

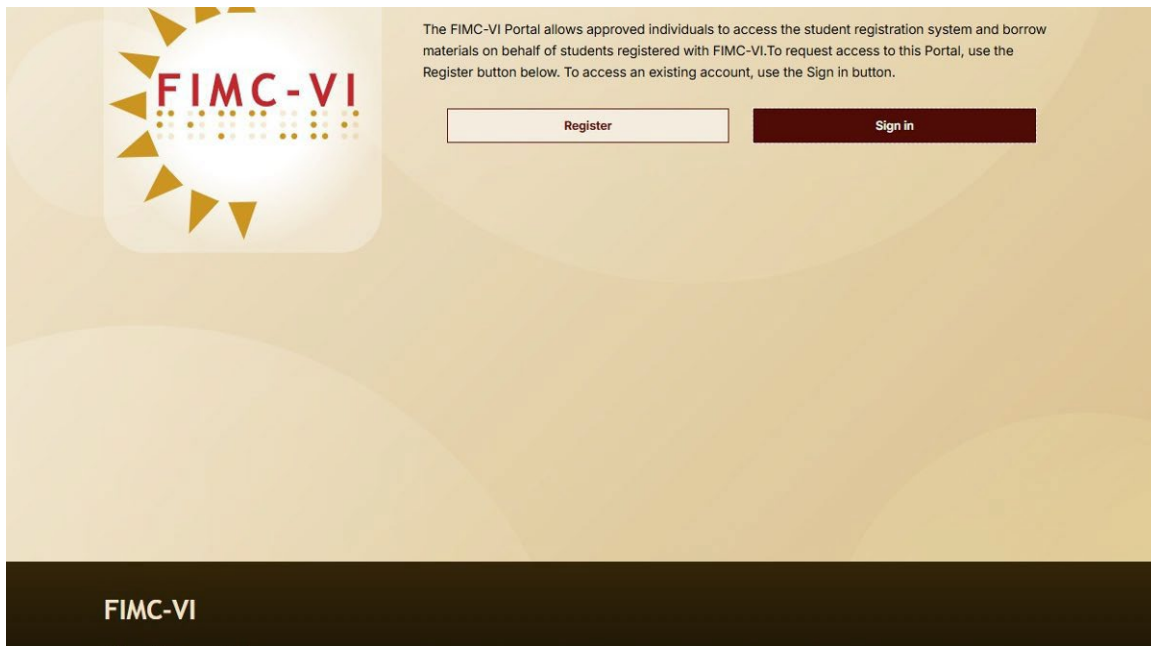
FIMC-VI Portal User Guide

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Account Management

Reset Your FIMC-VI Portal Password

1. Navigate to <https://portal.fimcvi.org>



2. Select "Sign in".

FIMC-VI Portal



3. Select "Forgot Password".



Sign In

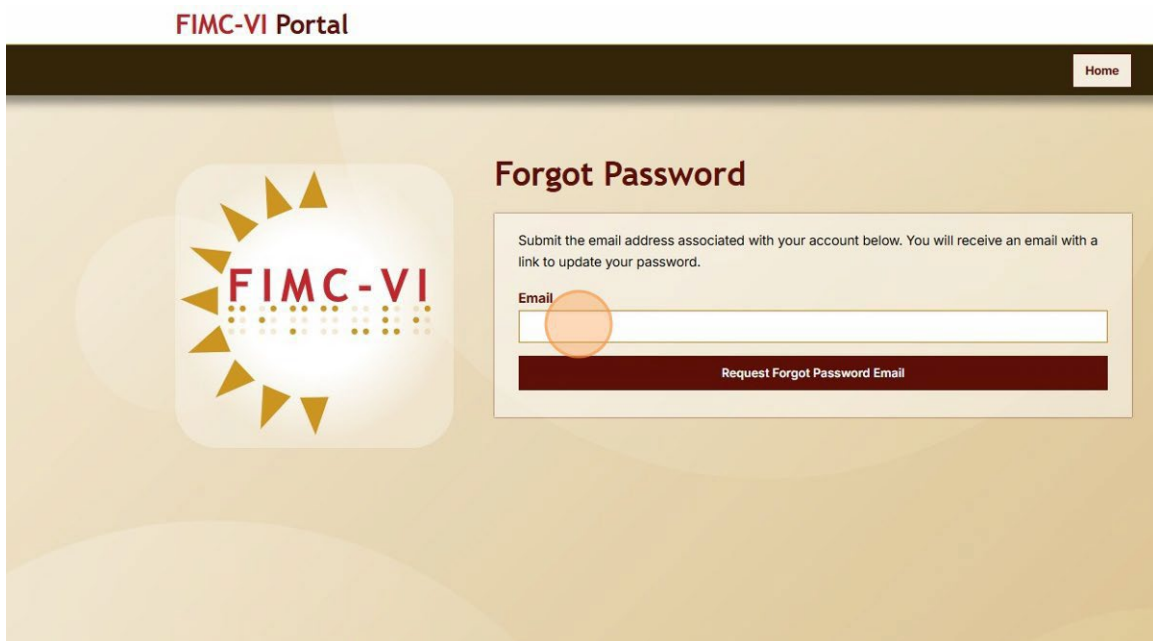
Email

Password

Submit

[Forgot Password](#) [Register](#)

4. Type your email address.



FIMC-VI Portal [Home](#)

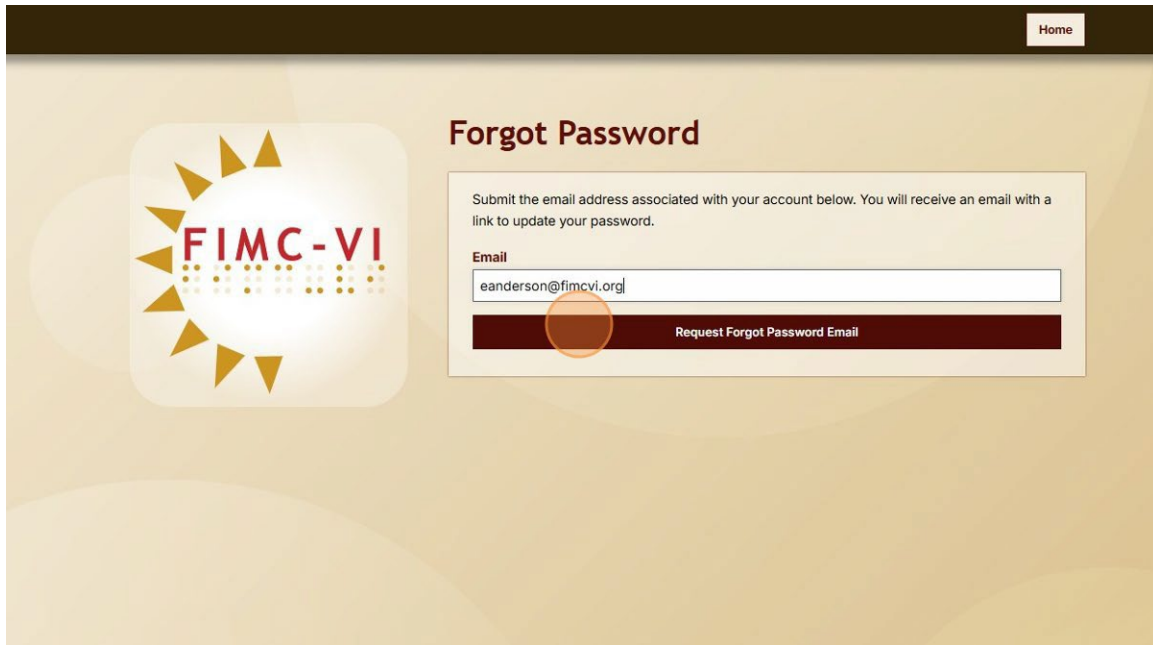
Forgot Password

Submit the email address associated with your account below. You will receive an email with a link to update your password.

Email

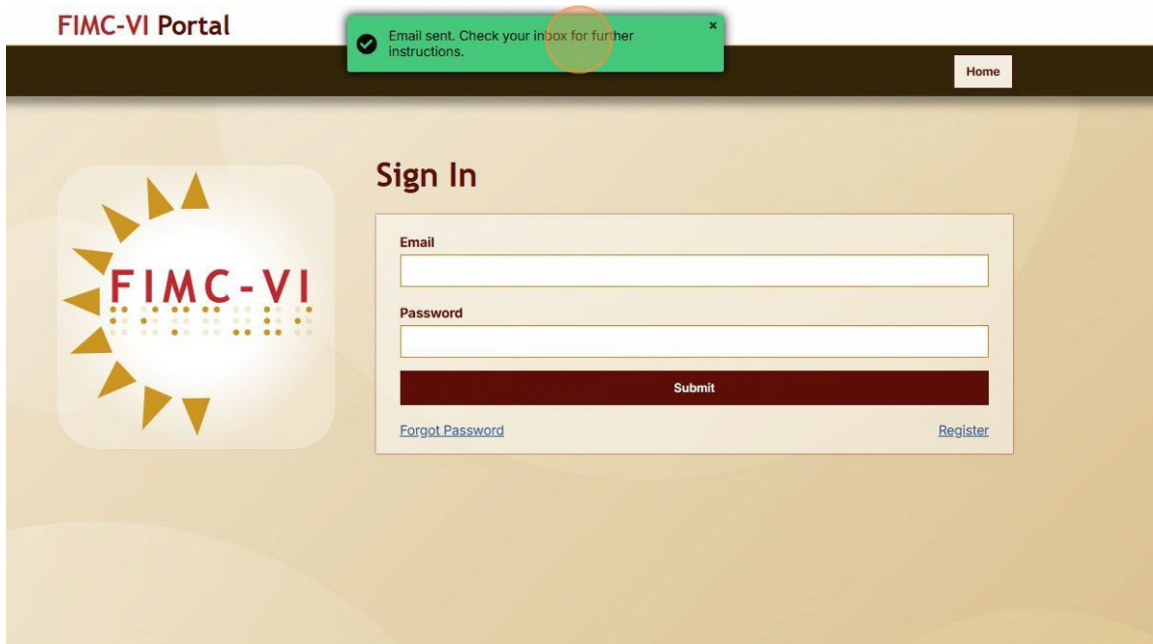
Request Forgot Password Email

5. Select "Request Forgot Password Email".



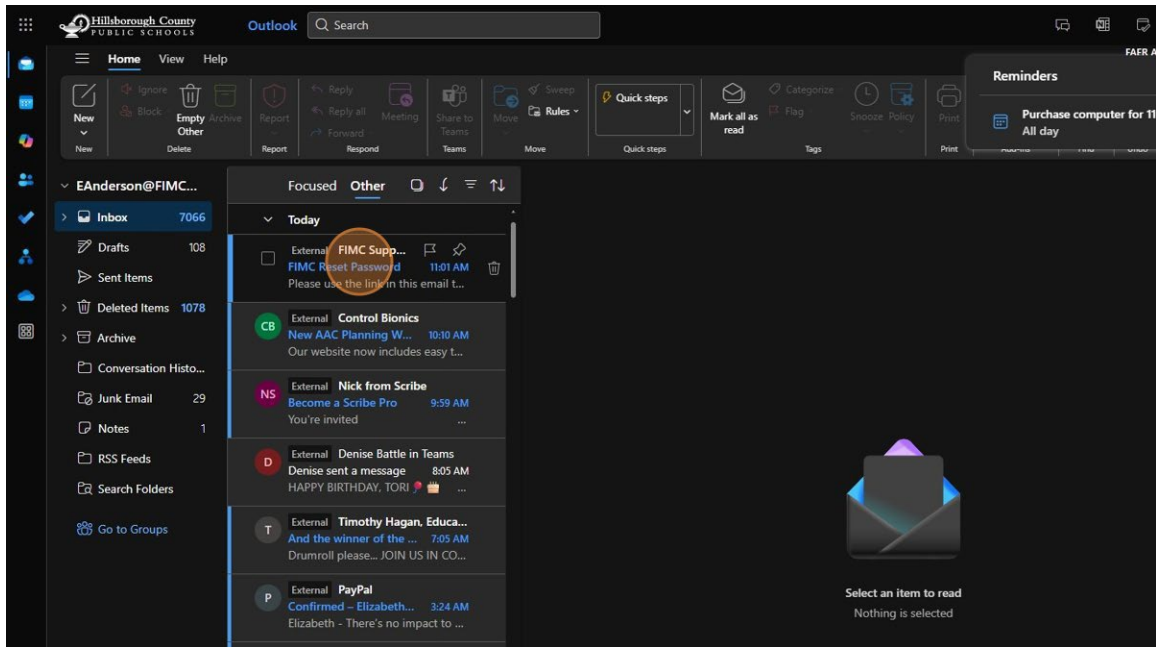
The screenshot shows the 'Forgot Password' page of the FIMC-VI Portal. On the left is the FIMC-VI logo, which consists of a stylized sunburst with the text 'FIMC-VI' in the center. To the right of the logo is a form titled 'Forgot Password'. The form contains a text box for 'Email' with the address 'eanderson@fimcvi.org' entered. Below the text box is a dark red button labeled 'Request Forgot Password Email'. Above the text box, there is a line of text: 'Submit the email address associated with your account below. You will receive an email with a link to update your password.' A small orange circle highlights the 'Request Forgot Password Email' button. In the top right corner of the page, there is a 'Home' link.

6. Notification will appear: "Email sent. Check your inbox for further instructions."
You may close this notification.

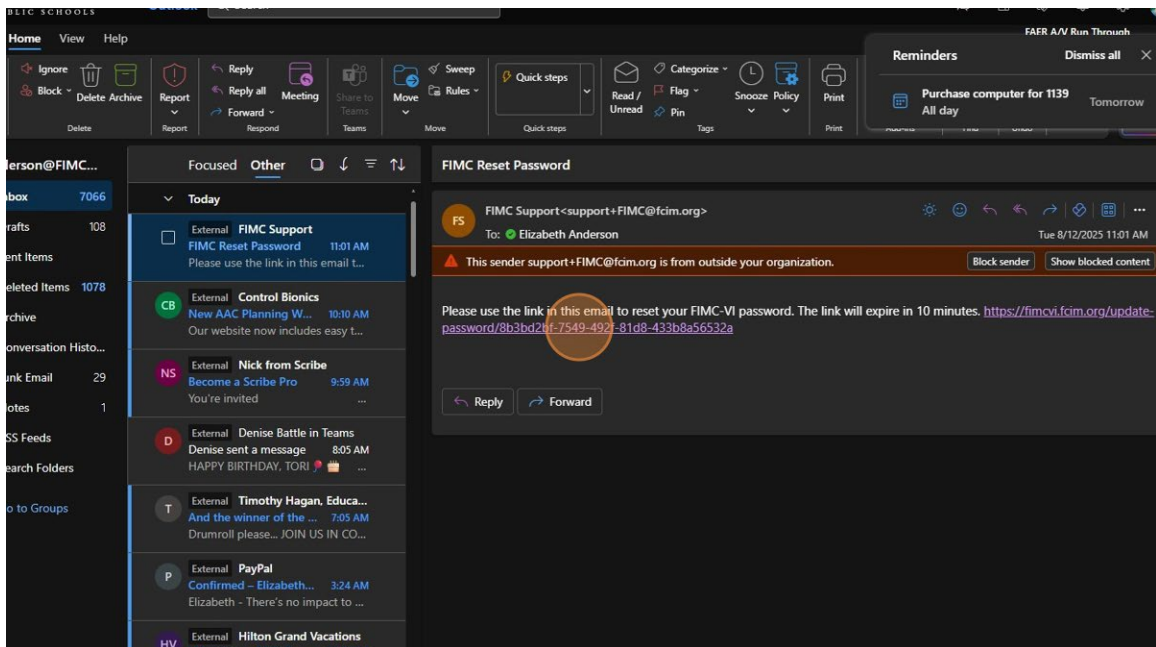


The screenshot shows the 'Sign In' page of the FIMC-VI Portal. At the top left, the text 'FIMC-VI Portal' is visible. A green notification box is present at the top center, containing a checkmark icon, the text 'Email sent. Check your inbox for further instructions.', and a close button (X). Below the notification is the 'Sign In' form. The form has two text boxes: 'Email' and 'Password'. Below these boxes is a dark red button labeled 'Submit'. At the bottom of the form, there are two links: 'Forgot Password' and 'Register'. The FIMC-VI logo is on the left side of the page. A 'Home' link is in the top right corner. A small orange circle highlights the notification box.

