



# How to: Get Started Using aim.va

Log into your account on:  
[www.portal.aimva.org](http://www.portal.aimva.org)

Before you can order books you must first add a student to your account.

## Adding a student:

- Open the students tab and click add student
- Enter the students STI and click Create
- Fill out the student's information
- Check off the eligibility requirements and click create

## Ordering a book:

- Click Search for a Book
- Fill in the ISBN or title and hit search
- Find your book and hit "Order Now"
- Fill out the order form by selecting the:
  - Student (via STI)
  - Format
  - Delivery Method
- Agree to the Terms and Conditions and hit order

## Downloading electronic files:

- Click Manage My Orders
- Find you the book you want to download
- Click the Download button on the right hand side (Shaped like a downward arrow)
- Read the disclaimer and click download

DRMs will have to have their students eligibility certified before orders will be fulfilled

- Certification can be done by a CDRM or LDRM
- Once students have been certified any pending orders will be automatically fulfilled.

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