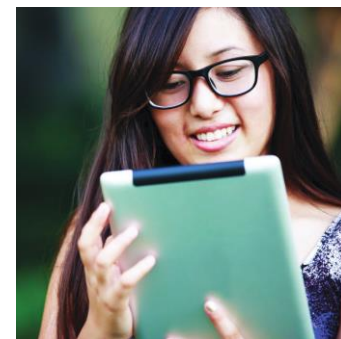


# Parent Guide to Bookshare



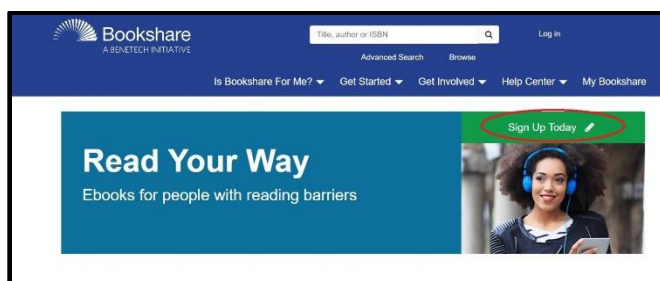
[Bookshare](#) is an ebook library that helps people read in ways that work for them. With Bookshare, books can be seen and heard which helps students improve their reading and comprehension. Bookshare offers school based and Individual Memberships. Students can have both! Bookshare is completely free for students and with over 1 million titles, there is something for everyone to read.

Is your child already on a school account? If so, skip to page 4 to learn how to use Bookshare at home.

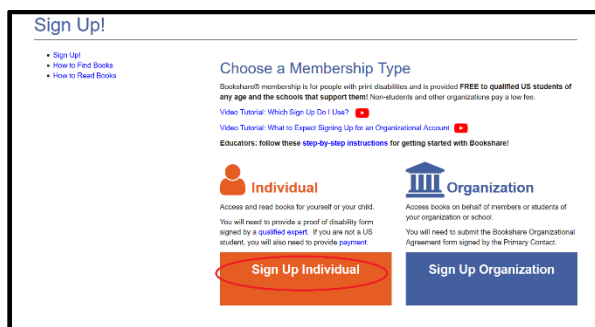
## Sign Up for an Individual Membership Account

If your child does not have a Bookshare account through school you can sign up for an Individual Membership.

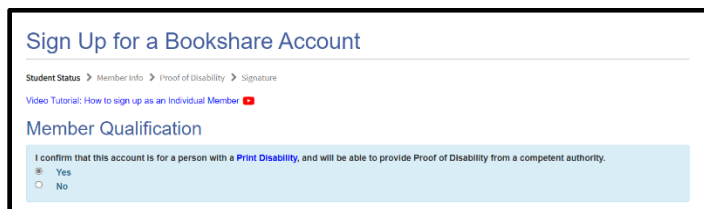
- 1) Go to [the Bookshare Website](#) ([www.bookshare.org](http://www.bookshare.org)) and select the "Sign up Today" button.



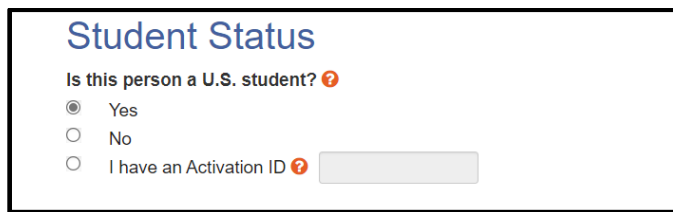
- 2) Select "Sign Up Individual."



- 3) Confirm the account is for a person with a print disability. Visit the "[Who Qualifies](#)" page for information on qualifications.



- 4) Under "Student Status," indicate whether your child is a current U.S. student. Membership is free for students.



- 5) Enter your State, city and name of child's school or 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 the school from the list. If not found select I cannot find my school. Select the Done button when finished, then the Next button.

