

# How-to Guide:

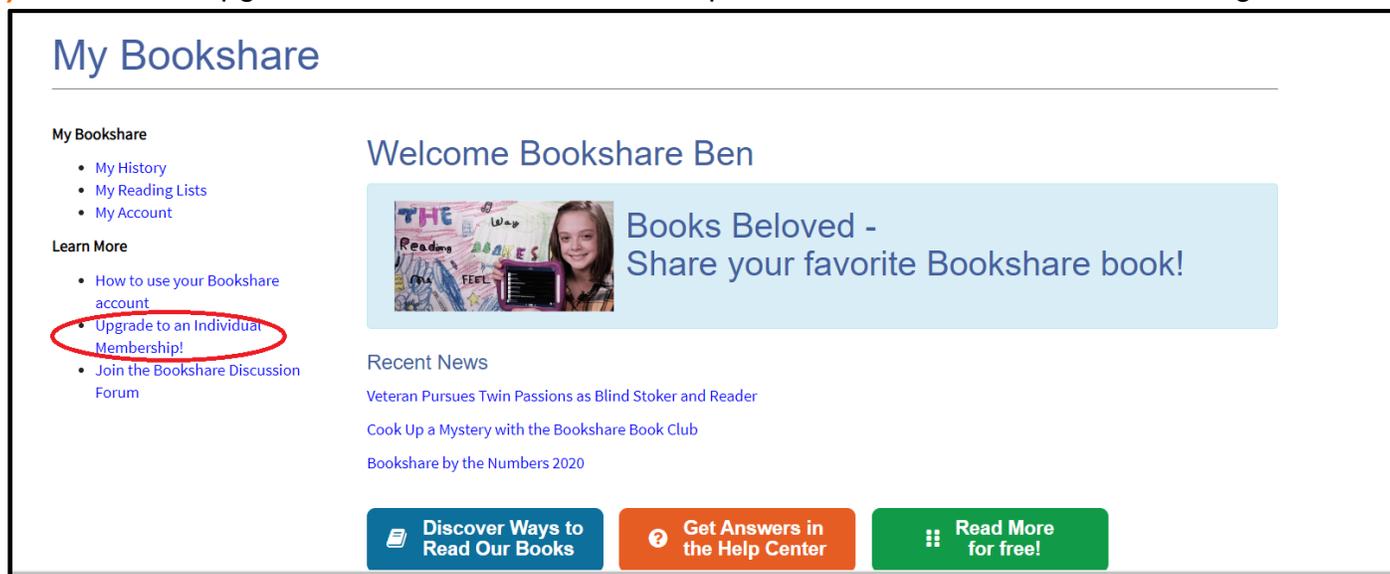
Parents: Sign Your Child up for an Individual Membership



Parents can either upgrade their child's school (Organizational) account to include an Individual Membership or create a new account with Bookshare if their child is not on an Organizational Account. All memberships for qualified U.S. students are free through an award from the U.S. Department of Education, Office of Special Education Programs (OSEP).

## Upgrade an Organizational Account

- 1) Log in to [the Bookshare Website](#) using your child's username and password. You will be taken to their My Bookshare page.
- 2) Select the "Upgrade to an Individual Membership" link under the "Learn More" heading.



**My Bookshare**

My Bookshare

- My History
- My Reading Lists
- My Account

Learn More

- How to use your Bookshare account
- **Upgrade to an Individual Membership!**
- Join the Bookshare Discussion Forum

