# How to Set Up Student Logins

This tutorial will demonstrate how teachers on organizational accounts can set up student logins for fast and easy access to Bookshare.

With student logins, teachers assign books to students on shared reading lists. Students simply log into their new account on the Bookshare website or a reading tool of their choice to access assigned books.

To set up student logins, teachers go to www.Bookshare.org and log in to your account. On the “My Bookshare” page, select the “Members” link.

Next, create the students login by selecting the last name of a member with an organizational membership and create a username and password. If a student does not appear on your member list add them to your roster either through the “Add a Member” button at the bottom of the page, or the group proof of disability form available to download from the top of the page. Note if the student’s username indicates “private,” they have an existing individual membership they can use to log into Bookshare.

The username can be an email address, nickname, student’s name, id number, or pseudonym. After you have entered the desired user name and password, select the “save” button, and you can repeat this step for other members.

We recommend that you note your students’ login information as you will not be able to see their password once set. Bookshare provides a helpful form for recording student information in the Bookshare academy under “Brochures and How to Guides.” If you forget or misplace a student’s password, you can always reset it by selecting the reset link found in the edit user window.

Next, assign books from the collection to the student by adding them to a reading list and sharing it with the students. To learn more about reading lists, please refer to the “Learn it Now Tutorial titled “How to Use Bookshare’s Reading Lists.”

After assigning books on shared reading lists, have your student log with their new username and password on the Bookshare website or through a Bookshare integrated application of their choice.

When logging in on the Bookshare website, your student will be taken to their “My Bookshare” page, where they can access assigned books on shared reading lists, as well as previously downloaded books in their history. To read using Bookshare web reader, students simply select “read now” next to any book in their shared reading list or book history.

To access a book with a Bookshare integrated application the student logs into the reading tool and searches for the book using the tool’s search function. The book is downloaded through the tool’s download function.

To learn more about other Bookshare topics, visit the Bookshare website, the Bookshare channel on YouTube, Bookshare on Facebook, and Bookshare on Pinterest.