**Search Results**

Refine Search:  **Find My School**

<input type="radio"/> Achieve Kids		3860 Middlefield Rd, Palo Alto CA
<input type="radio"/> Acme Children's Center		4101 El Camino Way, Palo Alto CA
<input type="radio"/> Acme Education Ccc		5116 Forest View Dr, San Jose CA
<input type="radio"/> Addison Elementary School	Palo Alto Unified School Dist	650 Addison Ave, Palo Alto CA
<input type="radio"/> Addison Kids Corner		650 Addison Ave, Palo Alto CA
<input type="radio"/> Amigos De Palo Alto		1611 Stanford Ave, Palo Alto CA
<input type="radio"/> Barron Park Elementary School	Palo Alto Unified School Dist	800 Barron Ave, Palo Alto CA
<input type="radio"/> Barron Park Kids Club		800 Barron Ave, Palo Alto CA
<input type="radio"/> Barron Park Pre-School		3650 La Donna Ave, Palo Alto CA
<input type="radio"/> Boman International School		4000 Terman Dr, Palo Alto CA

☐ I can not find my school listed

**Done** **Cancel**

- 7) Enter your child's information.

**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 person's parent or legal guardian may accept the terms of the Bookshare Agreement.

School **Addison Elementary School**  
650 Addison Ave, Palo Alto, CA 94301

Student First Name \*

Student Last Name \*

Country \*

Address line 1 \*

Address line 2

City \*

State/Province \*

Zip or Postal Code \*

Phone

Birth Date (mm/dd/yyyy) \*

Grade Level \*

- 8) Enter parent or guardian information for student's under 18.

**Parent/Guardian Information**

Parent/Guardian First Name \*

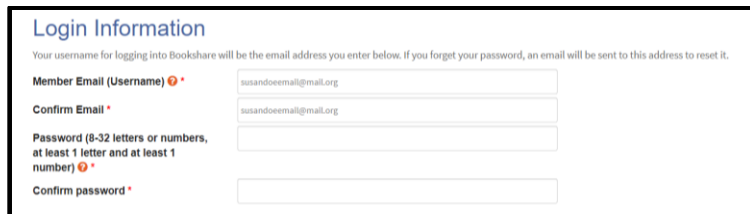
Parent/Guardian Last Name \*

Parent/Guardian Email

Parent/Guardian Phone

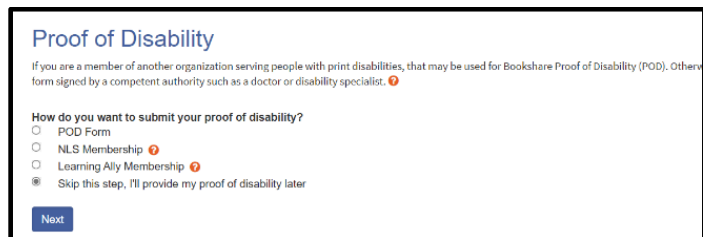
Address is the same as member's address  
☒ Yes  
☐ No

9) Enter an email address and password to be used to access the Bookshare account and select the “Next” button.



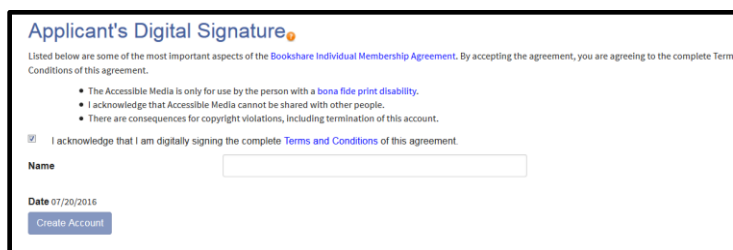
The screenshot shows the 'Login Information' form. It includes a note: 'Your username for logging into Bookshare will be the email address you enter below. If you forget your password, an email will be sent to this address to reset it.' The form has four fields: 'Member Email (Username)' with the value 'susandoemail@mail.org', 'Confirm Email' with the same value, 'Password (8-32 letters or numbers, at least 1 letter and at least 1 number)', and 'Confirm password'. There are red question mark icons next to the email and password fields.

