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/](https://www.aph.org/aph-catalogs/)

**Accessing the RCVI Ordering Portal**

Visit [https://aidb.klas.com/login.jsf](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](mailto:aircb@aidb.org) if you do not know your User ID.
- If you do not have a User ID, please contact [aircb@aidb.org](mailto:aircb@aidb.org)
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.

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