A Quick Guide to AIM-VA Ordering Procedures
(Print this and post it next to your computer for easy access)

Before an order can be placed, a Digital Rights Manager (DRM) must:
1. Verify that the student’s IEP includes alternate formats of print based material as a required accommodation. (http://kihd.gmu.edu/aim/overview/)

2. Verify that the student is eligible under the Chafee Amendment. (http://kihd.gmu.edu/aim/overview/)

3. Verify that you have complete ordering information including-
   - student’s STI (State Testing Identification Number)
   - student’s date of birth
   - shipping address if different from your own
   - materials being ordered are for the STI number on the order form
   - 2 copies of book are available if requested by AIM-VA

To Order Materials:
4. Go to www.aimva.org and click on “Order AIM From the Library”
5. Search for the book needed by any word (keyword), title, author, publisher, grade level or ISBN.
6. Choose the format needed.
7. Click “Submit Query”

If the book you need is listed in the AIM-VA catalog:
8. Look at the Result List and choose the book you need by clicking on “Add item to Cart”
9. *Click on “Check Out…”
10. Login with your DRM User ID and Password
11. Fill out the form completely.
12. Submit the form.
13. Print a copy of the confirmation page for your records.

If the book you need is NOT listed in the AIM-VA catalog:
14. If you want to order the book in one of the available formats, click on “Book Request Form” and fill out the form completely.
15. If required, send two hard copies of the requested book to AIM-VA.
16. If you do not want to order the book in an available format, then return to the Catalog to search for another book or close your browser to end your session.

*If you searched for a book and did not find what you were looking for in the results pages, please enter more specific information about the book and submit your query again.

For more detailed information about AIM-VA ordering, see the AIM-VA Training Manual available at www.aimva.org

Need Help?? Contact the Help Desk at aimva@gmu.edu or call toll free 866-926-1879