10) Download the Proof of Disability form and have it signed by a [Competent Authority](#), then email as an attachment to [membership@bookshare.org](mailto:membership@bookshare.org). If your child is a member of the NLS or Learning Ally you can provide that information instead.



The screenshot shows the 'Proof of Disability' form. It includes a note: 'If you are a member of another organization serving people with print disabilities, that may be used for Bookshare Proof of Disability (POD). Otherwise, form signed by a competent authority such as a doctor or disability specialist.' The form asks 'How do you want to submit your proof of disability?' with four radio button options: 'POD Form', 'NLS Membership', 'Learning Ally Membership', and 'Skip this step, I'll provide my proof of disability later'. The 'Skip this step' option is selected. There is a 'Next' button at the bottom.

11) Review and accept the Bookshare terms, sign your name digitally, and select "Create Account."



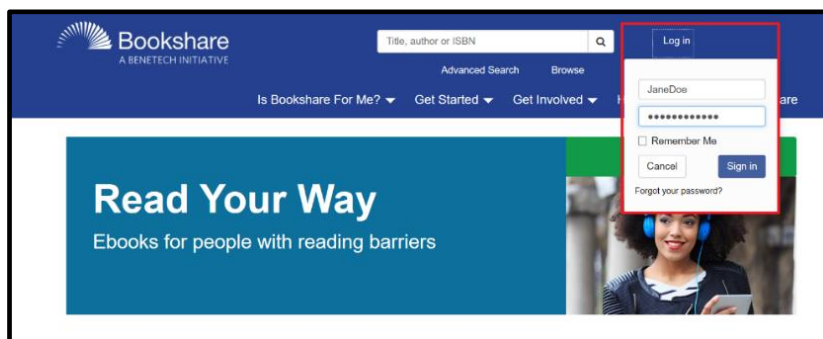
The screenshot shows the 'Applicant's Digital Signature' form. It includes a note: 'Listed below are some of the most important aspects of the Bookshare Individual Membership Agreement. By accepting the agreement, you are agreeing to the complete Terms and Conditions of this agreement.' There are three bullet points: '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.', and 'There are consequences for copyright violations, including termination of this account.' There is a checkbox labeled 'I acknowledge that I am digitally signing the complete Terms and Conditions of this agreement.' which is checked. Below this are fields for 'Name' and 'Date' (07/20/2016). There is a 'Create Account' button at the bottom.

Within a few days you will receive a welcome email from Bookshare confirming that your Proof of Disability has been accepted and your account is now active. Log in with the email address and password you selected and find books for your child to read for school and fun! Learn more about finding books on page 8.

## How to Use Your Child's School Bookshare Account

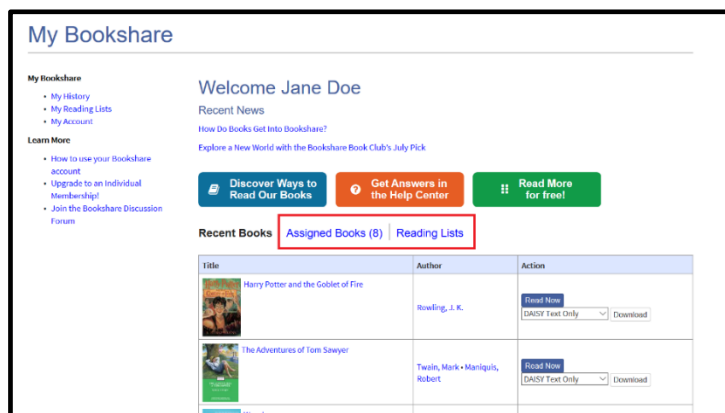
Teachers assign books to students and then students read on a computer, Chromebook or with an app on a mobile device. Let's get started!

1) Log into [Bookshare](#) with the username and password created by your child's teacher to see the books they have assigned.