Welcome Bookshare Ben

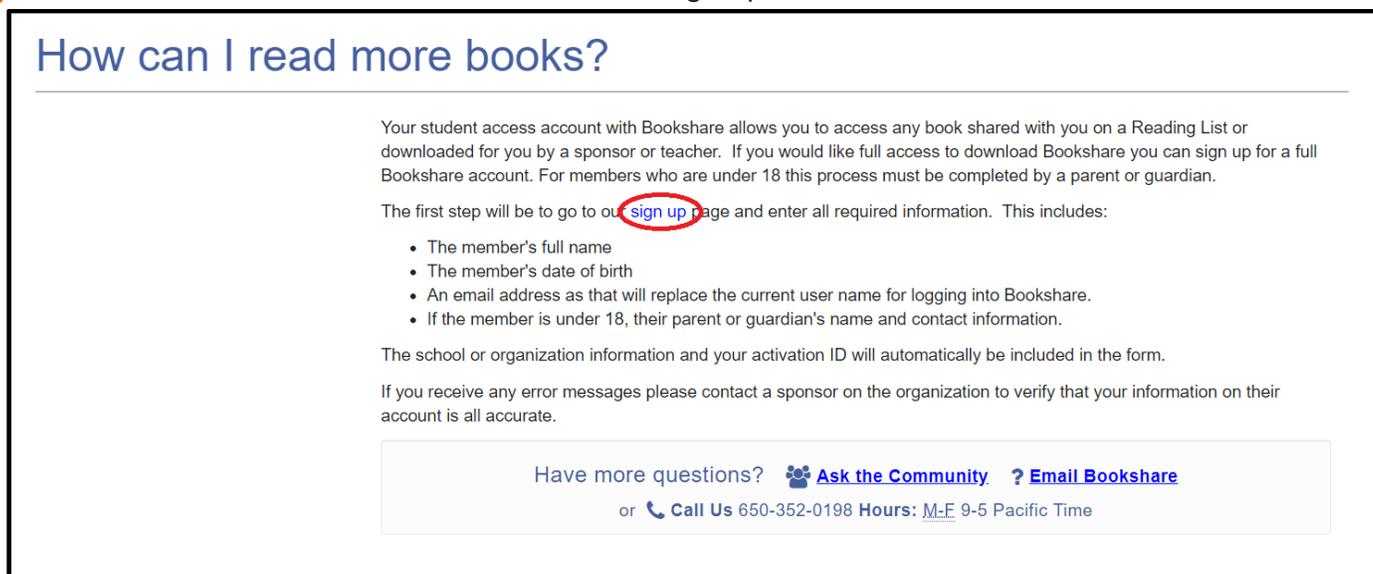
Books Beloved - Share your favorite Bookshare book!

Recent News

- Veteran Pursues Twin Passions as Blind Stoker and Reader
- Cook Up a Mystery with the Bookshare Book Club
- Bookshare by the Numbers 2020

Discover Ways to Read Our Books | Get Answers in the Help Center | Read More for free!

- 3) Review the instructions and select the link to sign up.



**How can I read more books?**

Your student access account with Bookshare allows you to access any book shared with you on a Reading List or downloaded for you by a sponsor or teacher. If you would like full access to download Bookshare you can sign up for a full Bookshare account. For members who are under 18 this process must be completed by a parent or guardian.

The first step will be to go to our [sign up](#) page and enter all required information. This includes:

- The member's full name
- The member's date of birth
- An email address as that will replace the current user name for logging into Bookshare.
- If the member is under 18, their parent or guardian's name and contact information.

The school or organization information and your activation ID will automatically be included in the form.

If you receive any error messages please contact a sponsor on the organization to verify that your information on their account is all accurate.

Have more questions? [Ask the Community](#) [? Email Bookshare](#)  
or [Call Us](#) 650-352-0198 Hours: [M-F](#) 9-5 Pacific Time

4) Complete the required information on the sign up form.

Student First Name *	Bookshare
Student Last Name *	Ben
Country *	United States
Address line 1 *	
Address line 2	
City *	Palo Alto
State/Province *	California
Zip or Postal Code *	
Phone	
Birth Date (mm/dd/yyyy) *	05/15/2008

### Parent/Guardian Information

Parent/Guardian First Name *	
Parent/Guardian Last Name *	
Parent/Guardian Email	
Parent/Guardian Phone	

5) Enter an email address and password and select the “Next” button. Your child will now use this email address and password to log in to Bookshare.

### New Login Information

Upgrading to an Individual Membership requires an email address and a new password. You will login to Bookshare using this email address, not the username your teacher gave you. If you forget your password, an email will be sent to this address to reset it. Your teacher will no longer be able to reset your password for you.

Member Email (Username) ⓘ *	
Confirm Email *	
Password (8-32 letters or numbers, at least 1 letter and at least 1 number) ⓘ *	
Confirm password *	

[Next](#)

- 6) Under the “Account Management” heading you can opt to allow teachers to manage the account. This is helpful for account maintenance and resetting passwords if necessary. Agree to the terms, provide a digital signature and select the “Create Account” button.

