

Registration Quick Start Guide for Annual APH Census Registration

Logging in

1. Go to: www.GIMC.org
2. Select Patron Log In
3. Select Log In
4. Accept the FERPA notifications
5. Enter login information

User Name:

Password:

Database Administrators (Assignment of Patron Roles)

Reviewing and Assigning Access (*Directors, Coordinators, and System Administrators ONLY*)

Follow the above instructions to log in

1. Select Administration
2. Select Designee(s)
3. Select School District (Contact the GIMC if incorrect)
4. Review designee list and grant or deny access
5. Save Changes

Adding a New Patron

A patron is a designated by the district's administrator and is able to

- *verify student's print disability*
- *confirm the documentation is maintained in the students district records*
- *add and/edit student GIMC records*
- *order materials on the district's behalf for students.*

This process is completed on the public GIMC website [Patron Registration Request](#) and is completed by the patron designee(s). The special education director or database administrator will be notified when their accounts are activated.

GIMC Student Record Management

Registering New Students

1. Follow login instruction above
2. Select New Student in the Registration of Students who are Legally Blind

NOTE: (Students who are visually impaired (*NOT legally blind*), physically impaired, or print disabled should be registered using "Registration of all students except those who are legally blind" New Student).

NOTE: Newly registered students will appear in the registration view after their information has been processed by GIMC staff.

Eligibility for APH Enrollment

| | | |
|--|-----------|---|
| <i>APH Eligibility Criteria:</i> | | |
| 1. Meets the legal definition of blindness (20/200 or worse in the better eye with correction, or visual field of view no greater than 20 degrees) | OR | Functions at the definition of blindness (CVI or other neurological conditions) |
| 2. Enrolled in an educational program on the first Monday of the new calendar year. | | |
| 3. Consent forms on file in the GIMC office. | | |

Editing Existing Students

Follow the above instructions to Login

1. Select View Students
2. Select school district to edit
3. Select Update in the row of the student to edit

Status Change

Change (student status) If student is no longer in your district **or** is no longer legally blind

- a. Select Change Status
- b. Provide a short description of change. **NOTE:** Include receiving district if known
- c. Select Submit – Student Record becomes non-editable.

No Status Change

Continue through student’s record to update all applicable fields

- a. Select Continue
- b. Review changes
- c. Select Submit - **NOTE:** Once you have updated a student their record is locked and will be moved to the bottom of the student list. You can view the record but not change it. If you discover an error, please contact the GIMC.

Reading level

When braille is selected as primary reading media, you will be prompted to answer a question related to braille literacy level. Please determine if your students’ braille literacy level is at or near grade level, or the extent to which their literacy level deviates from grade level (+/-).

Submitting Consents

NOTE: Please ensure that any embossed Notary Seal is visible in the scanned image. A pencil can be used to darken the embossed area of the paper.

NOTE: Multiple Students can be uploaded simultaneously.

1. Create a folder on your desktop called “APH Documents”.

2. Scan or place completed Notarized Consent forms in the “APH Documents” folder. Use this structure to name each student file, e.g., Smith C. 05.31.77
3. Click on this link: [Registration Consents](#).
4. Enter teacher first and last name.
5. List the student names in the Description box
6. Click on “Choose file” under Document Upload.
7. Select one file from the “APH documents” folder you created.
8. Repeat Step 5 until all files within “APH documents” been loaded.
9. Select “Upload”.
10. The Notarized Consent forms have now been submitted to the GIMC.