

Step by Step Guide to Designating Patron Roles

1. Go to www.gimc.org
2. Click on *Patrons*

The screenshot shows the Georgia Department of Education (GaDOE) website. At the top left is the GaDOE logo. At the top right is a search bar and social media icons. Below the navigation bar, the breadcrumb trail reads: Home → Teaching and Learning → Special Education Services and Supports → GIMC. The main content area is titled "Georgia Instructional Materials Center". On the left is a vertical menu with items: GA Special Education, GIMC Home, Patrons (highlighted with a red arrow), Educators, Parents, Students, Media Producers, and FAQs. Below the menu is a "Latest News" section with a highlighted orange box for "APH Monthly Newsletter". To the right is a "Contact Information" section with details for Carson D. Cochran, Program Manager, including his email address and the main office address and phone number.

GA Special Education

GIMC Home

Patrons

Educators

Parents

Students

Media Producers

FAQs

Georgia Instructional Materials Center

Latest News

APH Monthly Newsletter

About Us

The Georgia Instructional Materials Center (GIMC) is a unit within the Division for Special Education Services and Supports. The GIMC provides accessible educational materials (AEMs) to all of Georgia's eligible K-12 students.

Contact Information

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GIMC
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3. Click on *Login GIMC Student Registration/Ordering System*

GA Special Education
GIMC Home
Patrons
Educators
Parents
Students
Media Producers
FAQs

Patrons

Finding the Right Book

- **Textbooks:** *Search by ISBN.*

NOTE: If a national version is listed it is compatible with the GA edition. Order the national version.

- **Supplemental Text:** *Search by Book Title NOT ISBN*

These books (trade books) are required curriculum related reading, e.g., novels or short stories from a reading list.

- **Equipment and Supplies:** *Search by APH catalog number.*

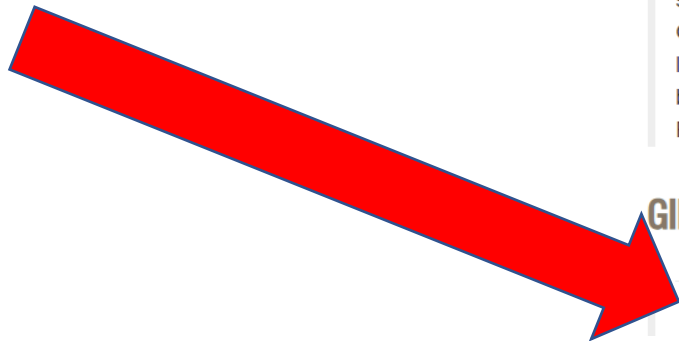
NOTE: Decision Guides are required for RefreshaBraille, Smart Braille and VisioBook orders.

- **Test Preparation and Complementary Texts:** *Search by ISBN*

Test Preparation and Complementary Texts are materials such as workbooks that support curriculum content of standard classroom textbooks, e.g., Coach books. The GIMC will be producing this material in large print on a case by case basis but will no longer be producing special orders for English Language Arts (ELA) and math in braille. A list of available materials can be found in the Educators/Additional Resources.

GIMC Student Registration and Ordering System

- **Login GIMC Student Registration/Ordering System**



4. Enter User name and Password

5. Click *Login*



Current User: Not Logged In

Login:

User Name:

Password:

LOGIN

GIMC HOME

If you have forgotten your username or password please click 'REQUEST.' Passwords will only be sent to the email address you have on file with the GIMC.

REQUEST

Click Help/FAQ for our online help, documentation and frequently asked questions.

Administrator/Teacher FAQ

HELP/FAQ

Welcome to the Georgia Instructional Materials Center Online System

To access the the GIMC online system you must login with your User Name and Password. The system is restricted to individuals authorized to order materials or register students with the GIMC. Users of the GIMC online system must be authorized by their school district's director of special education services.

Forgot your user name or password? Click the REQUEST button.

