

AT Quick Guide



Bookshare for Home Use

MCPS staff can help eligible students get a free home use Bookshare account as long as they are already listed as a member in the organizational account through their school. Bookshare files on a PC need text reader software to read the file. The student will have to download and install a free text reader from [Bookshare](#) before being able to read a downloaded book.

Step 1: Log into your Bookshare account and click on “My Organization” and then “Members”

Step 2: Check off the student’s name

<input checked="" type="checkbox"/>	Smith	John	MCPS	Lynnbrook	5	-	01/12/01	Learning	IEP
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[Add a Member](#)
[Remove Member](#)
[Individual Membership Form](#)
[Increment Grade Level](#)

Individual Memberships
[View all Members with Individual Membership](#)

Step 3: Select Individual Membership Form

Step 4: A PDF will be created with the student’s name and birthdate

Step 5: Print the PDF form and give it to the parent to complete the following information:

- Home Email Address
- Home Address
- Student Name and Signature
- Parent Name and Signature

Step 6: Ask the parent to return the form to you. Scan and email the form to Bookshare as an attachment to membership@bookshare.org. **Do not fax the completed membership form to the fax number on the form.** The response from Bookshare is much more reliable when the form is emailed to them.

Hint: To track your email in Outlook, select the **Options** tab. Click the box next to **Request a Delivery Receipt** and **Request a Read Receipt**. Bookshare should send the parent a username and password within 2 business days. If not, then you can contact Membership services at [650-352-0198](tel:650-352-0198).