**Sign Up for a Bookshare Account**

Member Info > Signature

### Account Management

Allow Teachers or Staff at my school or district to manage my account

### 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

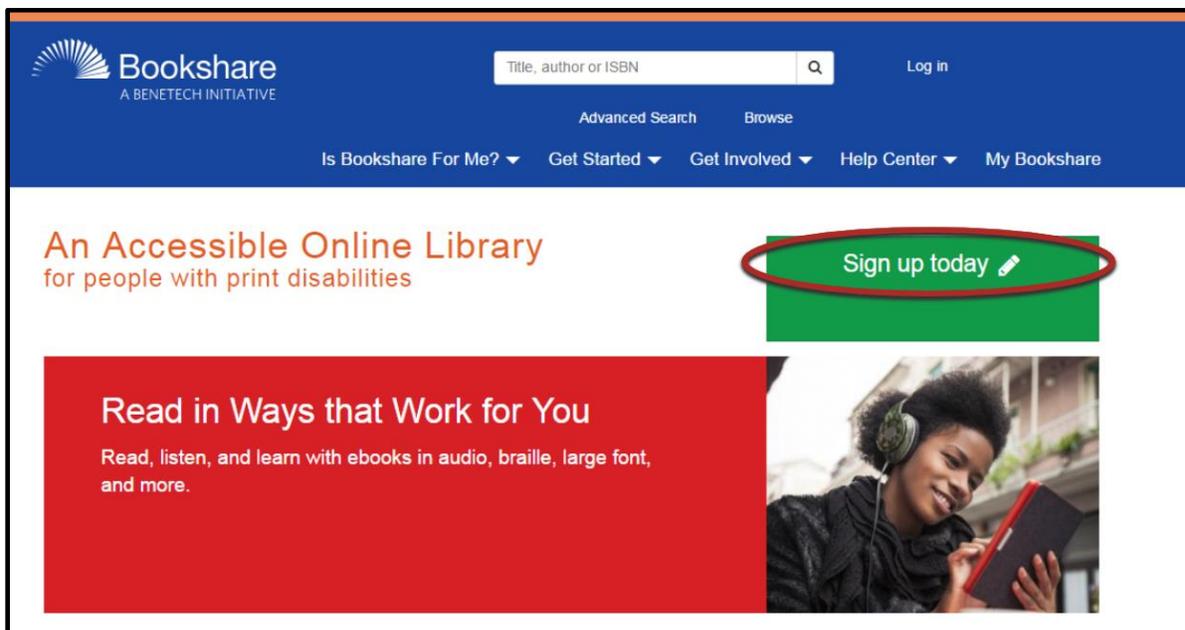
Date 07/14/2020

[Create Account](#)

Your child can now read books from the entire Bookshare collection, as well as those assigned by his/her teacher.

## Sign up for a New Bookshare Account

- 1) Go to [the Bookshare Website](#) and select the "Sign up Today" button.



2) Select "Sign Up Individual."

## Sign Up!

- [Sign Up!](#)
- [How to Find Books](#)
- [How to Read Books](#)

### Choose a Membership Type

Bookshare® membership is for people with print disabilities and is provided **FREE** to **qualified US students of any age and the schools that support them!** Non-students and other organizations pay a low fee.

[Video Tutorial: Which Sign Up Do I Use?](#) 

[Video Tutorial: What to Expect Signing Up for an Organizational Account](#) 

Educators: follow these [step-by-step instructions](#) for getting started with Bookshare!



#### Individual

Access and read books for yourself or your child.

You will need to provide a proof of disability form signed by a **qualified expert**. If you are not a US student, you will also need to provide **payment**.

**Sign Up Individual**



#### Organization

Access books on behalf of members or students of your organization or school.

You will need to submit the Bookshare Organizational Agreement form signed by the Primary Contact.

**Sign Up Organization**

3) Select the "yes" radio button to confirm the account is for a person with a print disability.

## Sign Up

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

4) Select the "yes" radio button to confirm the account is for a U.S. student.

## Student Status

Is this person a U.S. student? 

Yes

No

I have an Activation ID 

5) Enter your State, City and the name or zip code of your child's school and select the "Find My School" button.

