



Alabama Instructional Resource Center for the Blind

Deaf. Blind. Limitless.

Ordering Accessible Instructional Materials Online

Students registered with the AIRCB may have accessible instructional materials ordered for them (depending on Federal Quota program eligibility and type of educational plan). These materials include books in accessible formats like braille and large print, as well as vision-adapted and specialized products available from the American Printing House for the Blind (APH). Ordering these materials is done online through the AIRCB ordering portal.

- **Book ISBNs:** Be prepared with the 13-digit ISBN numbers for books you need to order in braille or large print. These should be from the actual books you need (no teacher/bundle #s)
- **APH Product Catalog:** Browse the most recent catalog PDF to look for products that may assist you in teaching and supporting your students: <https://www.aph.org/aph-catalogs/>

Accessing the RCVI Ordering Portal

Visit <https://aidb.klas.com/login.jsf> OR aircb.org

- All individuals have their own unique User IDs connected to their email addresses. Passwords may be reset as needed.
- Contact aircb@aidb.org if you do not know your User ID.
- If you do not have a User ID, please contact aircb@aidb.org

Alabama Instructional Resource Center for the Blind
AIRCB Online Ordering

Log In

User ID or Email
Password

Remember me
[Forgot your password?](#)

Log In

AIDB-AIRCB
705 South Street East
Talladega, AL 35160
Phone 256-761-3237

Placing an Order (See Tips and FAQ on main page after logging in)

1. Select Find Student/Districts.
 - a. Search for your student OR Enter a blank search and browse for your student.
2. Select your student to view their Main Details page.
 - a. Select the Add Material Request button to begin a new order.

Logged in as T963-12

- Home
- Add Material Request
- Patrons
 - Find Student/Districts**
 - Catalog
- Census
- Help

Change Status Request Waiver **Add Material Request** Add Return Request

3. Search for Books by their ISBN numbers (no dashes) and APH products by their name or catalog number (e.g. 1-08471-00)

- a. Check the box next to the book/item you wish to order, then select the Add Selected Lines to Material Request button.
- b. Repeat for all desired items. These should show up as bullets in the top right corner of the webpage.

Add Selected Lines To Material Request

#	Title Information
<input checked="" type="checkbox"/>	1. ReadWrite Stand Publisher: APH #: 1-03206-00

Material Request

Lines:

- CHAMELEON 20 Refreshable Braille Display/Notetaker
- Perkins Brailler - APH Light Touch
- ReadWrite Stand

View All Items and Complete Order

Can't find the title you are looking for? [Add a temp title](#)

- c. If an item is not showing up, select Add a temp title. We will look up the book/material and determine if it can be ordered. Books count as Monographs, and APH products count as Equipment.
4. "See Cart/Checkout"
 - a. Select View All Items and Complete Order
 - b. If all items and quantities appear correct, select Next Step. Otherwise select Search Catalog to search for additional books/materials.

Search Catalog Update **Next Step** Cancel

- c. Confirm School, Teacher, Student, and Shipping information is correct, then select Complete Request.

Previous Step **Complete Request** Cancel