7. Open your associated email account to find and open "FIMC Reset Password" email.



8. Select the link provided in the email.



9. On the Update Password page that loads, type a new password in the Password and Confirm Password fields.

FIMC-VI Portal

Home

Update Password



Password

Confirm Password

Submit

10. Select "Submit".

home

Update Password

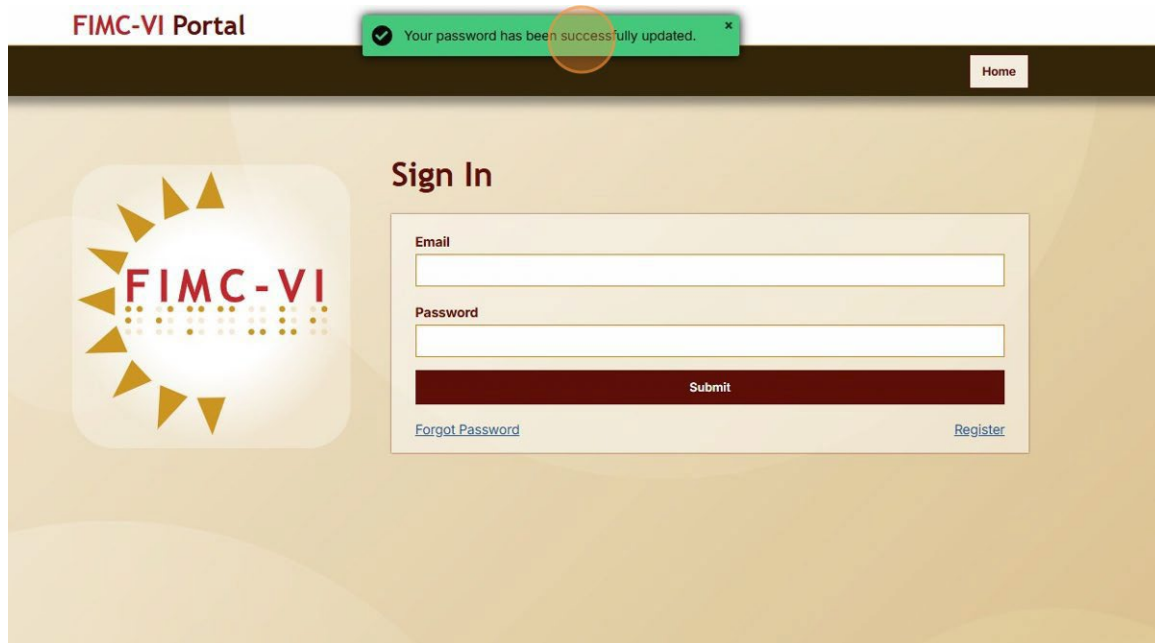


Password

Confirm Password

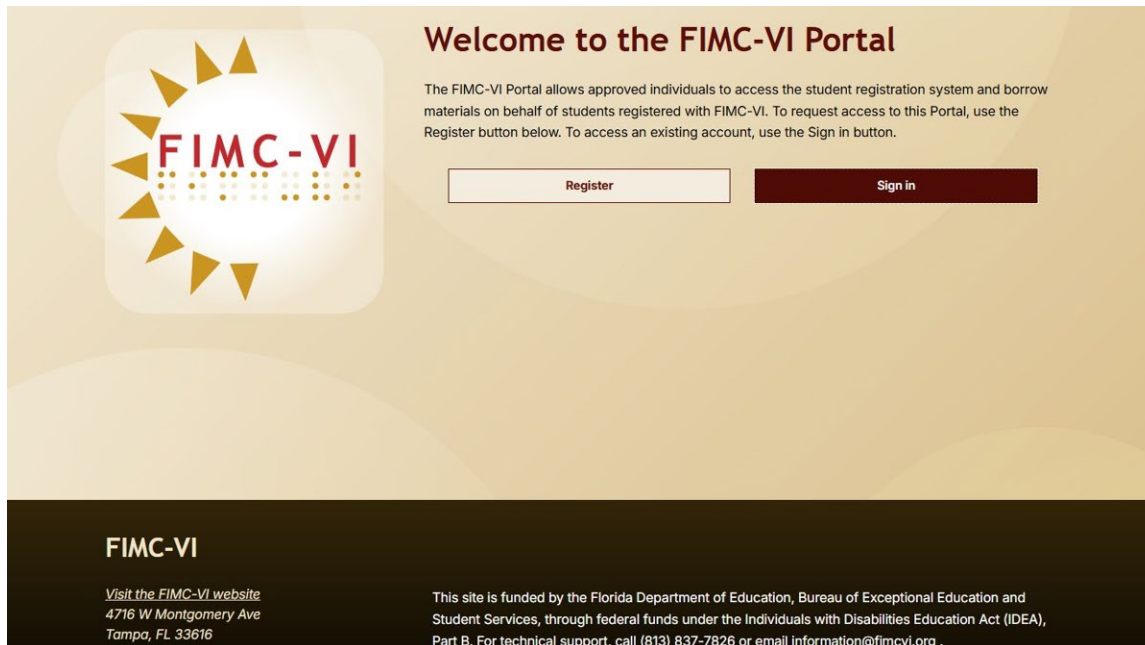
Submit

11. Notification will appear: "Your password has been successfully updated." You may close this notification and sign in to your account using the new password you created.

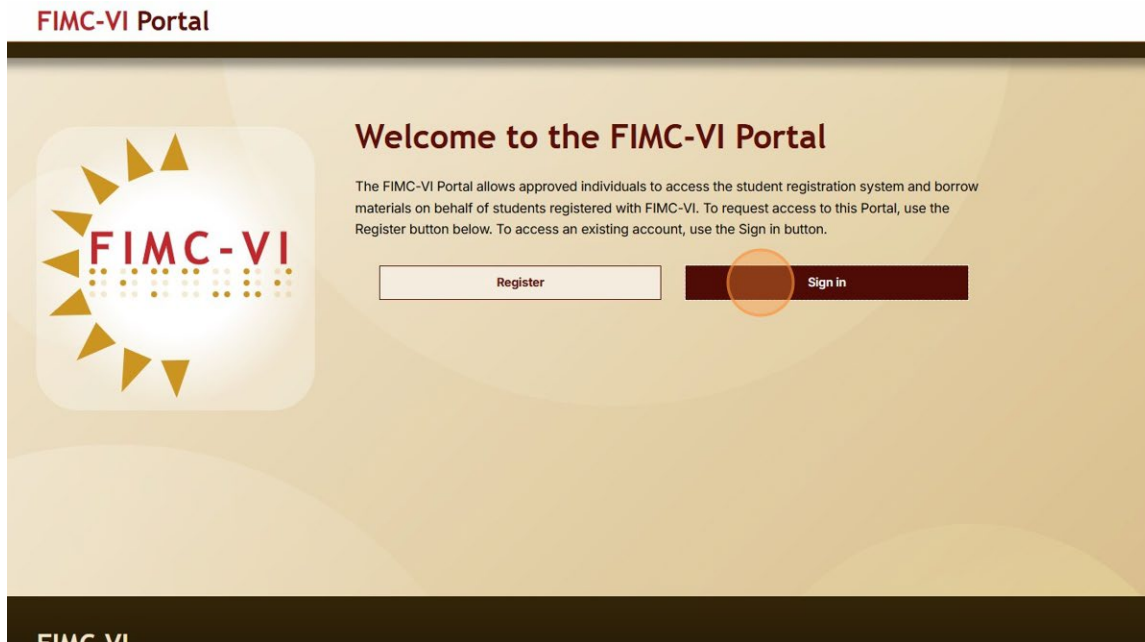


Sign In to the FIMC-VI Portal

1. Navigate to <https://portal.fimcvi.org>



2. Select "Sign in".



3. Enter your email and password.

FIMC-VI Portal

Home



Sign In

Email

Password

[Forgot Password](#) [Register](#)

Submit

4. Select "Submit".

Home



Sign In

Email

Password

[Forgot Password](#) [Register](#)

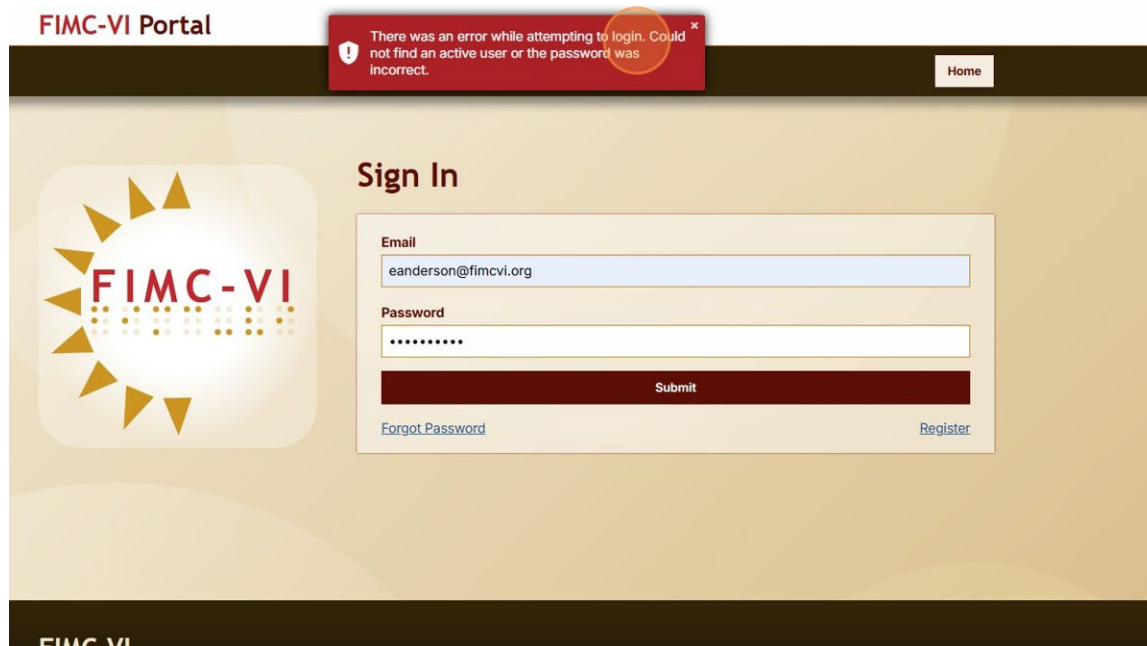
Submit

FIMC-VI

[Visit the FIMC-VI website](#)
1736 W. Monticello Ave.

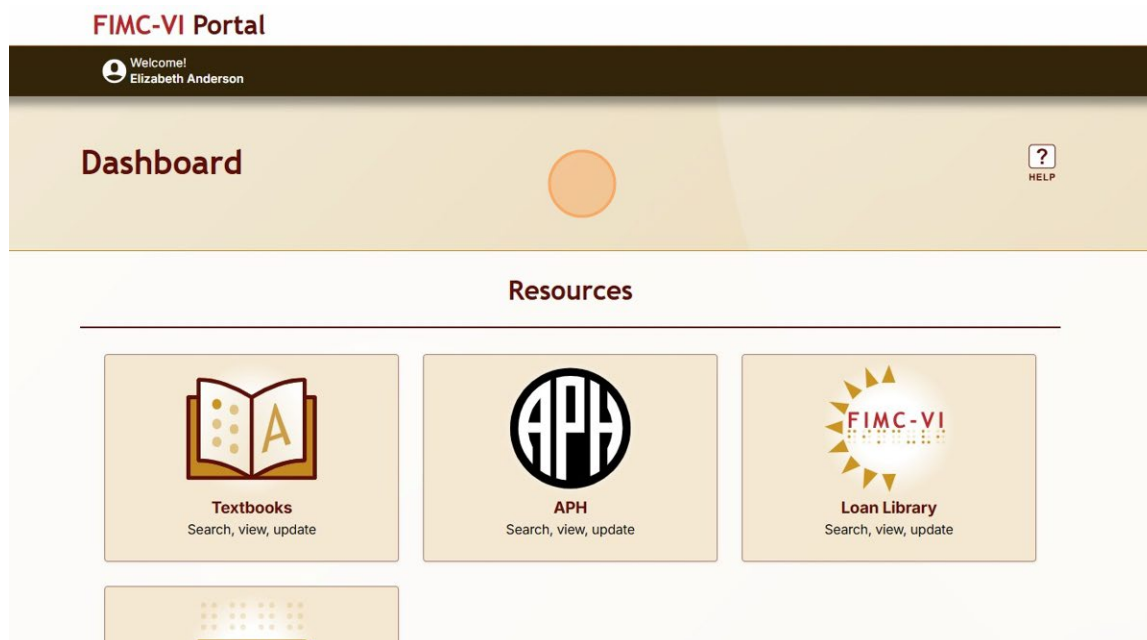
This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

5. If you enter the wrong password or email, a message will appear stating "There was an error while attempting to login. Could not find an active user or the password was incorrect." You may close the message and retype your login information.



The screenshot shows the FIMC-VI Portal login page. At the top left, the text "FIMC-VI Portal" is displayed. A red error message box at the top center states: "There was an error while attempting to login. Could not find an active user or the password was incorrect." with a close button (X). A "Home" button is located at the top right. The main content area features the FIMC-VI logo on the left and a "Sign In" form on the right. The form includes fields for "Email" (containing "eanderson@fimcvi.org") and "Password" (masked with dots). Below the password field is a "Submit" button. At the bottom of the form are links for "Forgot Password" and "Register".