## School Information

Look up my school

This student is home schooled

**Country \***

**State/Province \***

**City**

**School**

**Find My School**

Enter the name or zip code of your school then click Find My School

- 6) Select your child's school from the list. If you cannot find the school check the box "I can not find my school." Select the "Done" button.

### Search Results

Refine Search:  [Find My School](#)

<input type="radio"/>	Montessori School Of Los Altos		303 Parkside Dr, Palo Alto CA
<input type="radio"/>	Mustard Seed Learning Center		2585 E Bayshore Rd, Palo Alto CA
<input type="radio"/>	Neighborhood Infant-Toddler Ct		311 N California Ave, Palo Alto CA
<input type="radio"/>	Ohlone Elementary School	Palo Alto Unified School Dist	950 Amarillo Ave, Palo Alto CA
<input type="radio"/>	Ohlone Kids Club		950 Amarillo Ave, Palo Alto CA
<input type="radio"/>	Palo Alto Bilingual Mont Ps		4232 El Camino Real, Palo Alto CA
<input type="radio"/>	Palo Alto City Library		270 Forest Ave, Palo Alto CA
<input type="radio"/>	Palo Alto Friends Nursery Sch		957 Colorado Ave, Palo Alto CA
<input checked="" type="radio"/>	Palo Alto High School	Palo Alto Unified School Dist	50 Embarcadero Rd, Palo Alto CA
<input type="radio"/>	Palo Alto Infant-Toddler Ctr		4111 Alma St, Palo Alto CA
<input type="radio"/>	Palo Alto Montessori School		575 Arastradero Rd, Palo Alto CA

I can not find my school listed

### School Information

Look up my school  
 This student is home schooled

**Country \***

**State/Province \***

**City**

**School** **Palo Alto High School**  
50 Embarcadero Rd, Palo Alto, CA 94301 [Search again](#)

- 7) Enter all required information about the student and set a user name (email address) and password. Select the “Next” button.

### Student Information

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.

**School**  
Palo Alto High School  
50 Embarcadero Rd, Palo Alto, CA 94301

**Student First Name \*** Jane

**Student Last Name \*** Doe

**Country \*** United States

**Address line 1 \*** 123 Main Street

**Address line 2**

**City \*** Palo Alto

**State/Province \*** California

**Zip or Postal Code \*** 94306

**Phone**

**Birth Date (mm/dd/yyyy) \*** 04/01/2001

**Grade Level \*** 7

### Login Information

Your username for logging into Bookshare will be the email address you enter below. If you forget your password, an email will be sent to this address to reset it.

**Member Email (Username) \*** janedoe@mail.com

**Confirm Email \*** janedoe@mail.com

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

**Confirm password \*** .....

### Additional Information

**How did you hear about Bookshare?** Select...

**Are you a veteran of the U.S. Armed Forces?**

Yes

No

**Next**

- 8) Proof of Disability is required. Select how you want to provide Proof of Disability, or select the last option to “Skip this step.” Select the “Next” button.

### Sign Up for a Bookshare Account

[Student Status](#) > [Member Info](#) > [Proof of Disability](#) > [Signature](#)

### Proof of Disability

If you are a member of another organization serving people with print disabilities, that may be used for Bookshare Proof of Disability (POD). Otherwise, you will need to provide a POD form signed by a competent authority such as a doctor or disability specialist. ?

**How do you want to submit your proof of disability?**

POD Form

NLS Membership ?

Learning Ally Membership ?

Skip this step, I'll provide my proof of disability later

**Next**

- 9) Select that the account is for a U.S. Student, provide a digital signiature and select the "Create Account" button.

## Sign Up for a Bookshare Account

[Student Status](#) > [Member Info](#) > [Proof of Disability](#) > [Signature](#)

### Promo Code Information

To sign up for a free account through a partnership or funding organization (such as a library), Bookshare will need to provide the organization with your name and information. ?

Yes, I agree Promo Code

If you do not wish to have your information shared with the partner organization you will be responsible for the cost of your subscription (\$50.00).

No, I am a U.S. Student, or I will pay for my own membership

### 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 04/13/2020

[Create Account](#)

- 10) You will be taken to the "My Bookshare" page. Select "Submit POD."

