formats. All MCPS schools should be signed up for Bookshare.

Your school need only sign up once. One person will be designated the “Primary Contact” and that person will be able to grant access to Bookshare.org to other staff in the building so that they can download books for eligible students.

1. Go to [www.bookshare.org](http://www.bookshare.org) and click on “Sign Up.”

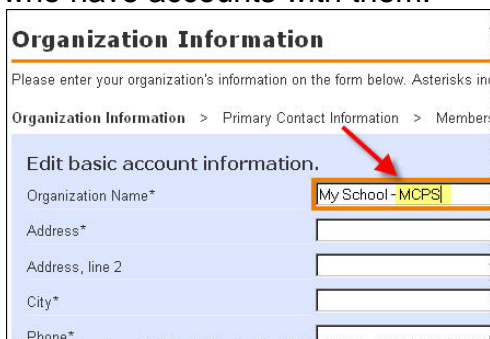


2. Sign up for an Organizational Membership



3. Fill in the information requested .

Your **Organization Name** should be your school name followed by “- MCPS” as in “Wood Acres ES – MCPS.” This way, Bookshare can keep track of all the MCPS schools who have accounts with them.



Continue

#### 4. Enter Primary Contact Information

The Primary Contact should be someone at the school who is able to coordinate the tasks outlined in the Bookshare Agreement and the Bookshare Procedures FAQ. Most often, this is the person who is registering the school. It does not need to be a special educator.

**NOTE:** You must type your **MCPS email address correctly**. If you are unsure of your email address, don't guess, ask for help.

Continue

#### 5. Read through the terms and conditions the Bookshare Agreement and click “I Agree” at the end.

I have read the terms above and agree to them

Yes

No

Previous Continue

#### 6. You are asked to print the Organization Agreement Form and fax or mail it to Bookshare.

Your school will not be able to download books until this document is on file at Bookshare.

**Next Steps**

Organization Information > Primary Contact Information > Membership Agreement

1. Print and sign a copy of [Organizational Membership Agreement](#).
2. Fax or mail your signed copy to  
**Bookshare**  
The Benetech Initiative  
480 S. California Avenue  
Suite 201  
Palo Alto, CA 94306-1609  
Fax: 650-475-1066
3. You will receive a welcome email with final instructions soon. If you do not receive a welcome email, please contact [support@bookshare.org](#).

Next

**Congratulations!**

You have completed the first steps in signing up signed copy of the Organizational Agreement.

#### 7. Now go check your email.

In the email, you will be directed to three links. **Start at the last one!**

Dear Linda Wilson of Denny Account for Training - MCPS

Welcome to Bookshare! You have signed up your organization, Denny Account for Training - MCPS, for a Bookshare organizational membership, and identified yourself as the organization's Primary Contact. This membership is completely funded by the Office of Special Education, and therefore, there are no costs or fees to your organization for this membership.

Please review the steps below to make sure your membership is complete. We recommend that you save this email for future reference.

At the end of this email, you'll find a link where you can enter and confirm your new password. Note that your user name will be your email address.

**START AT THE BOTTOM!**

**STEP 1: Confirm your Agreement** **YOU ALREADY DID THIS**

You've registered for Bookshare membership on behalf of your student with print disabilities. If you haven't already done so, please print, fax or mail a signed copy of the Organizational Agreement to Bookshare. This agreement covers all students on your account.

[http://www.bookshare.org/next/AccountAgreement\\_2009.doc](http://www.bookshare.org/next/AccountAgreement_2009.doc)

**STEP 2: Add your student Members and additional Sponsors**

After you've created your password using the link below, you'll be able to manage your student roster at the "My Organization" link. Simply select this link and navigate to the "Members" page. There, you can add your student members online by selecting the "Add a Member" button.

You can add additional Sponsors to your account at the "Sponsors" page and selecting the "Add a Sponsor" button. Sponsors are any additional faculty or staff within your organization that you'd like to be able to download books and manage students on the account. Each Sponsor will receive an introductory Welcome Email with a link where they'll need to create their own password and agree to the Terms of Membership before they can use Bookshare.

If you have many Members or Sponsors you'd like to register and would like to send your list in excel format electronically use the following link to download the New Member/Sponsor Roster Template. You can use this spreadsheet to add both Members and Sponsors to your account. Once you've filled out the spreadsheet, you can email it electronically at the "Upload Roster" page.