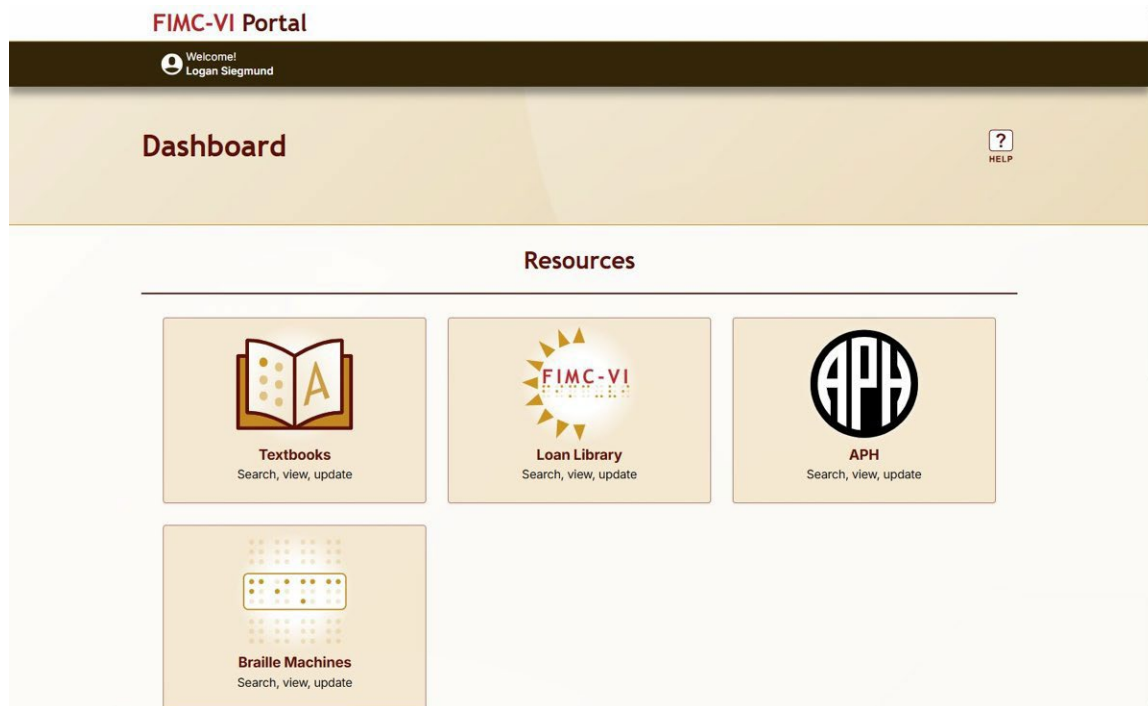
6. Once you are signed in, the Dashboard will appear.



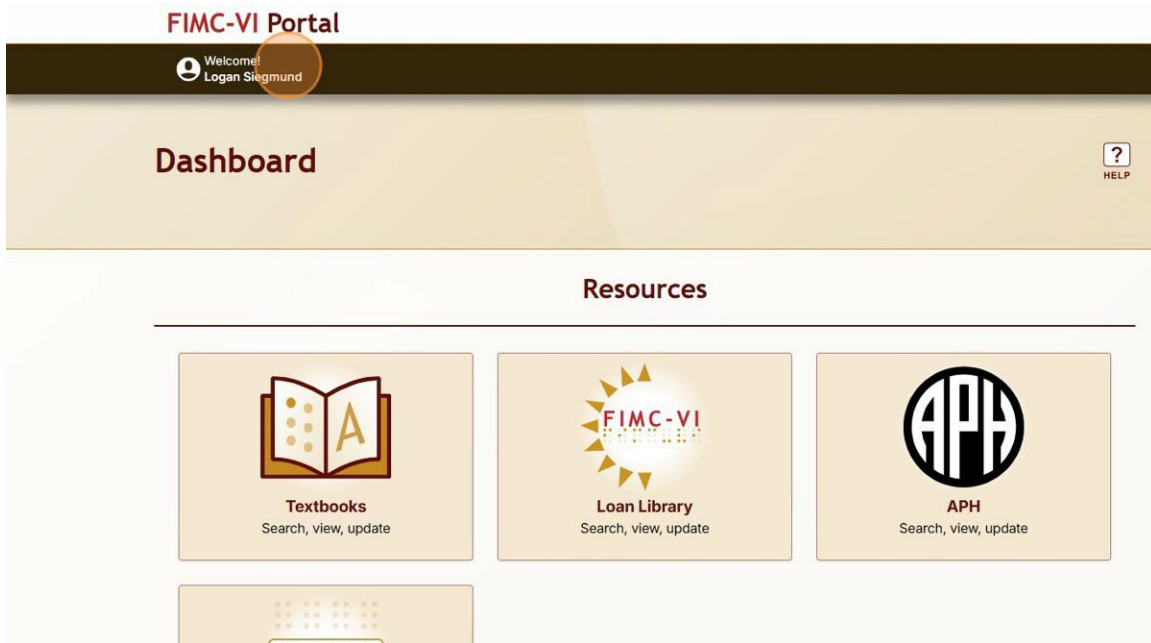
Update Your Organization in Your Profile

This guide provides a step-by-step process for updating your user profile on the FIMC-VI Portal. NOTE: If you are updating your information to reflect a change to your district, agency, or organization, you will not be able to sign in again until you are approved by your new administrator.

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select your name in the top menu.



3. In the drop-down menu that appears, select "Update Profile".



4. Change the drop downs for Job Title and Role to whichever best applies to you.
- NOTE: If you are updating your information to reflect a change to a different district, agency, or organization, you will not be able to sign in again until you are approved by your new administrator.



User Profile Update

First Name
Logan

Last Name
Siegmund

Email
eanderson+TVI@fimcvi.org

Job Title
School district employee

Role
TVI and/or O&M

District
Select a District

Approval Status
Approved

Submit Cancel

5. If you are moving to a different district, select the district that applies.



User Profile Update

First Name
Logan

Last Name
Siegmund

Email
eanderson+TVI@fimcvi.org

Job Title
School district employee

Role
TVI and/or O&M

District
ALACHUA

Approval Status
Approved

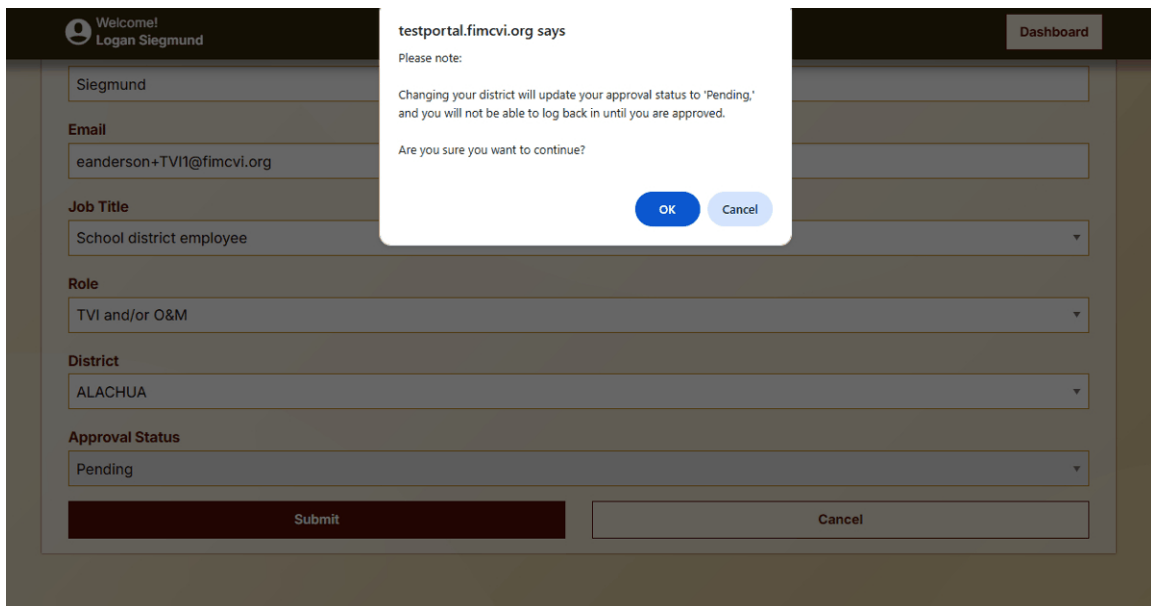
Submit Cancel

6. Select "Submit".



The image shows a 'User Profile Update' form with a light beige background. The form contains several input fields and dropdown menus. The fields are labeled: 'First Name' (containing 'Logan'), 'Last Name' (containing 'Siegmund'), 'Email' (containing 'eanderson+TVI@fimcvi.org'), 'Job Title' (containing 'School district employee'), 'Role' (containing 'TVI and/or O&M'), 'District' (containing 'ALACHUA'), and 'Approval Status' (containing 'Approved'). At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red circle.

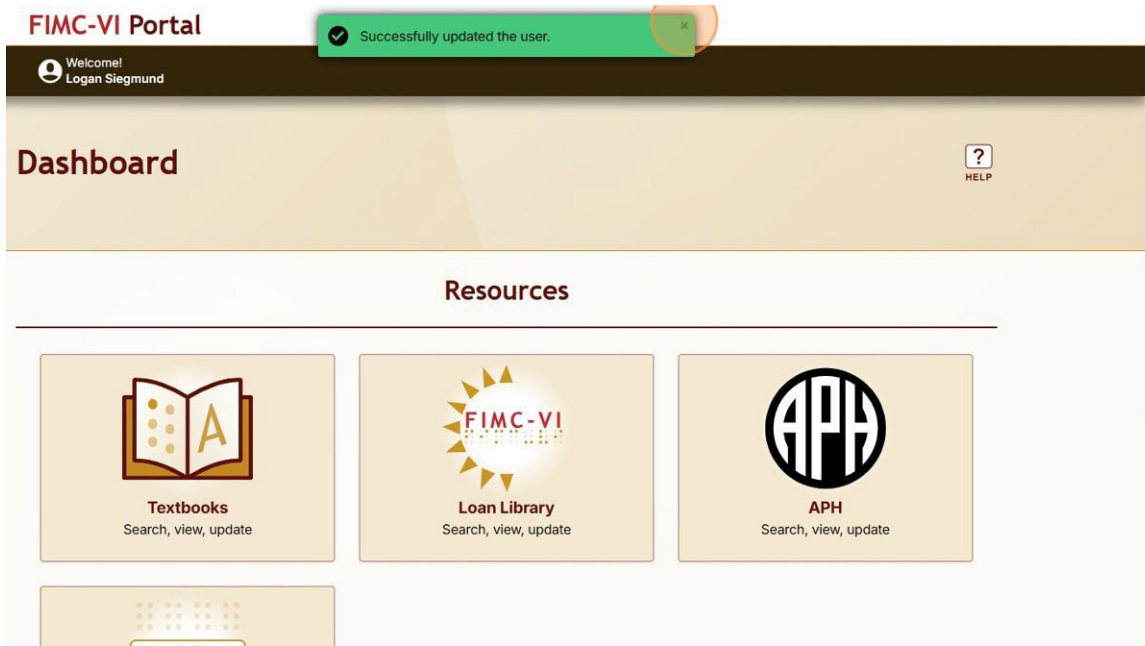
7. A message will appear noting that changing your district will update your approval status to "Pending" and you will not be able to log back in until you are approved. Select OK to continue or Cancel to go back and make changes.



The image shows the 'User Profile Update' form with a confirmation message overlay. The message is from 'testportal.fimcvi.org' and says: 'Please note: Changing your district will update your approval status to 'Pending,' and you will not be able to log back in until you are approved. Are you sure you want to continue?'. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle. The form fields are the same as in the previous image, but the 'Approval Status' field now contains 'Pending'.

8. If you select OK, a message will appear indicating that your profile was successfully updated. You may close this message.

If your update requires approval by your administrator, you will receive an email when it has been approved.

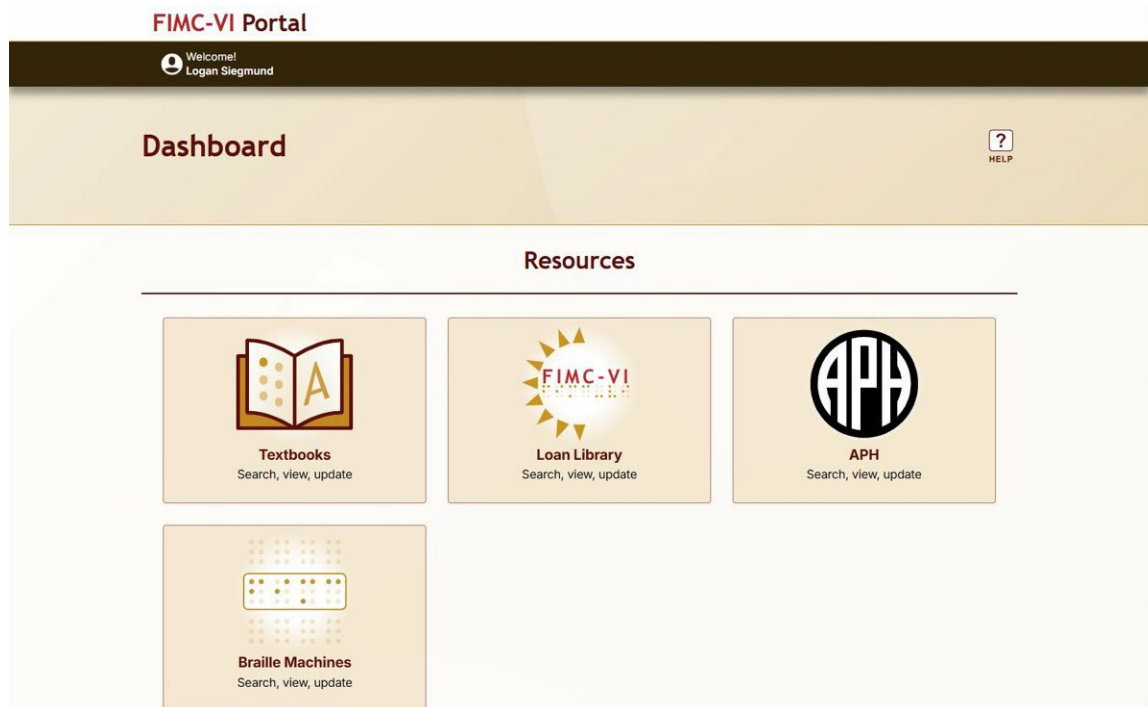


Update Your Name and Email

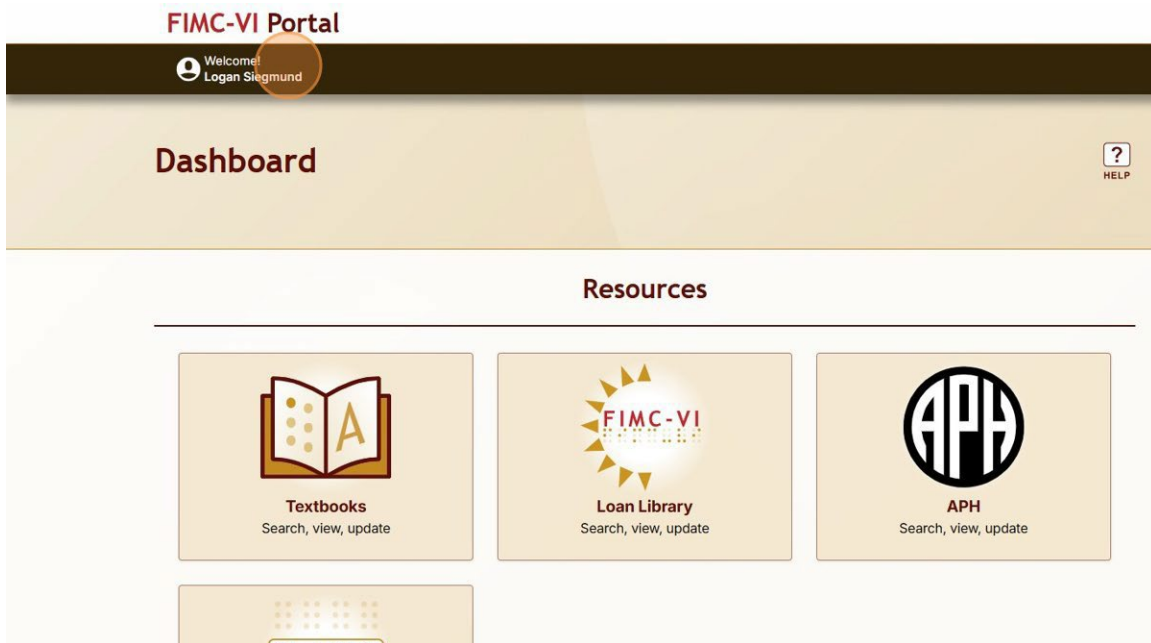
This guide provides directions for how to update your name and email address.