## My Bookshare

**My Bookshare**

- [My History](#)
- [My Reading Lists](#)
- [Quick Search](#)
- [My Requests](#)
- [Download Reading Tools](#)
- [My Account](#)

**Learn More**

- [Read New York Times Bestsellers](#)
- [How to Use Reading Lists](#)
- [Explore All Reading Tools](#)
- [Volunteer](#)
- [Join the Bookshare Discussion Forum](#)

### Welcome Jane Doe

Membership Status: **INCOMPLETE**  
Proof of Disability: [Submit POD](#) ([Learn more about PODs](#))



#### Books Beloved - Share your favorite Bookshare book!

**Recent News**

- [Tips for Engaging Readers with Special Needs](#)
- [Rethinking Reading: Assistive technology, accessible ebooks, and reading support tools help students with reading challenges](#)
- [Learning at Home with Bookshare During COVID-19](#)

[Read Our Books in Braille](#) [Get Answers in the Help Center](#) [Discover Ways to Read Our Books](#)

You may begin reading freely available books while your membership is being processed. [Learn more about your account status.](#)

11) Download the Proof of Disability form or submit a copy of your NLS or Learning Ally information.

## Proof of Disability

- [My Bookshare](#)

**My Account**

- [My Information](#)
- [Proof of Disability](#)
- [Student Status](#)
- [Volunteering](#)
- [Preferences](#)
- [Change Password](#)
- [My Beta](#)

### Account Status

**Proof of Disability:** Not Received

### Ways to submit Proof of Disability

- Download [Proof of Disability form](#)
- [Submit NLS information online](#) for verification.
- [Submit Learning Ally \(formerly RFB&D\) information online](#) for verification.
- [Why is proof of disability important to Bookshare?](#)

12) If using the Proof of Disability (POD) form, have a Competent Authority select type of disability, provide their information and print and sign the form. (Visit the "[Who Qualifies](#)" page for examples of Competent Authorities.) Email the completed POD form as an attachment to [membership@bookshare.org](mailto:membership@bookshare.org) or mail to the address on the form.

#### Step 1 – Identifying Information

All fields are required. Please type or print.

**Member's Information**

**Member Name:** Jane Doe

**Address:** 123 Main Street, Palo Alto, CA 94306 US

**Phone #:** \_\_\_\_\_

**Email Address:** janedoe22@mail.com

**Date of Birth:** 04/01/2010

**Name of parent or guardian if under 18:** Susan Doe

#### Step 2 – Proof of Disability

To be filled out by Competent Authority (please type or print)

Please place an "x" next to any that apply for the above Applicant:

Visual impairment that prevents effective reading of standard print (blind, legally blind, or with other functional vision limitations).

Severe learning disability that prevents effective reading of standard print.

Physical disability that prevents reading print or using a print book.

**Competent Authority's Information**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

I attest, under penalty of perjury, to the physical basis of the visual, perceptual or other physical disability limiting the applicant's ability to effectively use standard print, and that I have the professional qualifications to make such a certification and/or have legal access through my organization to existing written documentation attesting to this fact.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note:* We understand that during the Covid-19 it might not be possible to print and have the form signed therefore we are allowing the Competent Authority to "sign" the completed form by sending it to us by email along by following the process outlined below:

1. Download a copy of the Proof of Disability form from your Bookshare account. It is highlighted on your My Bookshare page after you login.
2. Either you or the Competent Authority needs to fill out all of the required fields on your Proof of Disability form digitally and save the electronic file.
3. IMPORTANT – Please ask the competent authority to email that completed digital form to [membership@bookshare.org](mailto:membership@bookshare.org) and include the following in their email:

*I attest, under penalty of perjury, to the physical basis of the visual, perceptual or other physical disability limiting the applicant's ability to effectively use standard print, and that I have the professional qualifications to make such a certification and/or have legal access through my organization to existing written documentation attesting to this fact.*

Competent Authority Name:

Competent Authority Title:

Please be sure that the completed Proof of Disability form is included as an attachment to the email, even though it will not be signed.

Your child is now ready to read! View our [Reading Tools Wizard](#) to learn more about reading Bookshare books on a computer or Chromebook, mobile phone or tablet, or an assistive technology device.