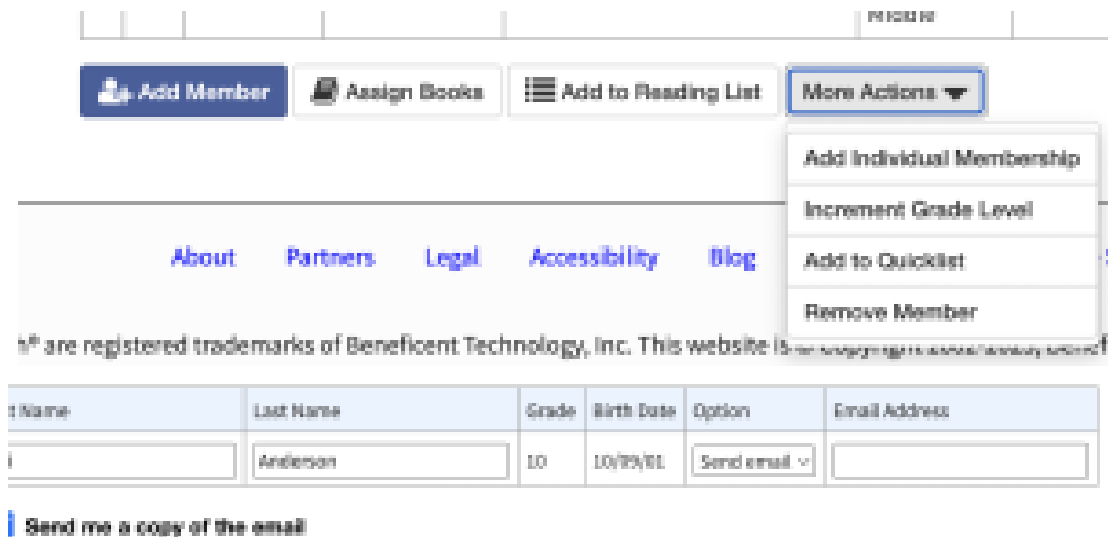


## Bookshare instructions-Home use -setting up an individual membership

This is helpful if parents want to download books for their children from home. Jordan or Kelley can help you through this. Staff/Sponsor will need to add a parent's email address into the Bookshare website, prompting Bookshare to send the parent an email, explaining how to set up a user name and password. Go to **Members**, locate student's name and check the box, then scroll down. You will see this.



The screenshot shows the Bookshare website interface. At the top, there are navigation buttons: "Add Member", "Assign Books", "Add to Reading List", and "More Actions". The "More Actions" dropdown menu is open, showing options: "Add Individual Membership", "Increment Grade Level", "Add to Quicklist", and "Remove Member". Below the menu, there are links for "About", "Partners", "Legal", "Accessibility", and "Blog". A footer note states: "are registered trademarks of Beneficent Technology, Inc. This website is". Below this, there is a table with columns: "First Name", "Last Name", "Grade", "Birth Date", "Option", and "Email Address". The table contains one row with the following data: First Name (empty), Last Name (Anderson), Grade (10), Birth Date (10/25/01), Option (Send email), and Email Address (empty). Below the table, there is a checkbox labeled "Send me a copy of the email".

First Name	Last Name	Grade	Birth Date	Option	Email Address
	Anderson	10	10/25/01	Send email	

Send me a copy of the email