NOTE: If you change your email address, you won't be able to log in using your old email. Please use your new email address to access your account.

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select your name in the top menu.



3. In the drop-down menu that appears, select "Update Profile".



4. Type your new email address in the "Email" field.



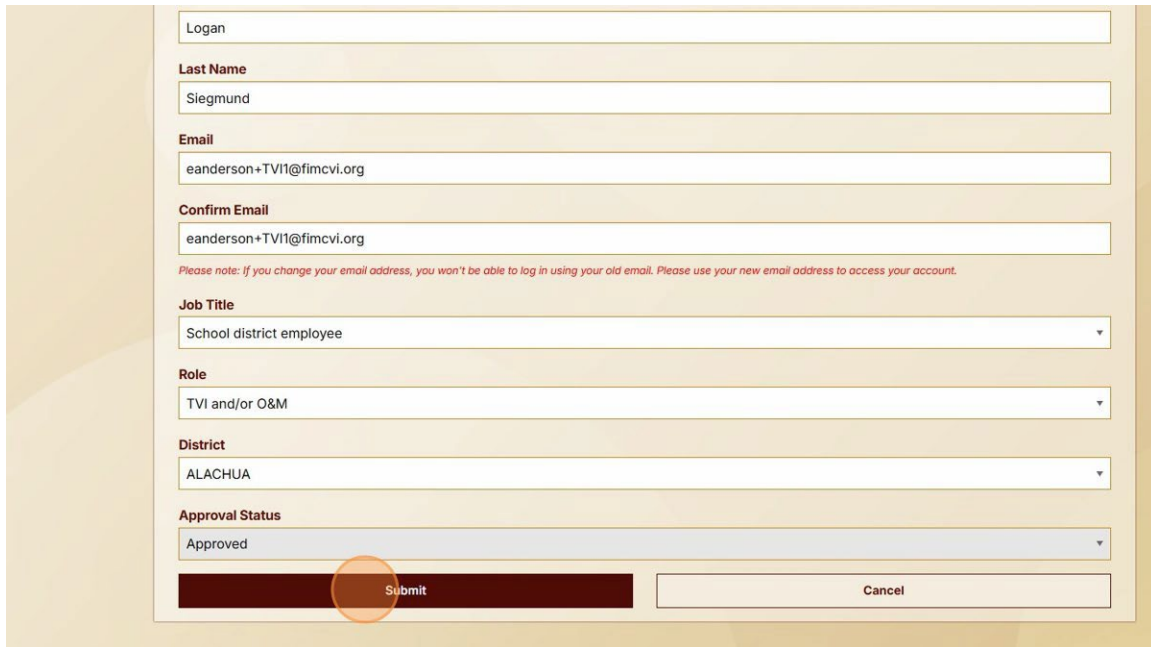
The screenshot shows a web form titled "User Profile Update" with a light beige background. At the top left, there is a small "Login Sigmund" link. The form contains several fields: "First Name" (Logan), "Last Name" (Sigmund), "Email" (eanderson+TVI@fimcvl.org), "Job Title" (School district employee), "Role" (TVI and/or O&M), "District" (FIMC), and "Approval Status" (Approved). The "Email" field is highlighted with an orange circle.

5. Retype your new email address in the "Confirm Email" field.
NOTE: If you change your email address, you won't be able to log in using your old email. Please use your new email address to access your account.



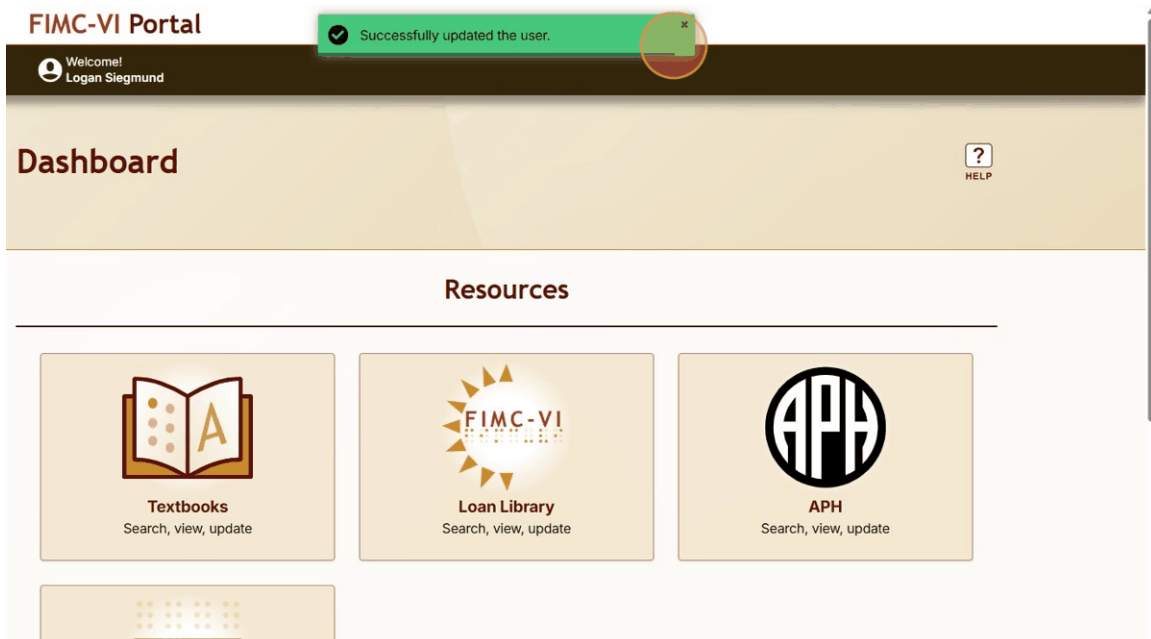
The screenshot shows the same "User Profile Update" form. In addition to the fields in the first screenshot, there is a "Confirm Email" field, which is highlighted with an orange circle. Below this field, a red note reads: "Please note: If you change your email address, you won't be able to log in using your old email. Please use your new email address to access your account." The "District" field now shows "ALACHUA" instead of "FIMC".

6. Select "Submit".



A registration form for the FIMC-VI Portal. The form includes fields for Last Name (Logan), Email (eanderson+TV11@fimcvi.org), Confirm Email (eanderson+TV11@fimcvi.org), Job Title (School district employee), Role (TVI and/or O&M), District (ALACHUA), and Approval Status (Approved). A red note states: "Please note: If you change your email address, you won't be able to log in using your old email. Please use your new email address to access your account." At the bottom, there are "Submit" and "Cancel" buttons. The "Submit" button is circled in orange.

7. A message will appear indicating that your account has successfully been updated. You may close this message. If you changed your email address, you will need to use that email address the next time you log in to the FIMC-VI Portal.

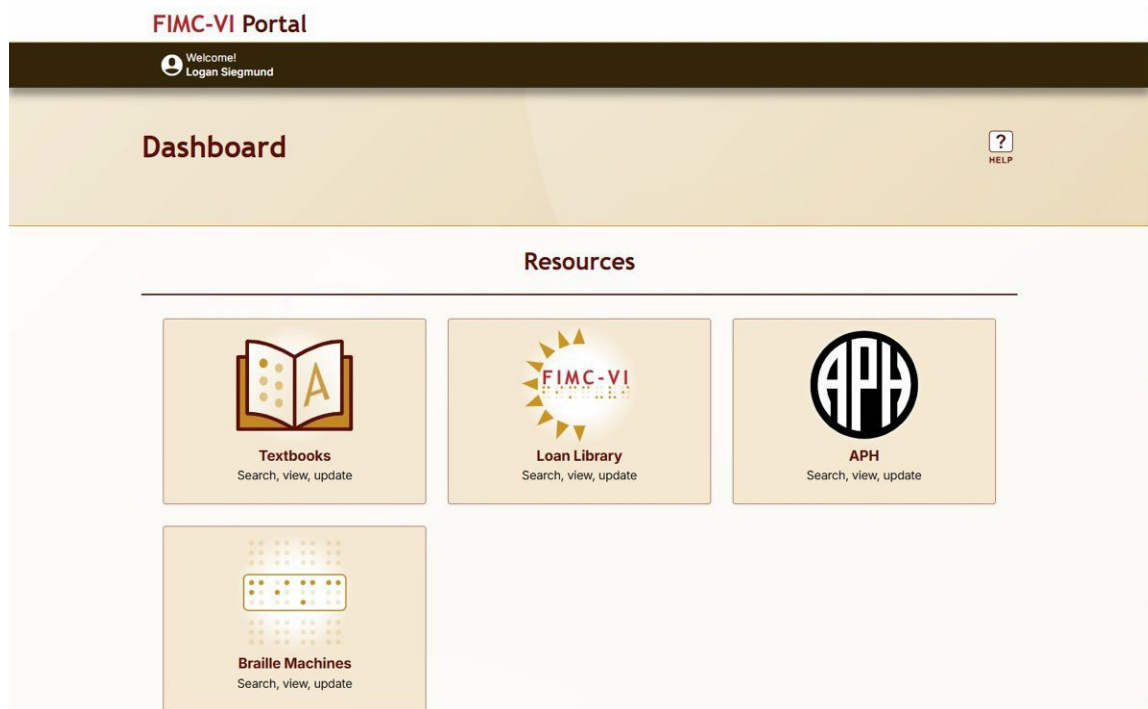


The FIMC-VI Portal dashboard. At the top, a green notification bar says "Successfully updated the user." with a close button. Below the notification, a dark header bar says "Welcome! Logan Siegmund". The main content area is titled "Dashboard" and includes a "HELP" button. Below the dashboard, there is a "Resources" section with three tiles: "Textbooks" (Search, view, update), "Loan Library" (Search, view, update), and "APH" (Search, view, update). Each tile has an icon representing the resource.

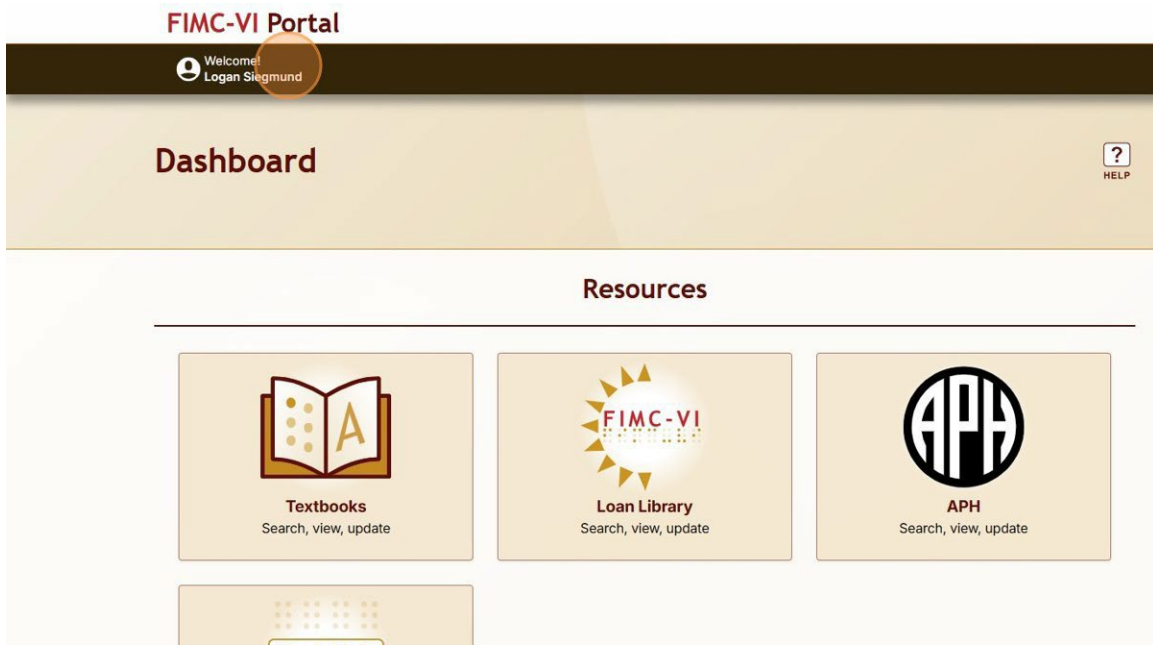
Sign Out of the FIMC-VI Portal

The FIMC-VI Portal will automatically sign you out after a period of inactivity. However, if you need to sign out, follow the steps in this guide.

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select your name in the top menu.



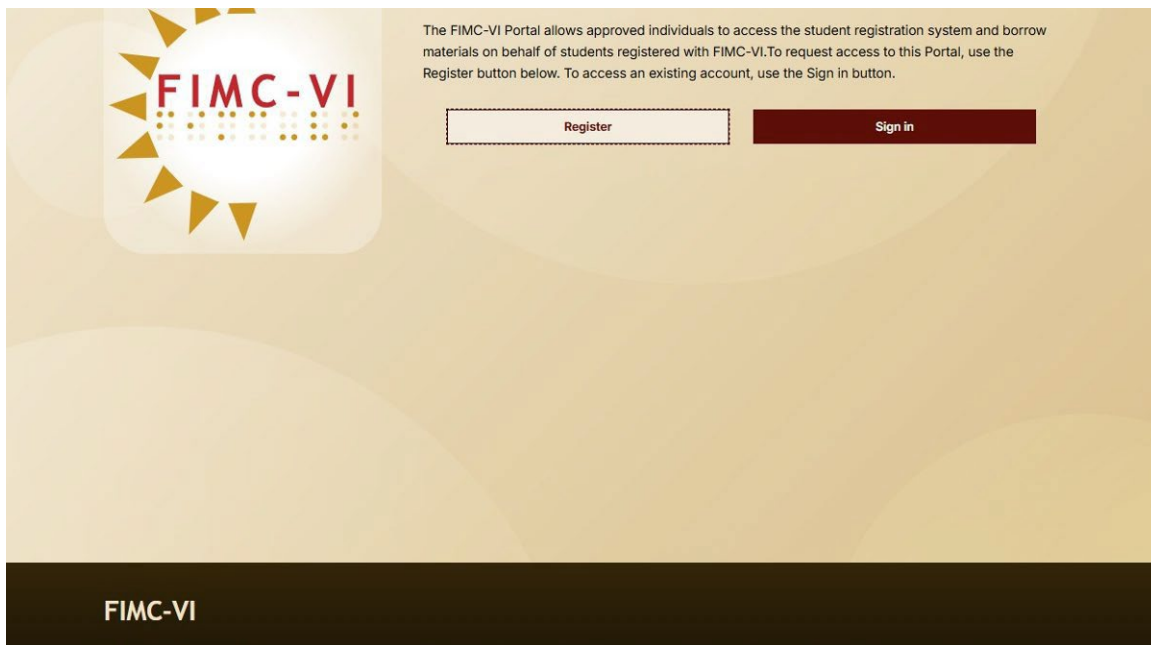
3. In the drop-down menu that appears, select "Sign out".



