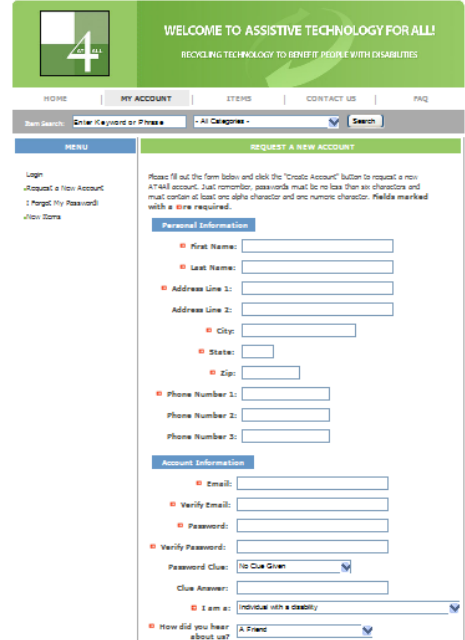


Become a www.at4all.com User!

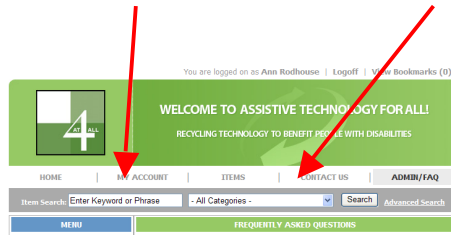
Create an Account

- Click on **Request a New Account** on the left **Menu**
- Complete the personal information form
- Create a password (must contain one alpha character and one numeric character and be at least six characters in length)
- Choose a **Password Clue** & put in a **Clue Answer**
- An e-mail will be sent with a link to validate the account
- You must validate the account before you can log in



Item Searching

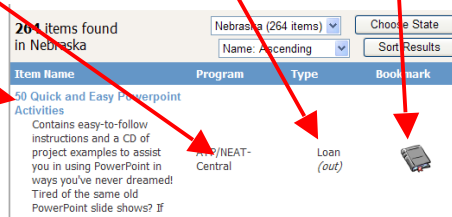
Simple search: by item name, make or model or by category



Advanced search:

- Click on **Advanced Search**
- Click on drop-down arrow by **All Programs:**
 - Main loan bank is **ATP/Educational- Statewide**
 - Loan bank for ESUs 9, 10, 11, & 15 is **ATP/Educational – South Central**
- Click the **Search** button
- See results: whether it is available for **Loan, Bookmark** button, and the **Program**
- To view item detail: click on the name of the item

- All Programs -
- Assistive Technology Partnership - Columbus
- Assistive Technology Partnership - Kearney
- Assistive Technology Partnership - Lincoln
- Assistive Technology Partnership - Omaha
- Assistive Technology Partnership - Scottsbluff
- ATP/Educational - Central
- ATP/Educational - Early Childhood
- ATP/Educational - Statewide
- ATP/Educational-Northeast
- ATP/Educational-South Central
- ATP/Educational-Southeast
- ATP/Educational-West
- Bellevue University
- Bridgeport Public School
- Center for Independent Living of NE
- Central Community College - Hastings
- Central Western Nebraska Partnership
- Crawford Public Schools
- Educational Service Unit 3 - ESU #3
- Elkhorn Public Schools
- ESU 16 Regional Buy
- General Listing
- Gering Public Schools
- Grand Island Public Schools/CNSSP
- Madonna Rehabilitation Hospital
- Midland Lutheran College
- NE Comm f/t Deaf & Hard of Hearing - Omaha

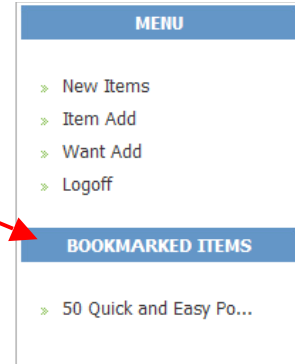


Request a Loan

- Click on **Request Loan** at the bottom of the *Item Detail* page; click on **Submit Loan Request** on the next screen; you will see the message that your loan request has been submitted and a verification e-mail has been sent to your inbox

or

- Click on **Bookmark** button; click on the **Bookmarked Items** bar on the left Menu list; click **Request Loan** or **Remove Bookmark**



- Click on the appropriate answer about the primary purpose of the loan.

What is the primary purpose of this loan?

- Select Purpose -

- Select Purpose -

Assist in decision making (device trial or evaluation)

Serve as loaner during device repair or while waiting for funding

Provide an accommodation on a short-term basis

Other

- Click on **Finish Loan(s)** – you will see a message stating that the item was successfully booked.
- You will get an e-mail verification stating that you have requested a loan from at4all.com