

Bookshare.org Sign-Up

Bookshare: Enrolling Your School

All Wyoming schools should sign up for Bookshare. Bookshare.org provides the full text of books to students with print disabilities. Using Bookshare can significantly relieve the burden on schools to scan reading material for students with disabilities who require access to text in alternative formats.

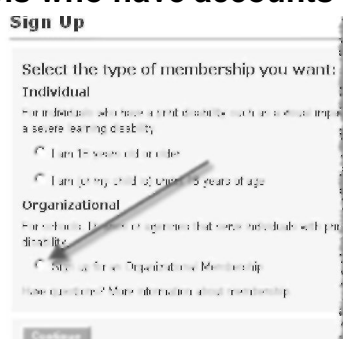
Your school only needs to sign up once. One person can be designated the “Primary Contact” and that person will be able to grant access to Bookshare.org to other staff in the school so that they can download books for eligible students.

1. Go to www.bookshare.org and click on “Sign Up.”



Sign up for an Organizational Membership by following the steps provided.

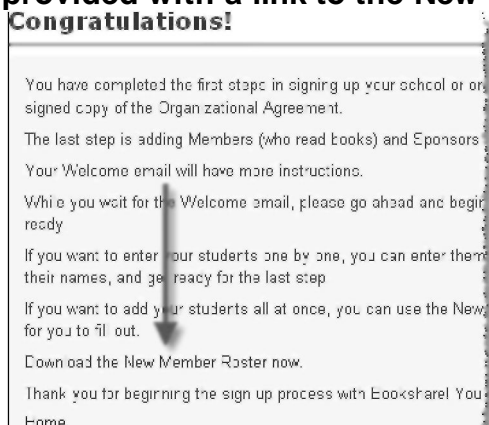
2. Your Account Name should be your school name followed by “-WY” as in “Beitel Elementary-WY.” This way, Bookshare can keep track of all the Wyoming schools who have accounts with them.



- 3. The Primary Contact should be someone at the school who is able to coordinate the tasks outlined in the Bookshare Agreement and the Bookshare Procedures FAQ. Most often, this is the person who is registering the school. It does not need to be a special educator; it could be your media specialist.**
- 4. You will need to agree to the terms and conditions in the Bookshare Agreement. Read through this and click “I Agree” at the end.**
- 5. You are asked to print the Organization Agreement Form and fax or mail it to Bookshare.**

Your school will not be able to download books until this document is on file at Bookshare.

6. You will be provided with a link to the New Member/Sponsor Roster Template.



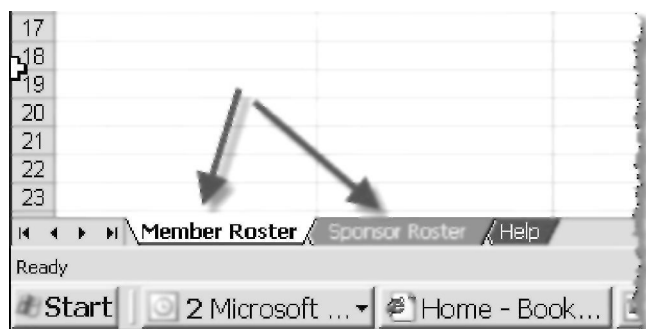
Click on the [New Member/Sponsor Roster Template](#) to download the form. Save it to your computer. Then click Continue.

7. Fill out the [New Member/Sponsor Roster Template](#)

You will need to work with the special educators and other teachers in your building to identify the staff and students who will be using Bookshare. You may identify as many staff members as you need to download books (**Sponsors**). Your student roster will list all of the students (**Members**) in your school who are eligible to use Bookshare materials.

To complete the [New Member/Sponsor Roster Template](#):

- Navigate to where you saved the [New Member/Sponsor Roster Template](#) and open it.
- Notice the tabs at the bottom of the screen.



- Click on the red Member Roster tab. Type in the names and identifying information of the eligible students. Use TAB to move from cell to cell in the spreadsheet.
- Click on the orange Sponsor Roster tab. Type in the names and identifying information of the staff who will be downloading materials for students. Use TAB to move from cell to cell in the spreadsheet.
- Save the spreadsheet and remember where you saved it.

8. Activate and set up your Bookshare Account.

By now you should have received a welcome email from Bookshare. You will need to open this email and click a link to activate your account and set up your password.

- a) Check your email and open the welcome message from bookshare.
- b) Scroll down to find the link that will activate your account.
- c) When you click on the link, you'll be asked to choose your password. This is your login password.
- d) Follow the steps carefully and completely.
- e) You will also be asked to set up a download password. This can be different than your login password, but it is easier if you use the same one. ***If you do not complete this step, you will not be able to unpack or use the books that you download.***

9. Upload the New Member/Sponsor Roster Template

- a) Log into Bookshare.org so that you have your personal task bar in the upper left.



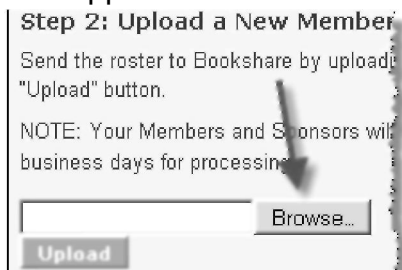
- b) Click on My Organization and then click on Upload Roster

My Organization

My Organization Home | Organization Information | Members | Sponsors | Upload Roster



- c) Under “Step 2” click the browse button to navigate to where you saved your roster. Once it appears in the white box, click “Send” to send your roster to Bookshare.




10. Once Bookshare processes your roster, each of the staff downloaders (Sponsors) will receive a welcome email with instructions for logging into Bookshare.org.

You can see your list of approved **Sponsors** (staff downloaders) and **Members** (students) by clicking on those headings in your “My Organization” tool bar.

My Organization

My Organization Home | Organization Information | Members | Sponsors | Upload Roster



11. Provide the list of eligible students to your school's IT person(s) so that they will be able to access the **Copyrighted Text** folder on your school network.

Your eligible students will not be able to access the books you have downloaded for them until your IT person gives them access to the Copyrighted Text folder. Therefore, this step should be done immediately to ensure timely access to instructional accommodations.

- Your list must include student names, grade, and computer login IDs.