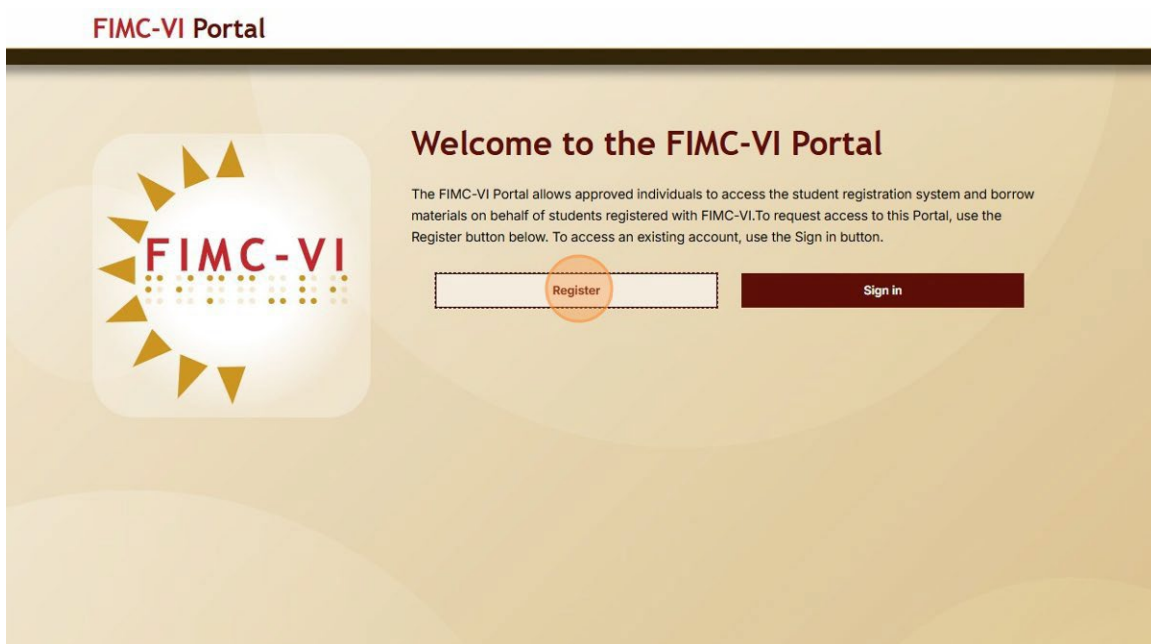
Register for FIMC-VI Portal Account

NOTE: If the email address you enter is already in the system, you will receive an error message stating: "The user email specified already exists." In this case, reset your password to sign in and update your profile if needed.

1. Navigate to <https://portal.fimcvi.org>



2. Select "Register"



3. Type your first name.

FIMC-VI Portal

Home



Register

First Name
Taffy

Last Name
|

Email
|

Job Title
Select a Job Title

Password
|

Confirm Password
|

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

4. Type your last name.

FIMC-VI Portal

Home



Register

First Name
Taffy

Last Name
Anderson

Email
|

Job Title
Select a Job Title

Password
|

Confirm Password
|

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

5. Type your email address.

NOTE: You may only access ONE organization's account with an email address. If you serve multiple organizations, you **must** use a different email address for each account. You may use a separate work email address or modify an existing email by adding "+name of additional organization".

For example: eanderson@fimcvi.org can be modified to eanderson+alachua@fimcvi.org.

Emails sent to eanderson+alachua@fimcvi.org will go to the same mailbox as eanderson@fimcvi.org.

FIMC-VI Portal

Home

Register

First Name
Taffy

Last Name
Anderson

Email
183735@hcps.net

Job Title
Select a Job Title

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

6. Select the Job Title that best applies to you.

Register

First Name
Taffy

Last Name
Anderson

Email
183735@hcps.net

Job Title
School district employee

Role
Select a Role

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

7. Select the Role that best applies to you.



First Name
Taffy

Last Name
Anderson

Email
183735@hcps.net

Job Title
School district employee

Role
TVI and/or O&M

District
Select a District

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

8. If available, select the District that best applies to you.



Last Name
Anderson

Email
183735@hcps.net

Job Title
School district employee

Role
TVI and/or O&M

District
FIMC

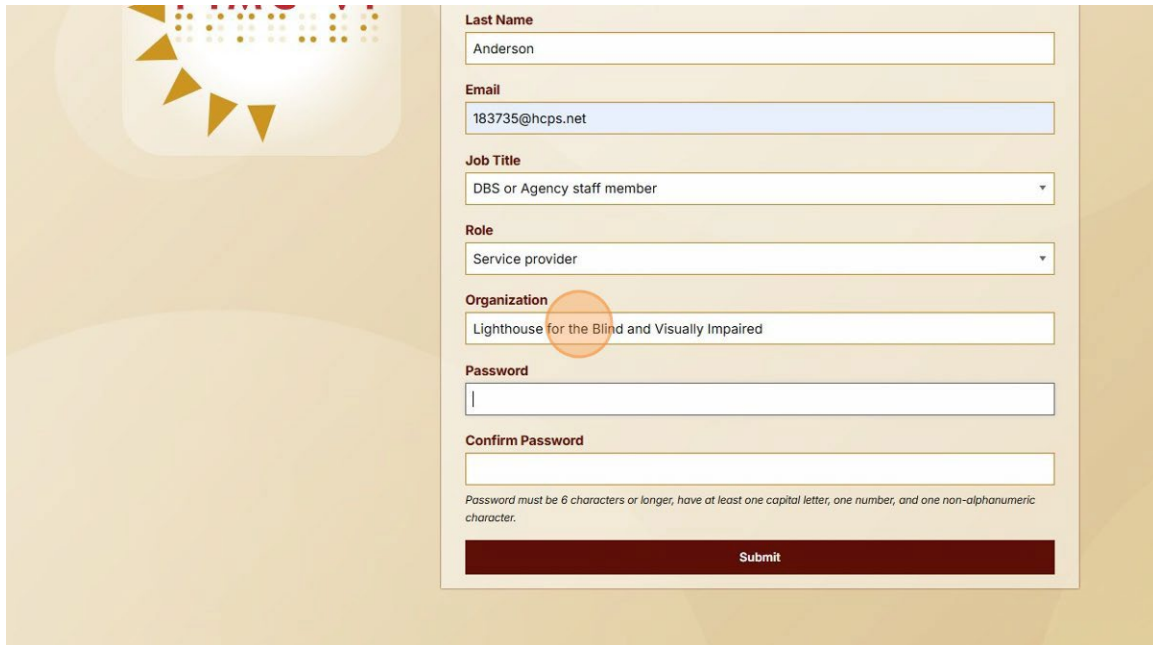
Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

9. If available, enter the name of your Organization (school or agency).

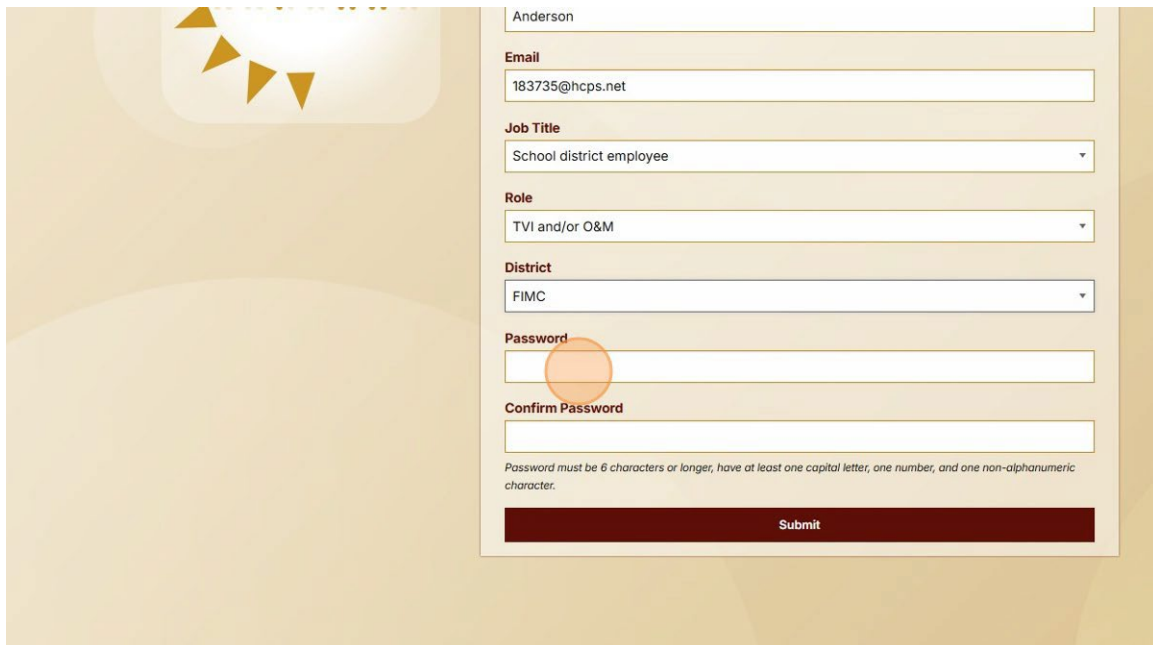


A registration form with a light beige background and a decorative graphic of yellow triangles and dots in the top left corner. The form contains the following fields and labels:

- Last Name**: Text input field containing "Anderson".
- Email**: Text input field containing "183735@hcps.net".
- Job Title**: Dropdown menu with "DBS or Agency staff member" selected.
- Role**: Dropdown menu with "Service provider" selected.
- Organization**: Text input field containing "Lighthouse for the Blind and Visually Impaired", highlighted with an orange circle.
- Password**: Text input field.
- Confirm Password**: Text input field.

Below the password fields is a small text note: "Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character." At the bottom is a dark red "Submit" button.

10. Create and type a password and enter the same password in the Confirm Password field.

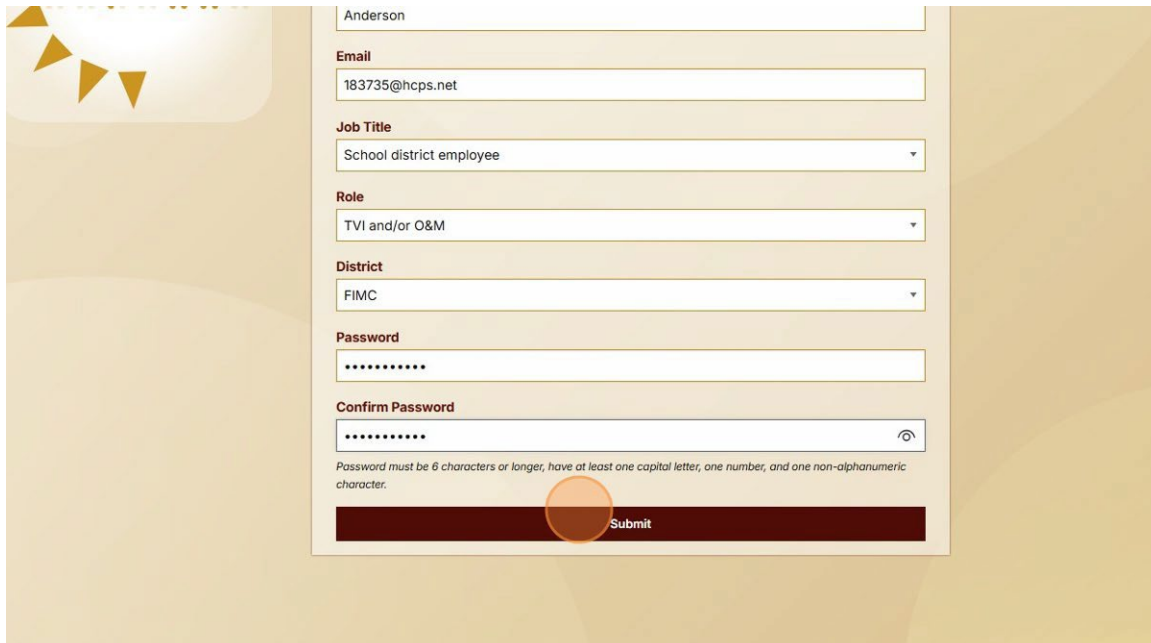


The same registration form as above, but with the following changes:

- Job Title**: Dropdown menu with "School district employee" selected.
- Role**: Dropdown menu with "TVI and/or O&M" selected.
- District**: Dropdown menu with "FIMC" selected.
- Password**: Text input field, highlighted with an orange circle.
- Confirm Password**: Text input field.

The "Submit" button remains at the bottom.

11. Select “Submit”.



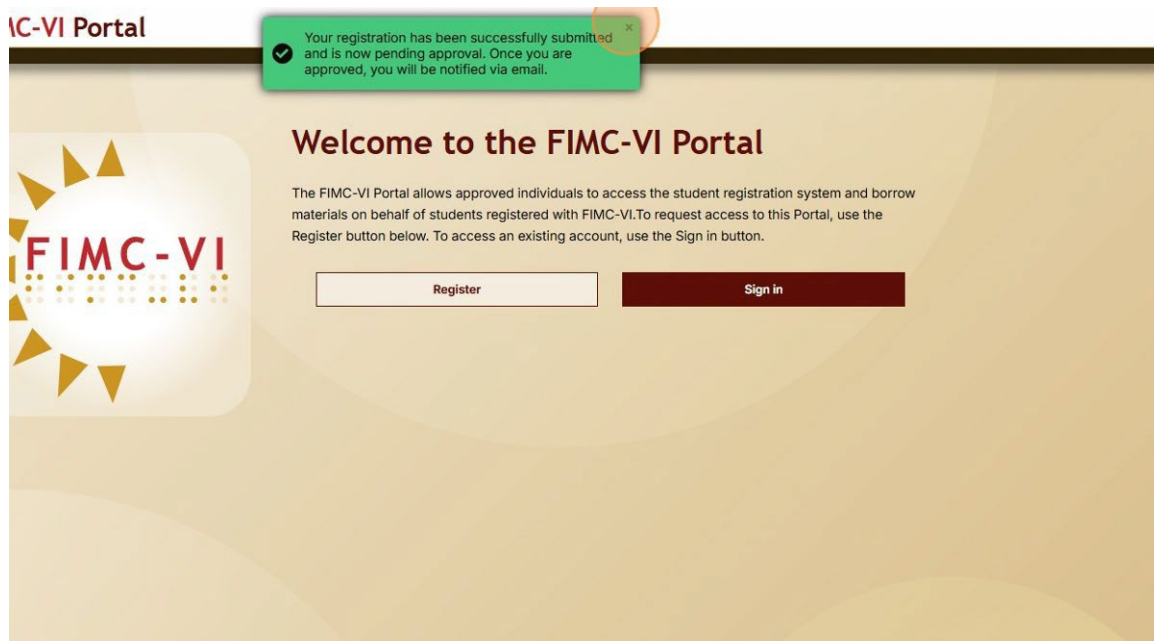
The image shows a registration form for the FIMC-VI Portal. The form is set against a light beige background with a decorative sunburst graphic in the top left corner. The form fields are as follows:

- Name:** Anderson
- Email:** 183735@hcps.net
- Job Title:** School district employee (dropdown menu)
- Role:** TVI and/or O&M (dropdown menu)
- District:** FIMC (dropdown menu)
- Password:** [Redacted with dots]
- Confirm Password:** [Redacted with dots]

