



# 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.

The screenshot shows the 'My Bookshare' user interface. On the left, a sidebar lists navigation options: My History, My Reading Lists, Members (circled in red), Sponsors, Upload Roster, Organization Info, My Requests, Download Reading Tools, and My Account. The main content area features a 'Welcome Sally Smith' header, an 'Organization Status: INCOMPLETE' warning with a 'Download Agreement' link, a 'New Special Collections!' banner, and a numbered list of tasks: 1. Manage Student Roster (Members) (circled in red), 2. Assign Books to Students (Reading Lists), and 3. Manage List of Teachers, Resource Specialists, etc. (Sponsors). Below this is a paragraph about making members more independent. At the bottom, there are three buttons: 'Read Our Books in Braille', 'Get Answers in the Help Center', and 'Help Students Access Books'. On the right, a 'Learn more' section contains links for account questions, independent access, reading lists, tools, and a discussion forum.

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

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

Filter by: **Members** All Members Grade All Grades  
 District All Districts School All Schools Filter

Sort: By Last Name Search Members Q

6 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	BookshareBen	Smith School Smith School	9	Yes	03/10/2007	Organization	Physical	
<input type="checkbox"/>		Jane	Doe	JaneDoe12345678	—	6	Yes	06/30/1997	Organization	Learning	
<input type="checkbox"/>		Bill	Smith		—	10	Yes	04/23/2011	Organization	Physical	
<input type="checkbox"/>		Jane	Smith	(private)	—	8	Yes	05/02/2004	Org + Individual	Visual	
<input type="checkbox"/>		Sharon	Smith	sharonsmith123	—	6	Yes	05/05/2015	Organization	Visual	
<input type="checkbox"/>		Sue	Smith	suesmith	—	9	Yes	05/05/1999	Organization	Visual	

Add Member Add to Reading List More Actions

- 3) Place a check mark next to the member(s) to whom you wish to add an Individual Membership and select "Add Individual Membership" under the "More Actions" dropdown box.

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

Filter by: **Members** All Members Grade All Grades  
 District All Districts School All Schools Filter

Sort: By Last Name Search Members Q

6 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	BookshareBen	Smith School Smith School	9	Yes	03/10/2007	Organization	Physical	
<input checked="" type="checkbox"/>		Jane	Doe	JaneDoe12345678	—	6	Yes	06/30/1997	Organization	Learning	
<input type="checkbox"/>		Bill	Smith		—	10	Yes	04/23/2011	Organization	Physical	
<input type="checkbox"/>		Jane	Smith	(private)	—	8	Yes	05/02/2004	Org + Individual	Visual	
<input type="checkbox"/>		Sharon	Smith	sharonsmith123	—	6	Yes	05/05/2015	Organization	Visual	
<input type="checkbox"/>		Sue	Smith	suesmith	—	9	Yes	05/05/1999	Organization	Visual	

Add Member Add to Reading List More Actions

Add Individual Membership  
Increment Grade Level

- 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. Next, select the “Submit” button.

## 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
Jane	Doe	6	06/30/97	Send email ▼	

Send me a copy of the email

Submit

- 5) When the email option is selected, parents/guardian (or member over 18) receive an activation email and select the link to "Complete Individual membership application online."

Wed 4/25/2018 3:37 PM

Bookshare Support <support@bookshare.org>  
Sign up for an Individual Bookshare Membership (Activation ID: 58325JaneDoe)

To

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

As you may know, Jane Doe 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, U.S. Department of Education, and students have access to titles that their teachers assign to them. Student Members can also use Bookshare independently 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 anywhere, anytime:

- [Complete the Individual Membership application online](#) and enter your personalized Activation ID in the appropriate field: **58325JaneDoe**
- Read and agree to the Bookshare Member Agreement online.
- If the form cannot be completed online, [contact Bookshare](#) to learn how to submit a paper form.

If Jane Doe already has an Individual Bookshare Membership, you do not need to create a new one. Please contact Lara Rondberg and request to link the existing membership to the organization. Make sure to also include the email address associated with the existing Individual Membership.

- 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 (optional) ?

**Activation ID requires a valid birth date.**

### 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: 03/13/2017

**Create Account**

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