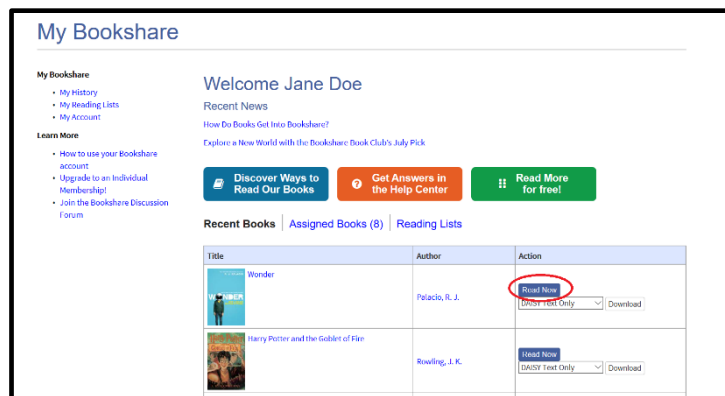


The screenshot shows the Bookshare homepage. The header includes the Bookshare logo, a search bar, and navigation links: 'Is Bookshare For Me?', 'Get Started', and 'Get Involved'. The main content area has a large blue banner that says 'Read Your Way' and 'Ebooks for people with reading barriers'. On the right side, there is a login overlay with a red border. The overlay has a 'Log In' button, a text input field with the value 'JaneDoe', a password input field with masked characters, a 'Remember Me' checkbox, and 'Cancel' and 'Sign In' buttons. There is also a link for 'Forgot your password?'.

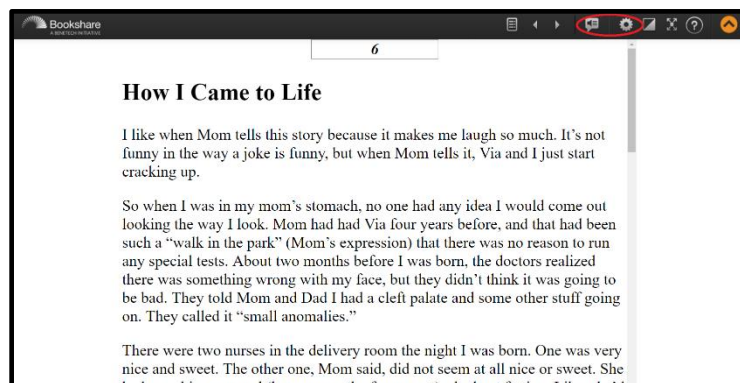
- 2) Books that have been assigned will be under the “Assigned Books” link. Books that have been assigned on a Reading List are found under the “Reading List” link.




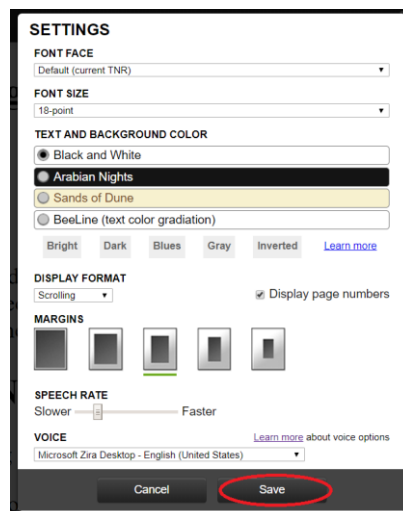
- 3) To read directly on a computer or Chromebook select the “Read Now” button and the book will open in a web browser. Use Google Chrome or Safari browsers to see the word highlighting and speech at the same time.




