

Bookshare enrollment step by step guide.

Please follow these steps in order.

- ☐ Resource teachers and/or school psychologists can qualify a student for Bookshare who has one of the following disabilities documented on a 504 or IEP.
 - ☐ A Learning disability in reading
 - ☐ A physical impairment affecting reading
 - ☐ A vision impairment affecting reading
- ☐ Access to Bookshare should be listed under Supplemental Aids and Services on the IEP or as an accommodation on a 504.
- ☐ Get parent/guardian signature on [consent form](#). An IEP meeting is a great time to get parent consent. Send signed consent form to Tamara Martin in Admin Bldg A. Please do not fill out the Bookshare Enrollment form until you have sent a signed consent form to Tamara. You may want to keep a copy for your records.
- ☐ Fill out the Bookshare [enrollment form](#). You will need:
 - ☐ Student Birthdate
 - ☐ Student computer login (2 digit graduation year followed by 1st three letters of their last name and first three letters of their first name. ie 21mcgdy1)
 - ☐ Name of the resource teacher or school psychologist who is qualifying this student. We will verify with the qualifying professional.
 - ☐ Qualifying category (Visual disability, physical disability or learning disability?)
- ☐ Once the Parent Consent form and Bookshare Enrollment form have been received, you will receive an email verifying that your student has a bookshare account. Your student's username **and** password will be the prefix of their google account (ie 21mcgdy1). Once they are logged in, please encourage your student to reset their password under the account settings tab. If they forget their password, sponsors on the account have the ability to reset their password.
- ☐ Bookshare sponsors are now ready to start assigning books and your student can access books on their book lists.
- ☐ Sponsors can also now sign your student up for an Individual Membership.