[http://www.bookshare.org/next/AccountAgreement\\_2009.doc](http://www.bookshare.org/next/AccountAgreement_2009.doc) **DO THIS AFTER YOU ACTIVATE YOUR ACCOUNT. SKIP FOR NOW**

We will renew your Member/Sponsor roster, and send you an email to confirm that your membership is complete. Once we process your Member roster, you will be able to download books for your students.

Click the link below when you're ready to continue with registration and create your password:

[http://www.bookshare.org/next/AccountAgreement\\_2009.doc](http://www.bookshare.org/next/AccountAgreement_2009.doc)

On behalf of our readers with print disabilities, we thank you very much for signing up for a Bookshare membership. If you have any questions about your membership, please don't hesitate to contact us at [account@bookshare.org](mailto:account@bookshare.org).

Thank you,  
The Bookshare Team

## 8. Create your password

When you click the link in your welcome email

Click the link below when you're ready to continue with registration and create your password:

<https://www.bookshare.org/changePassword?userId=d29267437e76ee82507e9726b7005ffa&email=wilson.lindab%40gmail.com>

You will be asked to create a password for Bookshare.org.

### Change Password

Change Password for Member: wilson.lindab@gmail.com

Please enter and confirm your new Password  
Passwords must be at least 6 characters long and may only contain alpha-numeric characters.  
New Password (6-32 characters)\*   
New Password (again)\*

## 9. Log in to Bookshare.org

In the upper left corner is the login box.

Email  Password   
  Remember Me [Forgot Password](#) [Sign Up](#)

Use your MCPS email address. Your password is the one you just created.

## 10. You are now a Bookshare.org Primary Contact for your school. You will need to designate Members (students) and fax the Bookshare Organizational Agreement to Bookshare before you can download copyrighted materials.

## 11. Add Members and Sponsors: Click on My Organization and choose from one of these two options:

- If you have just a few members and sponsors, then enter them individually. Click on either Members or Sponsors and then click the Add Member or Add Sponsor Button.
- If you have a large list of members and sponsors, then use the Upload Roster option. See step 12.

**My Organization**

My Organization Home | [Organization Information](#) | [Members](#) | [Sponsors](#) | [Upload Roster](#)

My Organization  
Dummy Account for Training - MCPS Status  
Organizational Membership Agreement signed: No  
Can download NIMAC-sourced books: Yes

Resources

- Learn about [NIMAC-sourced material](#) and how we make it available through Bookshare.
- Learn how to [find](#) and [download](#) books.
- Get [relevant forms and agreements](#).
- [Contact us](#) if you need further assistance.

**TO ENTER MEMBERS OR SPONSORS ONE AT A TIME**

**OR**

**TO SUBMIT A LIST OF MEMBERS AND SPONSORS ALL AT ONCE**

## 12. To complete the New Member/Sponsor Roster Template:

- After clicking on Upload Roster (step 11), click the link for the New Member/Sponsor Template and open it. You should now have an Excel Spreadsheet.
- You will enter all your staff and students into this one spreadsheet. Notice the tabs at the bottom left of the spreadsheet. Click on the appropriate tab and enter the information required.



- c) Save the spreadsheet and remember where you saved it.
- d) Close Excel so that you can see Bookshare.org again.
- e) Click the Browse button and navigate to where you saved your spreadsheet.



- f) Click Upload

**13. Once Bookshare processes your roster, each of the staff downloaders (Sponsors) will receive a welcome email with instructions for logging into Bookshare.org.** You can see your list of approved **Sponsors** (staff downloaders) and **Members** (students) by clicking on those headings in your “My Organization” tool bar.

## My Organization



**14. Provide the list of eligible students to your school ITSS so that they will have access to the *Copyrighted Text* folder on your school network.** Your eligible students will not be able to access the books you have downloaded for them until your ITSS gives them access to the Copyrighted Text folder. Therefore, this step should be done immediately to ensure timely access to instructional accommodations.

- Your list must include student names, grade, and computer login IDs.
- You may wish to use the **List for ITSS.xls** file.
- To save time, you can copy the information from the **OrganizationalNewMemberRoster.xls** that you completed in step 6 and paste it into the **List for ITSS.xls** file. Be sure to add the student computer login IDs.
- The **List for ITSS.xls** file is available for download on the HIAT website: [http://montgomeryschoolsmd.org/departments/hiat/resources/bookshare\\_help.shtm](http://montgomeryschoolsmd.org/departments/hiat/resources/bookshare_help.shtm)