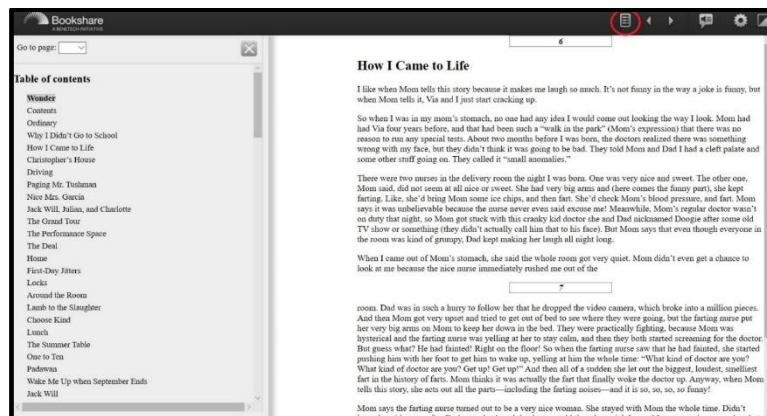
- 4) The book will be prepared for reading in the browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader. To hear the book read aloud, select the “Play” icon.



- 5) Use the settings button  to change the font size, text and background color combination and voice and rate of speech if desired. Select “Save” after making changes.



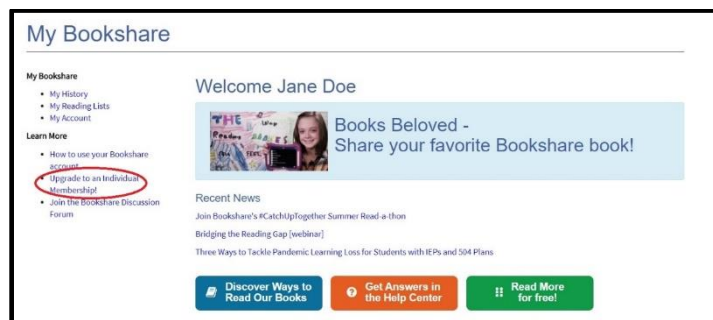
- 6) Use the Table of Contents icon  to select where you want to start reading.



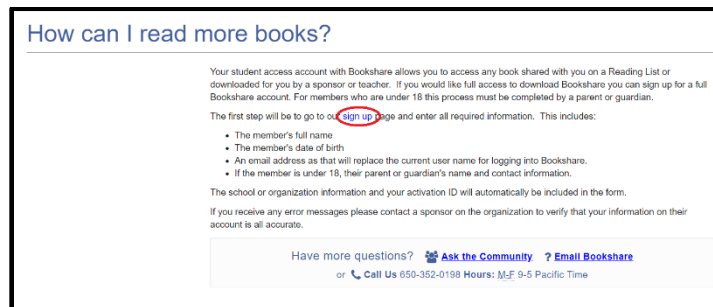
## Upgrade School Account to Include an Individual Membership

Students on school accounts can only read books that have been assigned by teachers. You can help your child improve their reading by encouraging them to read more books for school and fun by upgrading their account to include an Individual Membership. Like the school account, it is also free and gives them full access to the Bookshare collection. It's fast and easy to do!

- 1) Log in with your child's username and password. On the "My Bookshare" page, select the "Upgrade to an Individual Membership" link under "Learn More."



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



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

This screenshot shows the 'Student Information' section of the Bookshare sign-up form. It includes fields for 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, and Birth Date (05/15/2008). Below this is the 'Parent/Guardian Information' section with fields for Parent/Guardian First Name, Parent/Guardian Last Name, Parent/Guardian Email, and Parent/Guardian Phone.

4) 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.

This screenshot shows the 'New Login Information' form. It includes fields for Member Email (Username), Confirm Email, Password (8-32 letters or numbers, at least 1 letter and at least 1 number), and Confirm password. A red circle highlights the 'Next' button at the bottom left.

5) 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.

