

# Quick Guide



## Bookshare Individual Accounts for Students

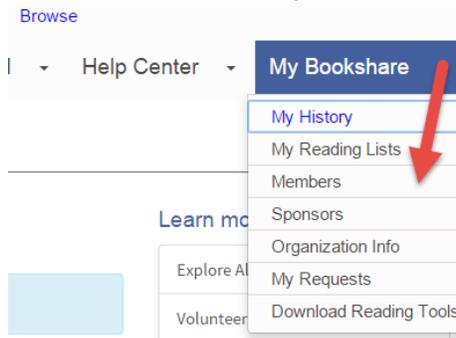
Students who are listed as “Members” on your school’s Bookshare account can be given access to an “individual membership.” An Individual Membership allows students to log in and find, download, and read books independently.

### Students need an individual membership to:

- Use the iPad, iPhone, or Android app to read books on their personal devices
- Use the Chrome browser to read books online
- Search for and download their own books
- Download Read:OutLoud software at home for free

**Tip: Any staff member who is listed as a “Sponsor” on your school’s Bookshare account is able to authorize a student to have an Individual Membership.**

**Step 1:** Log into your Bookshare account and click on “My Bookshare” and then “Members”



**Step 2:** Check off the student’s name and click Add Individual Membership



**Step 3:** Use Option 1 to “Request a new Individual Membership.” You’ll need the parent’s email address (or student’s if the student is over 13). Be sure to leave the box checked that says, “send me a copy of the email.” That way, you have something you can use to follow up with the parent.

## Option 1: Request a new Individual Membership

For members who **do not currently have an Individual Membership**, send the membership form directly to a parent/guardian (for members under 18 years of age) or to members (18 years and older) by completing the fields below. For the quickest processing, email a link to the form using the “Send Email” option. Alternatively, download and provide a printed form to each member or parent/guardian to complete and return to Bookshare (this process will take longer.)

If your organization uses pseudonyms for students in the member roster, please enter each member’s actual first and last name below. Member names will not be saved in our system and will be used only to populate the Bookshare Individual Membership form. Make sure to send forms only to the selected member or the parent/guardian of that member.

First Name	Last Name	Grade	Birth Date	Option	Email Address
<input type="text"/>	<input type="text"/>	6	05/15/02	Send email ▾	parent_email@gmail.com

Send me a copy of the email

Submit

### Step 4: Follow up with the parent.



Tue 11/25/2014 12:43 PM

Bookshare Support <support@bookshare.org>

Sign up for an Individual Bookshare Membership (Activation ID: E [redacted] z4444)

To parent\_email@gmail.com

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is the email the parent will receive.

As you may know, E [redacted] z uses a resource called **Bookshare** ([www.bookshare.org](http://www.bookshare.org)) to get accessible digital books and reading tools for school. This service is free through an award from the Office of Special Education Programs, US Department of Education. Members can also use Bookshare at home for free, getting access to hundreds of thousands of titles and free reading tools to assist with homework or independent pleasure reading. We encourage you to complete the following steps to begin using Bookshare at home:

1. [Complete the Individual Membership application online](#) and enter your personalized Activation ID in the appropriate field: E [redacted] z4444
2. A parent/guardian must print, read, and sign the Bookshare Member Agreement.
3. Return the completed form with a parent/guardian signature back to Bookshare (email and fax number are on the agreement).

If E [redacted] z already has an Individual Bookshare Membership, you do not need to create a new one. Please contact Linda Wilson and request to link the existing membership to the organization. Make sure to also include the email address associated with the existing Individual Membership.

For other questions, contact Linda Wilson or Bookshare directly at [www.bookshare.org/contactUs](http://www.bookshare.org/contactUs).

Happy Reading!  
The Bookshare Team

This will be the name of the sponsor who activated the request to create an individual Membership.

- a) Make sure the parent knows to expect an email from Bookshare. The parent will have to click a link in the email and follow the steps to set up a password.
- b) Tell the parent that the sign up form will begin with a statement saying “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.” Because the student is registered as a Member on the school’s Bookshare account, this proof of disability has already been accepted by Bookshare and the parent will not need to provide any additional documentation.
- c) As part of the process, the parent will be asked to print the Bookshare Agreement Form and send it back to Bookshare. If they do not complete this step, then the account will not be activated. You can help, if necessary, by providing the parent with the form to sign or offering to send the signed form by email back to Bookshare.

**Step 5:** (if necessary) Ask the parent to return the Bookshare Agreement Form to you. Scan and email the form to Bookshare as an attachment to [membership@bookshare.org](mailto:membership@bookshare.org). **In the past, the response from Bookshare has been more reliable when the form is emailed instead of faxed.**

**Step 6:** Keep track of your school's Individual Memberships. On the My Bookshare→Manage Members screen at the bottom is a link to view all your members with an Individual Membership.

[Manage Members](#) | [View Individual Members](#) | [Upload Roster](#)

## Manage Members

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

Show by

District  School  List

Organizational Members registered

	First Name	Last Name	District	School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	[Redacted]	[Redacted]	-	-	12	-	04/07/1993	Org + Individual	Physical	IEP
<input type="checkbox"/>	[Redacted]	[Redacted]	-	-	Not a Student	-		Organization	Learning	IEP
<input type="checkbox"/>	[Redacted]	[Redacted]	-	-	6	-	05/15/2002	Organization	Learning	IEP
<input type="checkbox"/>	[Redacted]	[Redacted]	-	-	10	-	11/15/1993	Organization	Physical	IEP
<input type="checkbox"/>	[Redacted]	[Redacted]	-	-	8	-		Organization	Learning	IEP

Add Reading List

## Individual Memberships

[View all Members with Individual Membership](#)