

Quick Guide

School Memberships for U.S. K-12 Students

Through an award from the U.S. Department of Education, Office of Special Education Programs, qualified U.S. K-12 students can get a free membership with Bookshare™. For more information on membership qualifications, please visit: <http://bookshare.org/about/membershipQualifications>.

- 1** On the Bookshare home page, go to “Sign Up Today!” and select “Organizational Membership.”
- 2** Enter in your organizational information and primary contact information.
- 3** Agree to the terms of the Organizational Agreement online. Print the agreement form as prompted, sign it and mail or fax to Bookshare. At this point you can download an excel spreadsheet and begin filling it in with your new Members and Sponsors.
- 4** Watch for a welcome email and log in to your account using the password sent to you from Bookshare.
- 5** Log in. Then you have two options for completing your registration. You can upload an excel spreadsheet of your new Members and Sponsors or you can add your new Members and Sponsors one by one using our online organizational management tool.
- 6** Your new Members and Sponsors will be added within two business days.
- 7** To add more Members and Sponsors over time, log in, select “My Organization” and select “Members.” There you can easily add new Members and Sponsors.

For registration support please visit: <http://bookshare.org/contactUs> and select “Membership and Registration.”