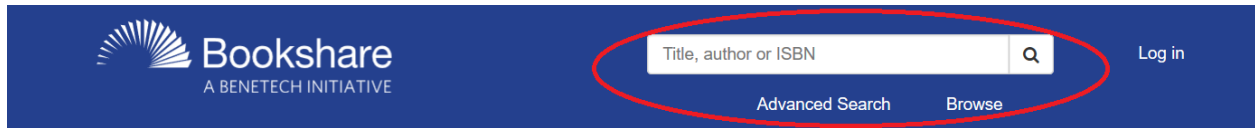
This screenshot shows the 'Sign Up for a Bookshare Account' form. It includes a 'Member Info' section with a 'Signature' link. Below is the 'Account Management' section with a checkbox for 'Allow Teachers or Staff at my school or district to manage my account'. The 'Applicant's Digital Signature' section includes a list of terms and conditions, a checkbox for 'I acknowledge that I am digitally signing the complete Terms and Conditions of this agreement', a 'Name' field, and a 'Date' field (07/14/2020). A red circle highlights the 'Create Account' button at the bottom.

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



## Find Books on the Bookshare Website

The Bookshare collection contains textbooks, best-sellers and award winners in all genres and for all ages. You can conduct a Standard Search in the search bar at the top of every page, [Advanced Search](#) or [Browse](#) through Bookshare's Special Collections to find books for school and fun. [Learn more](#) about finding books.



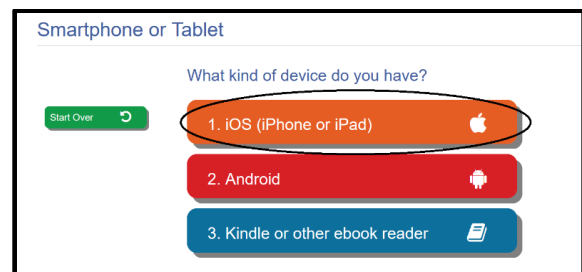
You can also search directly within apps on mobile devices and on other reading tools following the instructions for the specific tool.

## Read Books with other Devices

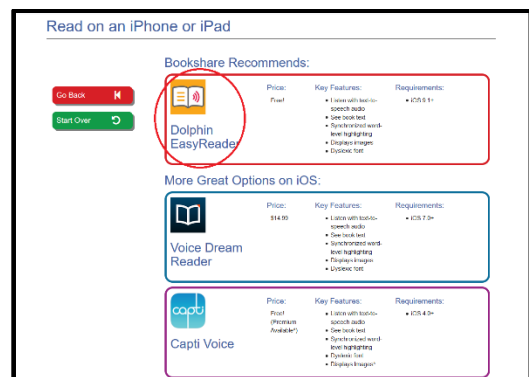
1) Use the [Reading Tool Wizard](#) to find other ways to read books. First, select the type of device(s) that you have.



2) You will then find options for devices in that category. Select the specific type of device you have to find the recommended reading tools.



3) Select the logo or the name of the tool for more information on how to use it.





These tools integrate with Bookshare and require you to sign in to them using your child's Bookshare username and password. Then search for the titles of the books you wish to read.

To start, we recommend downloading the free Dolphin EasyReader app on your iOS or Android smartphone or tablet following [these instructions](#). The [Dolphin EasyReader Cheat Sheet](#) provides more information about searching for, and reading books on the app.

## Frequently Asked Questions

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**Q: Is Bookshare always free?**

A: Bookshare will continue to be free for students after they graduate if they are enrolled in college or another educational program.

**Q: Who chooses the books?**

A: Teachers assign books for students who are on school accounts. If a student also has an Individual Membership then they and/or parents can find and read any book.

**Q: Do the books expire?**

A: Bookshare books never expire and can be accessed at any time.

**Q: Can minors access adult content?**

A: Members under 18 cannot access adult content.

**Q: What if I can't find the book I want?**

A: You can [request](#) that a book be added to the Bookshare collection at any time.

**Q: Do you have any human narrated books?**

A: At this time all Bookshare books have an electronic voice.

**Q: How can I find out if my child already has a Bookshare account?**

A: Ask your child's teacher or contact Bookshare's Customer Support team at 650-352-0198, or via [email](#).

**Q: What if I need help using Bookshare?**

A: For more guides and videos on using Bookshare visit the [Learning Center](#), [Help Center](#) or contact Customer Support at 650-352-0198, or via [email](#).