



# How To: Access Learning Ally through aim.va

## Starting a Learning Ally account through AIM-VA:

- Create or log into your AIM-VA account on: [www.portal.aimva.org](http://www.portal.aimva.org)
- Search for a book your student needs on the AIM-VA library portal, i.e. “Tom Sawyer”.
  - The search results appear according to who provides the different formats; click the “Learning Ally” tab to see audio book results from Learning Ally
  - Once you find the audio book click on “View on Learning Ally”
  - This will create your account on Learning Ally using the same profile information shared with AIM-VA
  - Check your email for an automatically generated confirmation message from Learning Ally
  - Follow the instructions in the email to confirm your Learning Ally “Member” account

## Logging into Learning Ally:

- Anyone may browse Audiobooks on the Learning Ally website, but only members can order
- On the Learningally.org website, select “Login” on the top right corner of the page
- On the Member Login page, enter username (email) and password (in the email from Learning Ally)
- Before you can order an audio book on Learning Ally, you must first add eligible students

## Adding Students:

- You can add students from the Dashboard tab and Manage Students tab
- Click the “Add Students” button and follow the instructions on the screen that appears
- Certifiers can verify the student’s eligibility by clicking the “Certification” button at the top of the screen, entering the student’s disability, and selecting “Approve”

## Ordering books:

- Search and order audio books on the AIM-VA library portal, [www.portal.aimva.org](http://www.portal.aimva.org)
- Find your book and click on “View on Learning Ally”; this will prompt you to enter your login information and then will load the information page of your requested book
- Click the “Add to Bookshelf” button
  - You can add one book to multiple student bookshelves at the same time

**Need help? Please contact us at: [AIMVA@gmu.edu](mailto:AIMVA@gmu.edu) or call 866-926-1879**