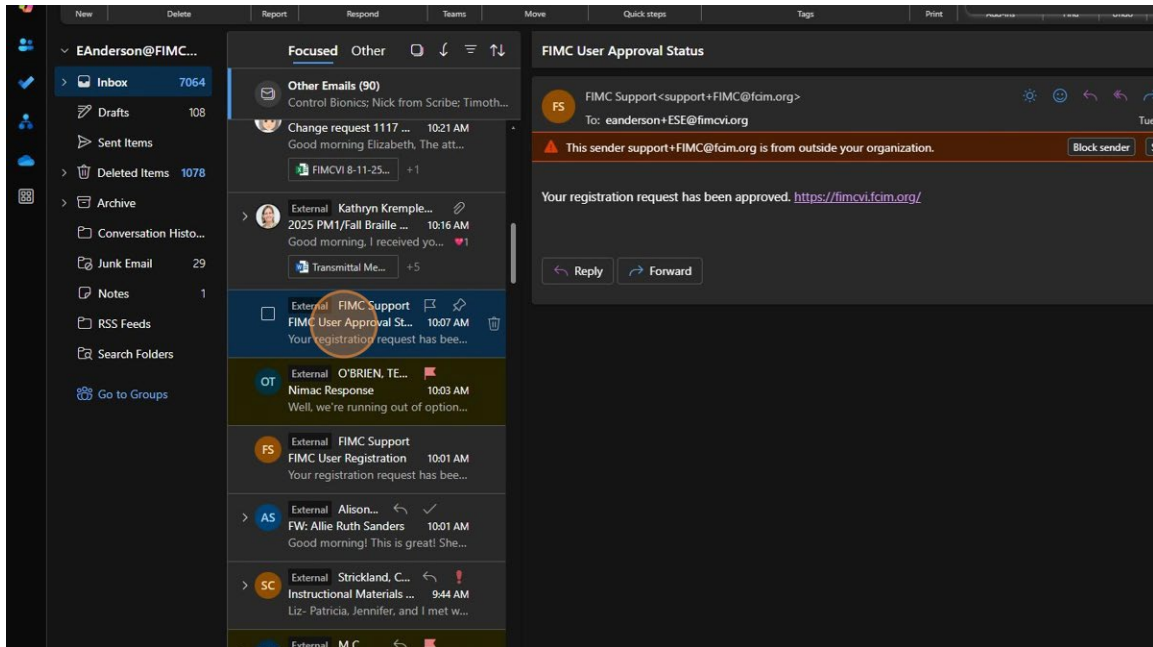
Below the password fields, a note states: "Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character." At the bottom of the form is a dark red button labeled "Submit", which is highlighted with a red circle.

12. A registration confirmation message will appear, which you may close. An email will be sent to you when your registration is approved.

NOTE: If the email address you entered is already in the system, you will receive an error message stating: “The user email specified already exists.” In this case, reset your password to sign in and update your profile if needed.

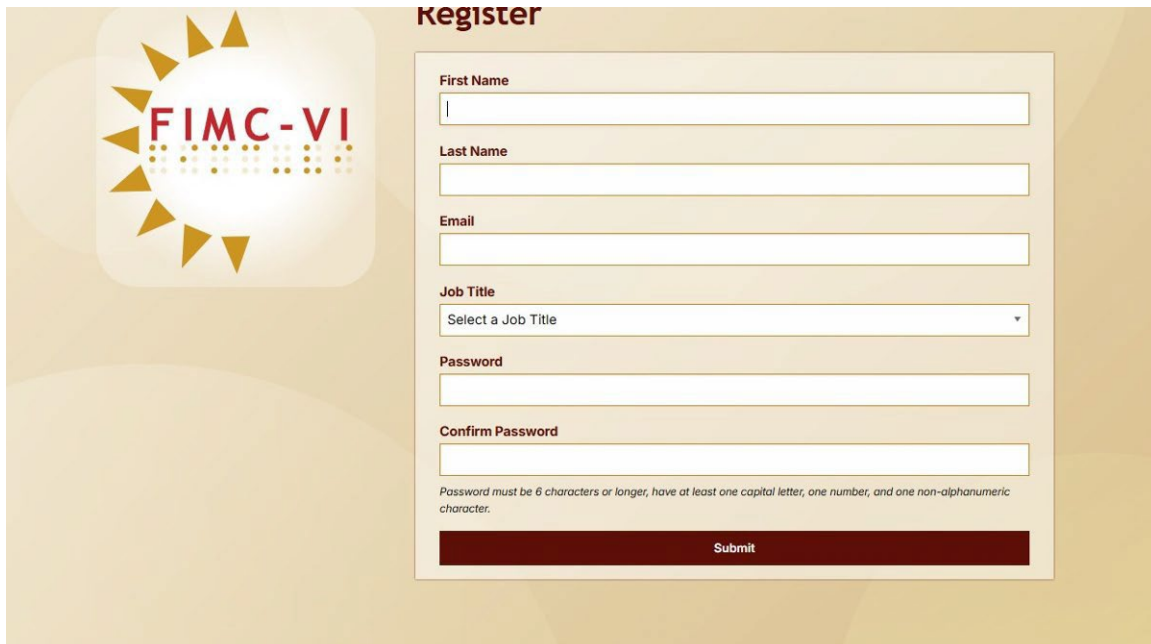


13. Confirmation emails come from FIMC Support (support+FIMC@fcim.org).



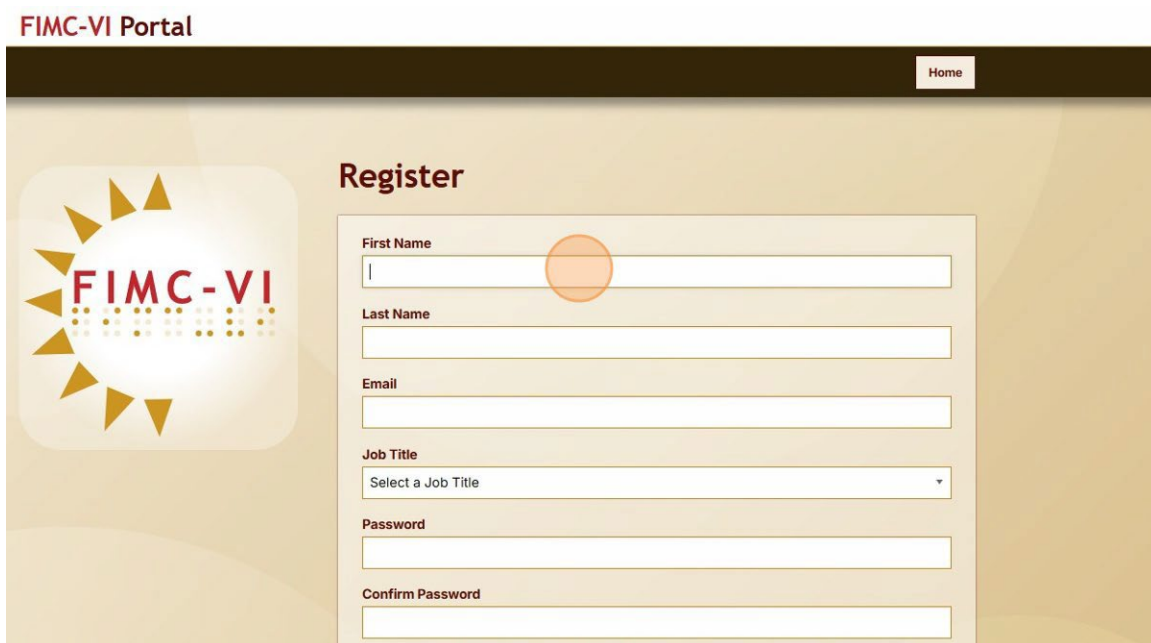
Register for FIMC-VI Portal Account - ESE Directors

1. Navigate to <https://portal.fimcvi.org/register>



The image shows a web form titled "Register" for the FIMC-VI Portal. On the left is a logo with the text "FIMC-VI" inside a sunburst graphic. The form fields are: First Name (text input), Last Name (text input), Email (text input), Job Title (dropdown menu with "Select a Job Title"), Password (text input), and Confirm Password (text input). Below the Confirm Password field is a note: "Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character." At the bottom right is a dark red "Submit" button.

2. Type your first name.



The image shows the same "Register" form as above, but with the "First Name" field filled with the text "FIMC-VI". A red circle highlights the text in the field. The rest of the form is identical to the previous image.

3. Type your last name.

FIMC-VI Portal

Home



Register

First Name
Lucy

Last Name
Anderson

Email

Job Title
Select a Job Title

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

4. Type your work email address.



Register

First Name
Lucy

Last Name
Anderson

Email

Job Title
Select a Job Title

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

5. Under Job Title, select the "School district employee" option.



Register

First Name

Last Name

Email

Job Title

Role

Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

6. Under Role, select the "ESE Director" option.



First Name

Last Name

Email

Job Title

Role

District

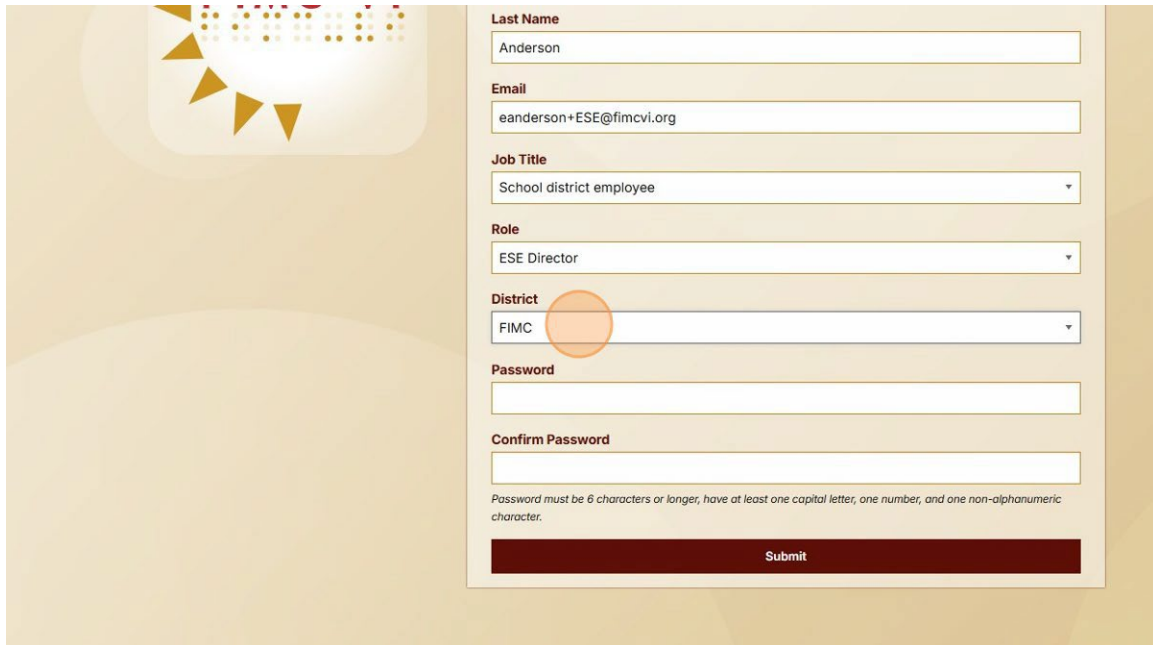
Password

Confirm Password

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

7. Under District, select the district you represent.



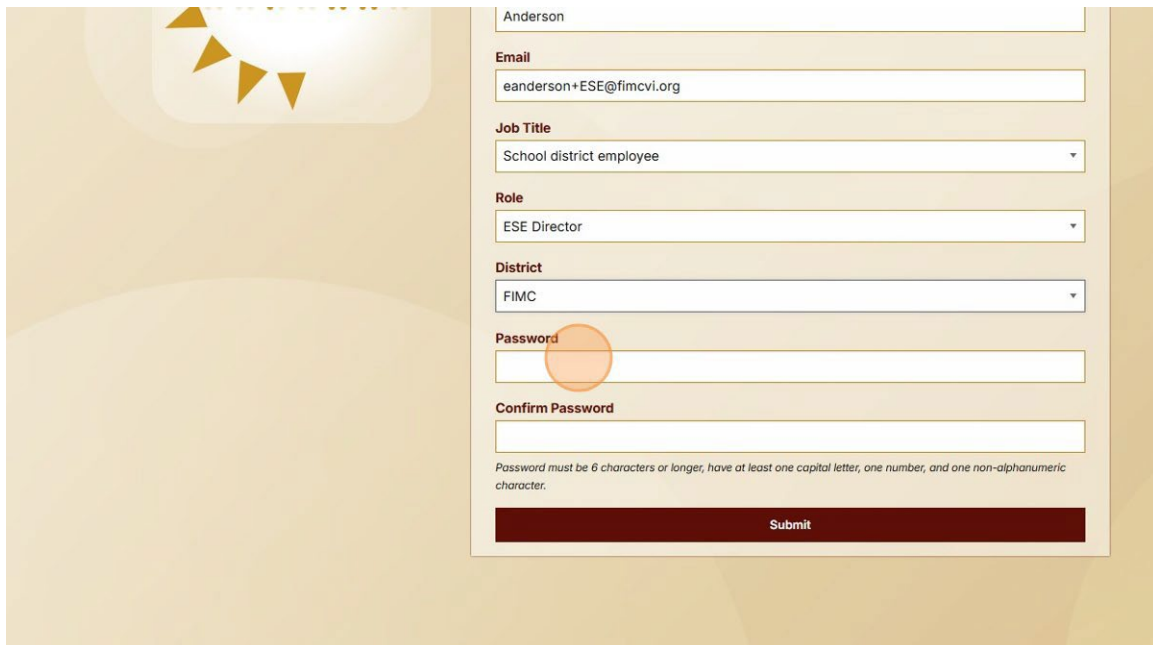
Registration form fields:

- Last Name:** Anderson
- Email:** eanderson+ESE@fimcvi.org
- Job Title:** School district employee
- Role:** ESE Director
- District:** FIMC (highlighted with an orange circle)
- Password:** (empty)
- Confirm Password:** (empty)

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

8. Create and type a password.



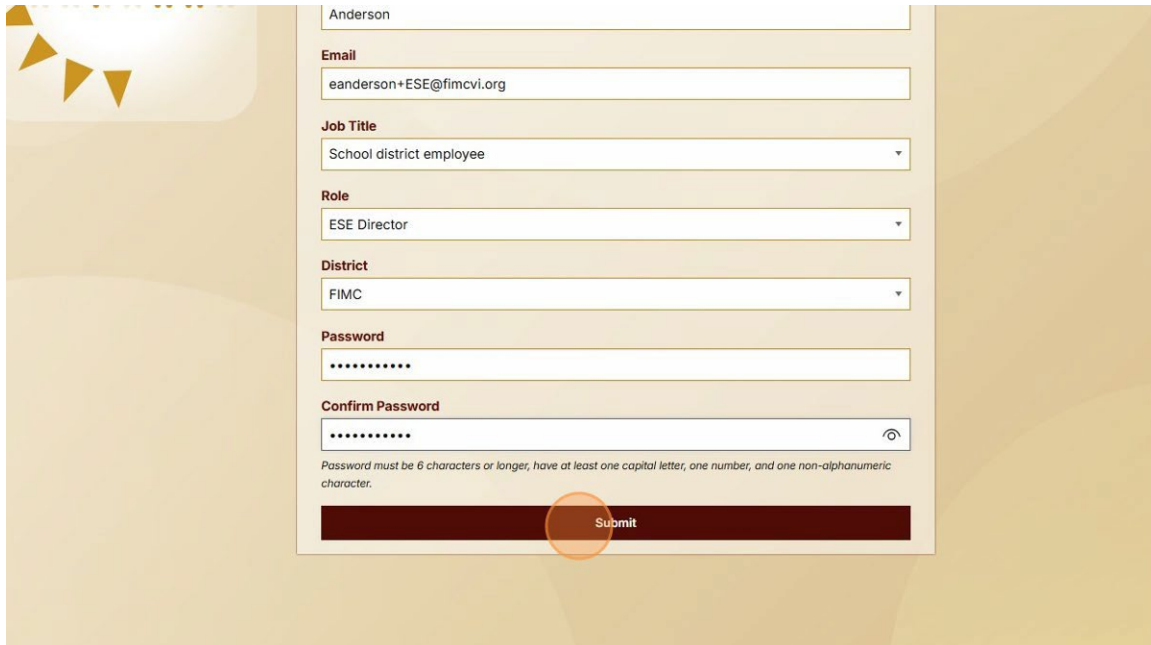
Registration form fields:

- Last Name:** Anderson
- Email:** eanderson+ESE@fimcvi.org
- Job Title:** School district employee
- Role:** ESE Director
- District:** FIMC
- Password:** (empty, highlighted with an orange circle)
- Confirm Password:** (empty)

Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character.