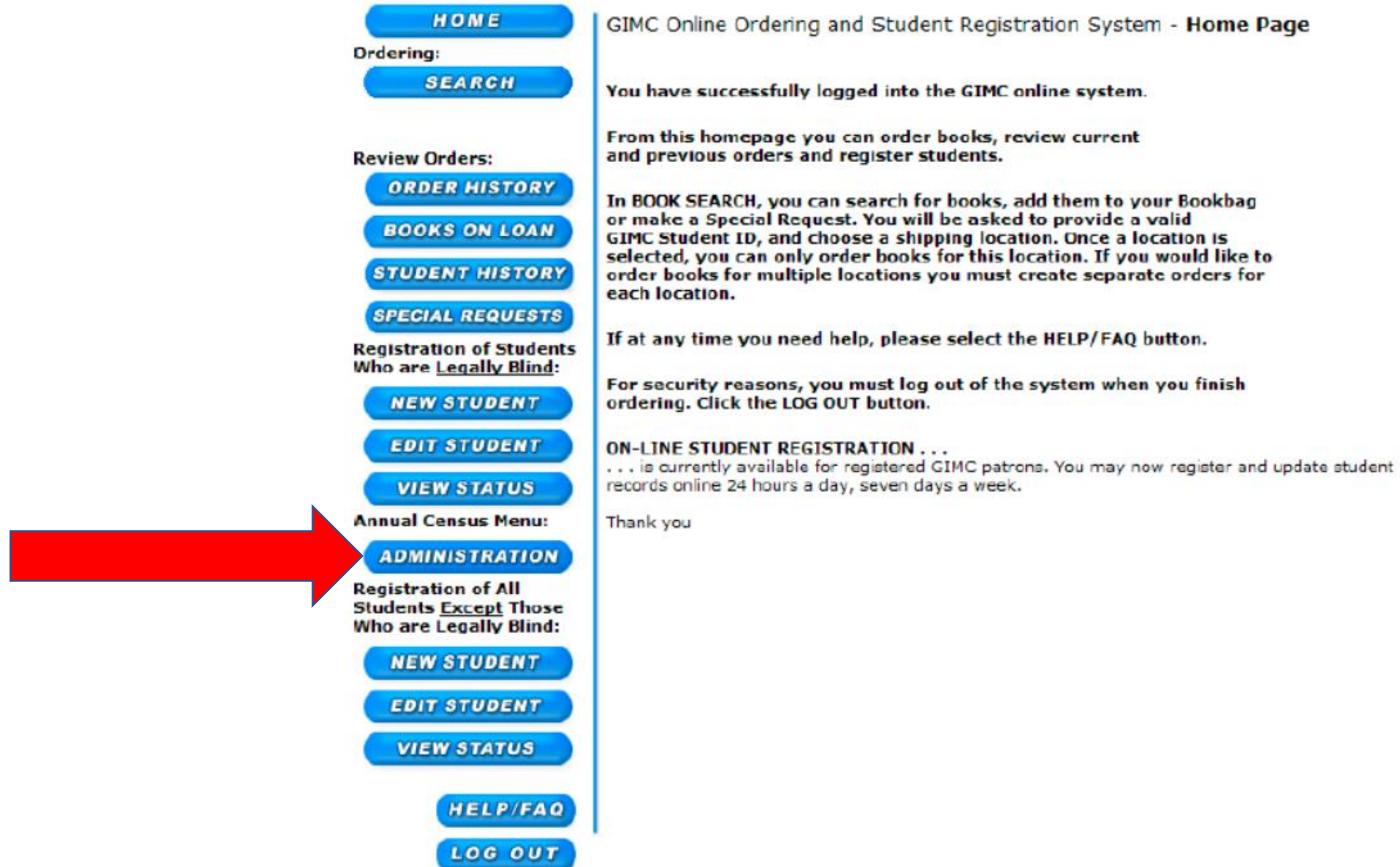
To get more information about the GIMC online system, select HELP/FAQ.

Thank You,
GIMC

[VisioBook Decision Guide \(beta\)](#)

[Braille Plus 18 Decision Guide \(beta\)](#)

6. Click on *Administration*



HOME

Ordering:
SEARCH

Review Orders:
ORDER HISTORY
BOOKS ON LOAN
STUDENT HISTORY
SPECIAL REQUESTS

Registration of Students Who are Legally Blind:
NEW STUDENT
EDIT STUDENT
VIEW STATUS

Annual Census Menu:
ADMINISTRATION

Registration of All Students Except Those Who are Legally Blind:
NEW STUDENT
EDIT STUDENT
VIEW STATUS

HELP/FAQ
LOG OUT

GIMC Online Ordering and Student Registration System - **Home Page**

You have successfully logged into the GIMC online system.

From this homepage you can order books, review current and previous orders and register students.

In BOOK SEARCH, you can search for books, add them to your Bookbag or make a Special Request. You will be asked to provide a valid GIMC Student ID, and choose a shipping location. Once a location is selected, you can only order books for this location. If you would like to order books for multiple locations you must create separate orders for each location.

If at any time you need help, please select the HELP/FAQ button.

For security reasons, you must log out of the system when you finish ordering. Click the LOG OUT button.

ON-LINE STUDENT REGISTRATION . . .
. . . is currently available for registered GIMC patrons. You may now register and update student records online 24 hours a day, seven days a week.

Thank you

7. Click on *Select Designees*

HOME

Ordering:

SEARCH

Review Orders:

ORDER HISTORY

BOOKS ON LOAN

STUDENT HISTORY

SPECIAL REQUESTS

Registration of Students Who are Legally Blind:

NEW STUDENT

EDIT STUDENT

VIEW STATUS

Annual Census Menu:

ADMINISTRATION

GIMC Annual Census of Students - **Administrator Control**

Dear District Administrators of Exceptional Student Education


and

Administrators of Private Schools or Agencies:

Welcome to the Annual Census of Students Who Are Visually Impaired.

As you are aware, student registration must be updated annually and your district or agency to participate in the *Federal Act to Promote the Education of the Blind*. As a result of participating in this Federal program, GIMC is allocated quota funds based on the number of student registrations. These funds are used for ordering books and materials for your students from the American Printing House (APH). On this site you, or your designee, will be able to update and finalize current student registrations.

As a registration administrator, you can allow your designees to access the district wide student list. Please select the button below to continue.

SELECT DESIGNEES 

8. Click on the drop down to indicate whether a designee should have access.

The district administrator determines who has access to the annual census.

GA DOE Designee List

Below is a listing of people in your district who are currently authorized to register students and request student materials from the GIMC.


Permissions:
Allow Access: View and Update Student Records
No Access: Cannot view District student list but can still order materials.

To add or remove names from the list:
Add: [Online Patron Registration](#)
Send Email: [Send Email](#)

Gelinas, Gina	AT Specialist		No Access ▾
Kemph, Sally	VI Teacher		No Access ▾
Ritts, Chris	VI Teacher		No Access ▾

SAVE CHANGES

Return to the Administration Menu
ADMIN MENU



If a patron needs to be added:

1. Go to www.gimc.org.
2. Click on *Patrons*.
3. Click on *Request Account or Update Existing patron Accounts*.

All new patrons added automatically have access to edit student information during the Annual Census unless the local admin changes access. However, patrons can still order materials for any student. See above instructions.