Submit

9. Type the same password and select Submit.

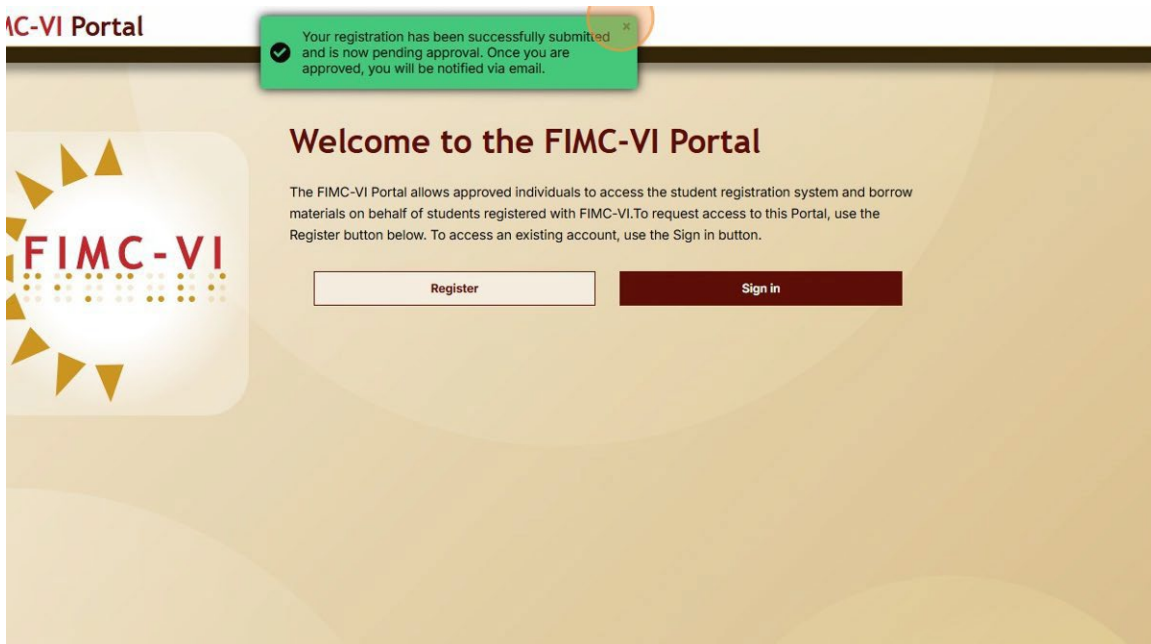


A registration form for the FIMC-VI Portal. The form is set against a light tan background with a decorative sunburst graphic in the top left. The fields are as follows:

- Name:** Anderson
- Email:** eanderson+ESE@fimcvi.org
- Job Title:** School district employee (dropdown menu)
- Role:** ESE Director (dropdown menu)
- District:** FIMC (dropdown menu)
- Password:** [Redacted with dots]
- Confirm Password:** [Redacted with dots]

Below the password fields, a small text note reads: "Password must be 6 characters or longer, have at least one capital letter, one number, and one non-alphanumeric character." At the bottom of the form is a dark red button labeled "Submit", which is circled in orange.

10. A registration confirmation message will appear, which you may close. An email will be sent to you when your registration is approved.

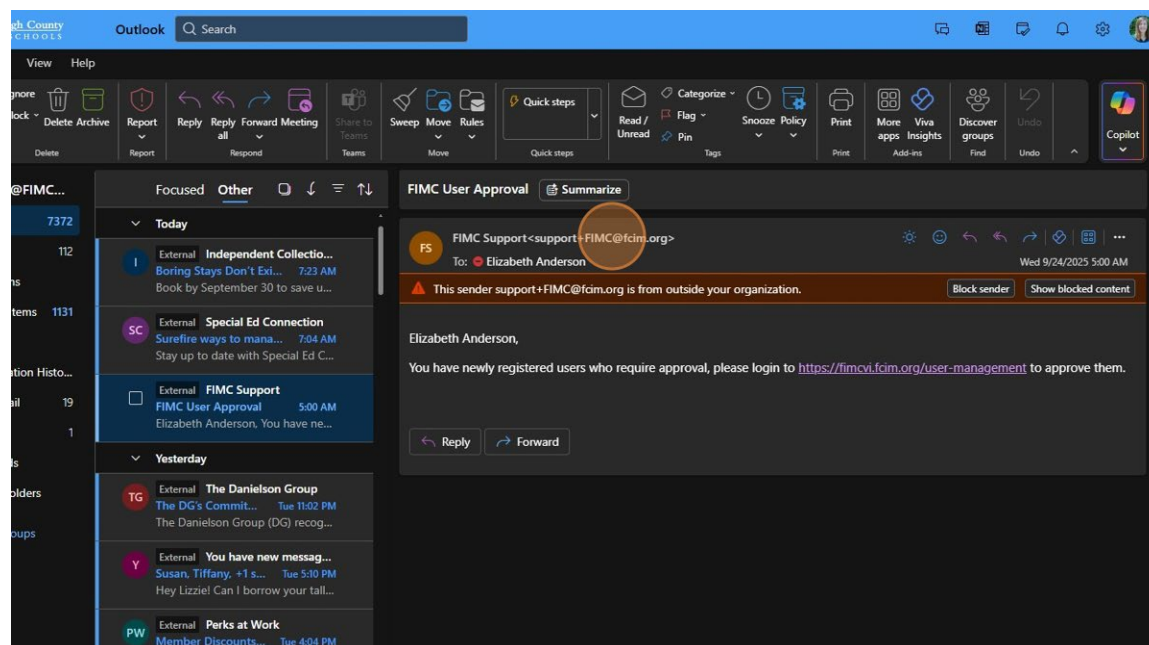


User Management – Year-Round and During Annual Census

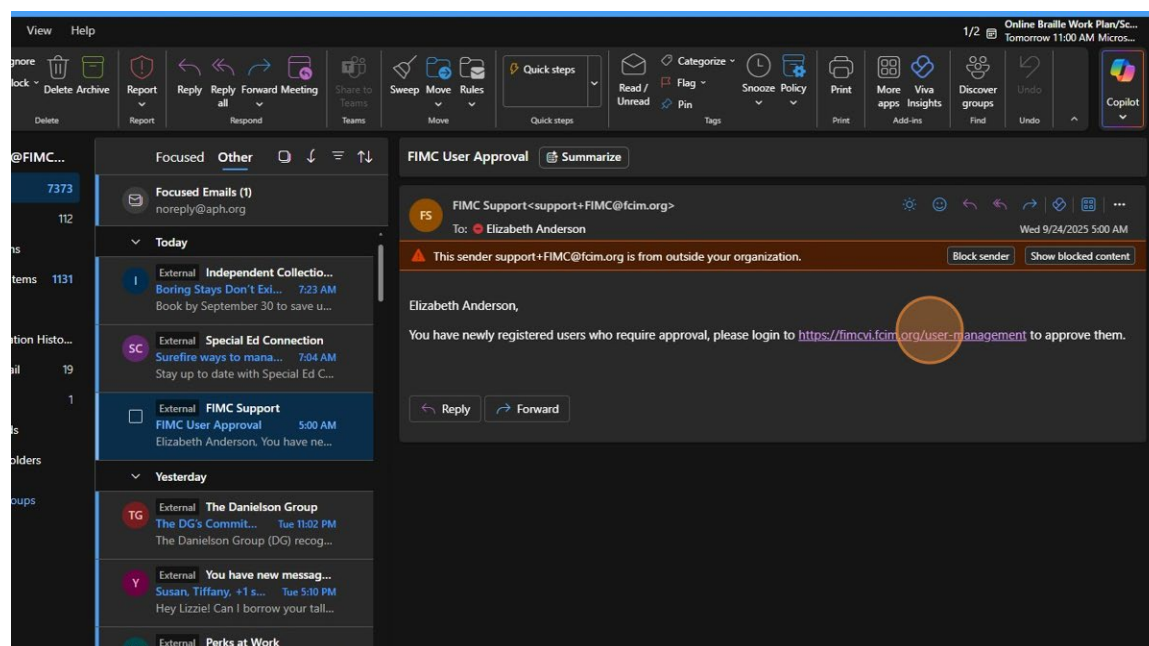
Approve New Users - ESE Directors and Administrators

As an administrator, you must approve any new users who register for an account under your organization and have a role that allows access to student identifiable information. Follow the steps in this guide to approve new users.

1. When a new user registers who requires your approval, you will be sent a notification email from FIMC Support (support+FIMC@fcim.org).



2. Select the link in the email to navigate to the FIMC-VI Portal.



3. The FIMC-VI Portal Sign In page will open in your browser.

FIMC-VI Portal

Home



Sign In

Email

Password

Submit

[Forgot Password](#) [Register](#)

4. You may also navigate directly to portal.fimcvi.org to access the website.



Welcome to the FIMC-VI Portal

The FIMC-VI Portal allows approved individuals to access the student registration system and borrow materials on behalf of students registered with FIMC-VI. To request access to this Portal, use the Register button below. To access an existing account, use the Sign in button.

[Register](#) [Sign In](#)

FIMC-VI

[Visit the FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-2826

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (800) 357-1072 or email support@fimcvi.org.

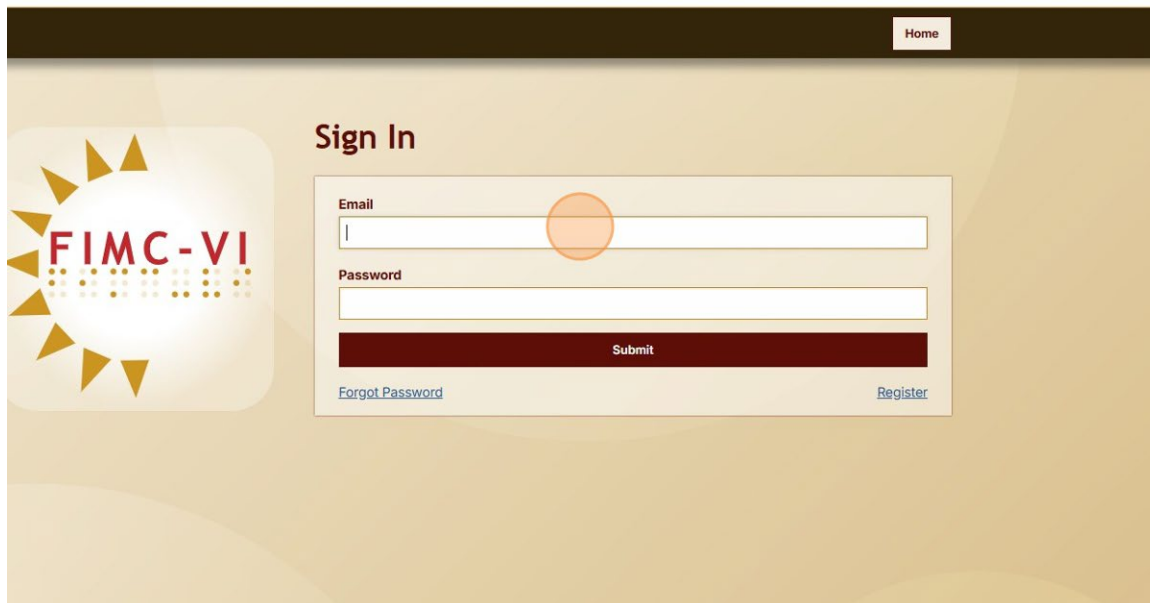
5. If you land on the Home page, select "Sign in".

FIMC-VI Portal

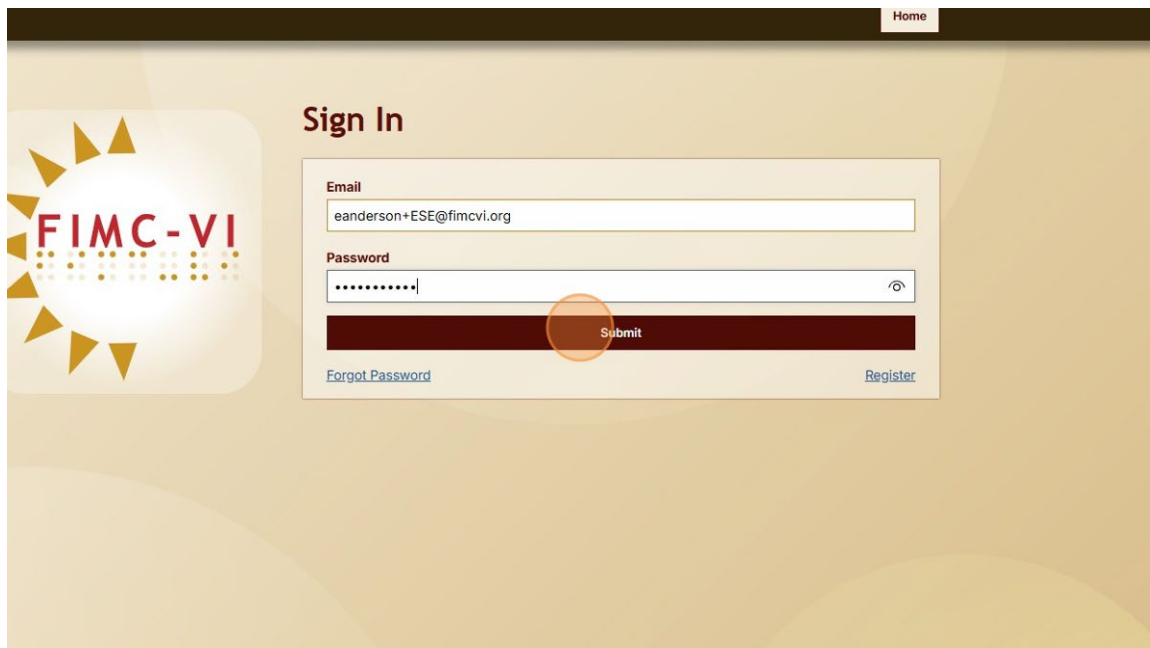


6. Type your email address and password.

FIMC-VI Portal



7. Select "Submit".



Home

Sign In

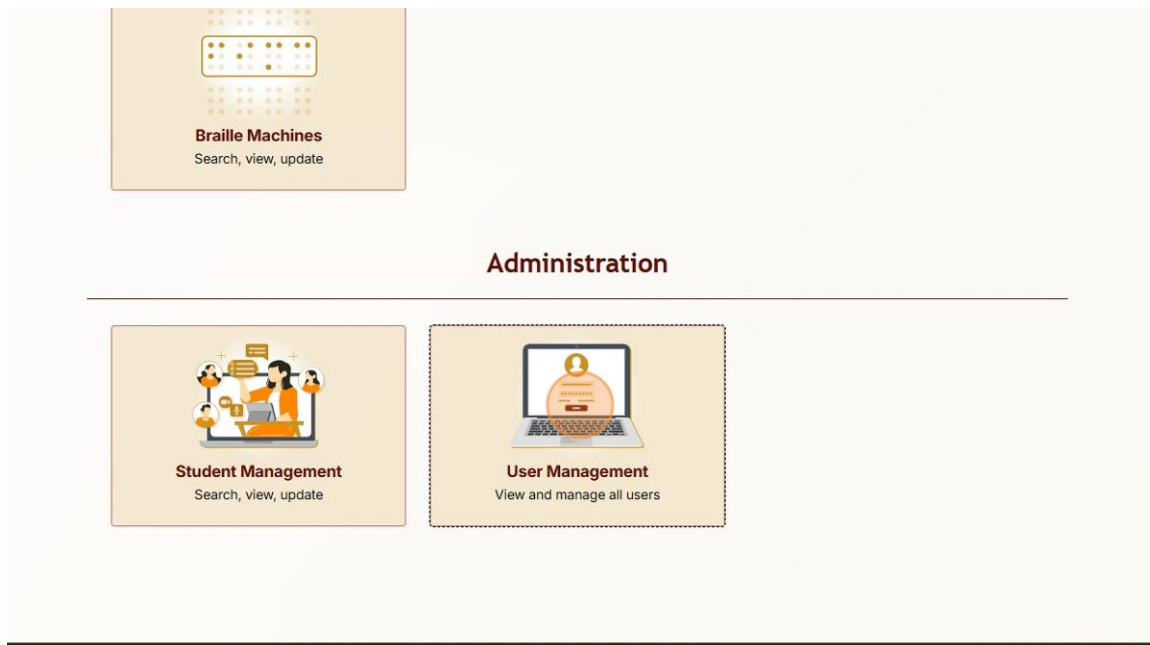
Email
eanderson+ESE@fimcvi.org

Password
.....

Submit

[Forgot Password](#) [Register](#)

8. On the next screen, scroll down to the Administration section and select the User Management tile.



Braille Machines
Search, view, update

Administration

Student Management
Search, view, update

User Management
View and manage all users

9. Select "Clear" to remove any filters.

The screenshot shows the 'Patron Management' interface. At the top is a dark red header with the text 'Patron Management'. Below it is a sub-header 'Filter for Users'. The main area contains several filter fields: a text input for 'Name', a text input for 'Email', a dropdown menu for 'Is Active' (currently set to 'All'), and a dropdown menu for 'Patron Role' (currently set to 'Select a patron role'). Below these is a dropdown for 'Approval Status' (currently set to 'Select an approval status'). There is also a checkbox labeled 'Show only delegates'. At the bottom right, there are two buttons: a light-colored button with an 'X' icon and the text 'Clear', and a dark red button with a magnifying glass icon and the text 'Search'. An orange circle highlights the 'Clear' button.

10. Select "Search".

This screenshot is identical to the one above, showing the 'Patron Management' interface with the same filters and buttons. However, in this version, an orange circle highlights the dark red 'Search' button instead of the 'Clear' button.

11. View the list of users or patrons within your district or organization. Any users with a Pending Approval Status must be approved before they can log in to the FIMC-VI Portal. Select the drop down to change the user's status.

The screenshot shows the 'Search for Users' interface. At the top, there is a search form with fields for Name, Email, Is Active (set to All), and Patron Role (set to Select a patron role). Below these is an 'Approval Status' dropdown menu set to 'Select an approval status' and a checkbox for 'Show only delegates'. There are 'Clear' and 'Search' buttons. Below the search form is a 'Search Results' section. It includes an 'Export Users' link, 'Approve all' and 'Save' buttons, and a table of search results. The table has columns: Email, First Name, Last Name, District / Institution, Role, Organization, Approval Status, and Actions. One user is listed: Email 183735@hcps.net, First Name Taffy, Last Name Anderson, District / Institution FIMC, Role School District Employee, Organization, and Approval Status Pending. The 'Pending' status is circled in orange. At the bottom of the page is a dark banner with the text 'FIMC-VI'.

Email	First Name	Last Name	District / Institution	Role	Organization	Approval Status	Actions
183735@hcps.net	Taffy	Anderson	FIMC	School District Employee		Pending	

12. If you recognize the user and the information is correct, select the "Approved" option.

This screenshot is similar to the previous one, showing the 'Search for Users' interface. The 'Approval Status' dropdown menu is set to 'Select an approval status'. The 'Show only delegates' checkbox is present. The 'Clear' and 'Search' buttons are at the bottom of the search form. Below the search form is the 'Search Results' section, which includes the 'Export Users' link, 'Approve all' and 'Save' buttons, and a table of search results. The table has columns: Email, First Name, Last Name, District / Institution, Role, Organization, Approval Status, and Actions. One user is listed: Email 183735@hcps.net, First Name Taffy, Last Name Anderson, District / Institution FIMC, Role School District Employee, Organization, and Approval Status Approved. The 'Approved' status is circled in orange. At the bottom of the page is a dark banner with the text 'FIMC-VI'.

Email	First Name	Last Name	District / Institution	Role	Organization	Approval Status	Actions
183735@hcps.net	Taffy	Anderson	FIMC	School District Employee		Approved	

13. If you do not recognize the user, select the "Not Approved" option. If you need to verify information with the user prior to deciding whether to approve or not approve the request, you may leave the status as "Pending".

Approval Status
Select an approval status ▼

Show only delegates

Clear Search

Search Results

[Export Users](#)

Approve all Save

me	Last Name	District / Institution	Role	Organization	Approval Status	Actions
	Anderson	FIMC	School District Employee		Not Approved	

C-VI

14. If you change the approval status of one or more users, be sure to select "Save" before navigating away from this page.

Approval Status
Select an approval status ▼

Show only delegates

Clear Search

Search Results

[Export Users](#)

Approve all Save

me	Last Name	District / Institution	Role	Organization	Approval Status	Actions
	Anderson	FIMC	School District Employee		Approved	

C-VI

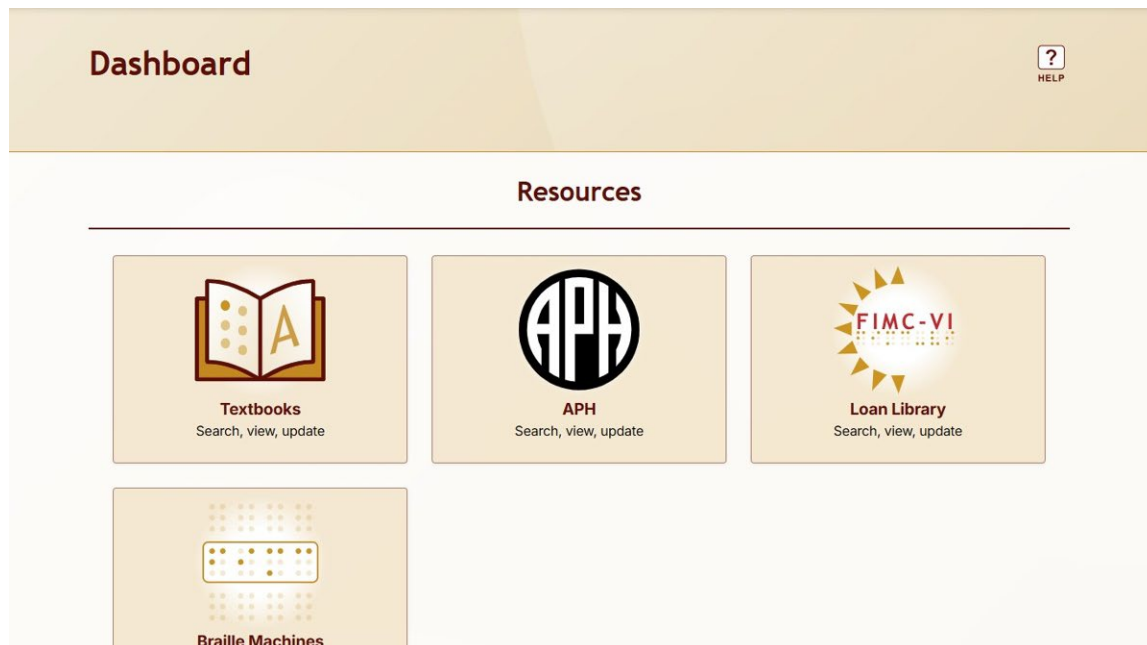
Manage Delegates and View Delegates List - ESE Directors and Administrators

ESE directors and charter/private school administrators must approve users who register under their organization and have a role that allows access to student identifiable information. If you are an ESE Director or Administrator, you may identify a delegate to approve these users on your behalf.

In school districts, only users with the district personnel role may be assigned as delegates.

In charter and private schools, only users with the school personnel role may be assigned as delegates.

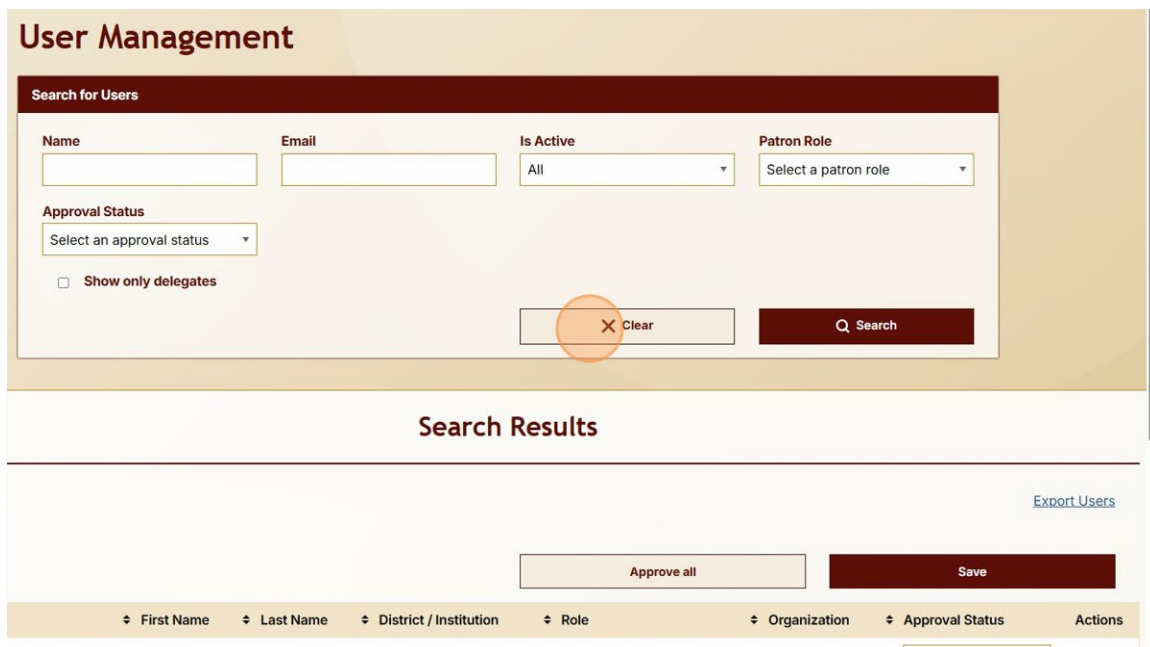
1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the User Management tile.



3. Select "Clear" to remove all filters.



4. Select "Search" to view the list of users in your organization.

User Management

Search for Users

Name

Email

Is Active

Patron Role

All

Select a patron role

Approval Status

Select an approval status

☒ Show only delegates

X Clear

Q Search

Search Results

[Export Users](#)

Approve all

Save

First NameLast NameDistrict / InstitutionRoleOrganizationApproval StatusActions

5. Locate the user you wish to assign or unassign as a delegate. Select the pencil icon in the Actions column for that user.

☐ Show only delegates

X Clear

Q Search

Search Results

[Export Users](#)

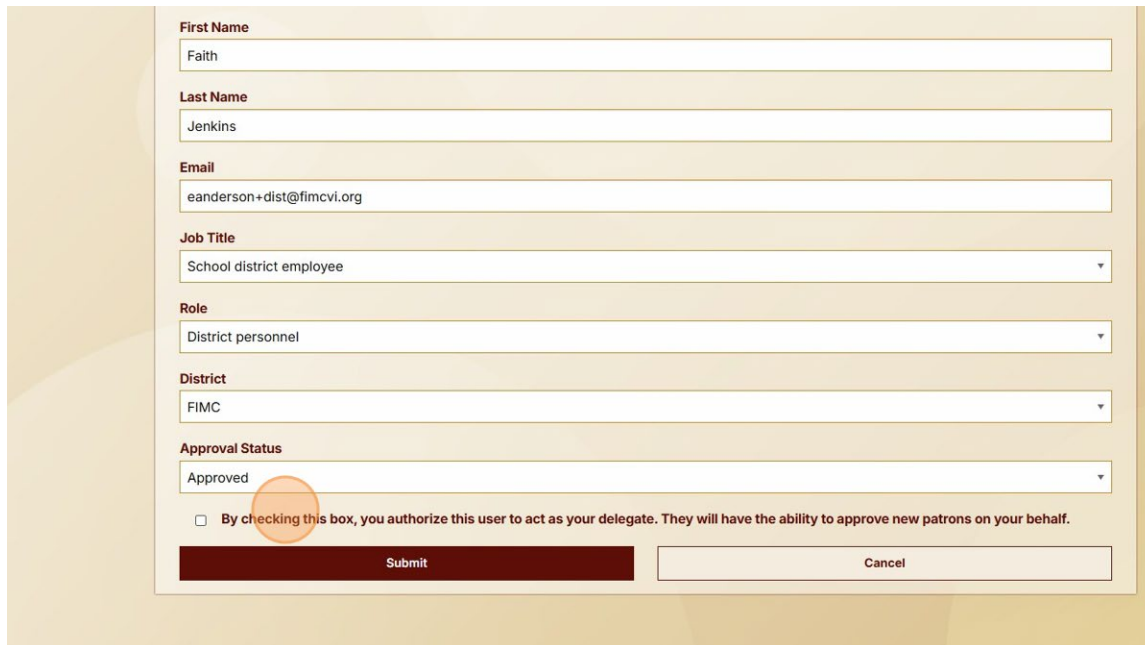
Approve all

Save

	First Name	Last Name	District / Institution	Role	Organization	Approval Status	Actions
fimcvl.org	Dylan	Scherer	FIMC	School District Employee		⚠ Pending	✎ Edit
imcvi.org	Faith	Jenkins	FIMC	School District Employee		✅ Approved	✎ Edit
mcvi.org	Logan	Siegmund	FIMC	School District Employee		✅ Approved	✎ Edit
jhcps.net	Colleen	M	FIMC	School District Employee		✅ Approved	✎ Edit

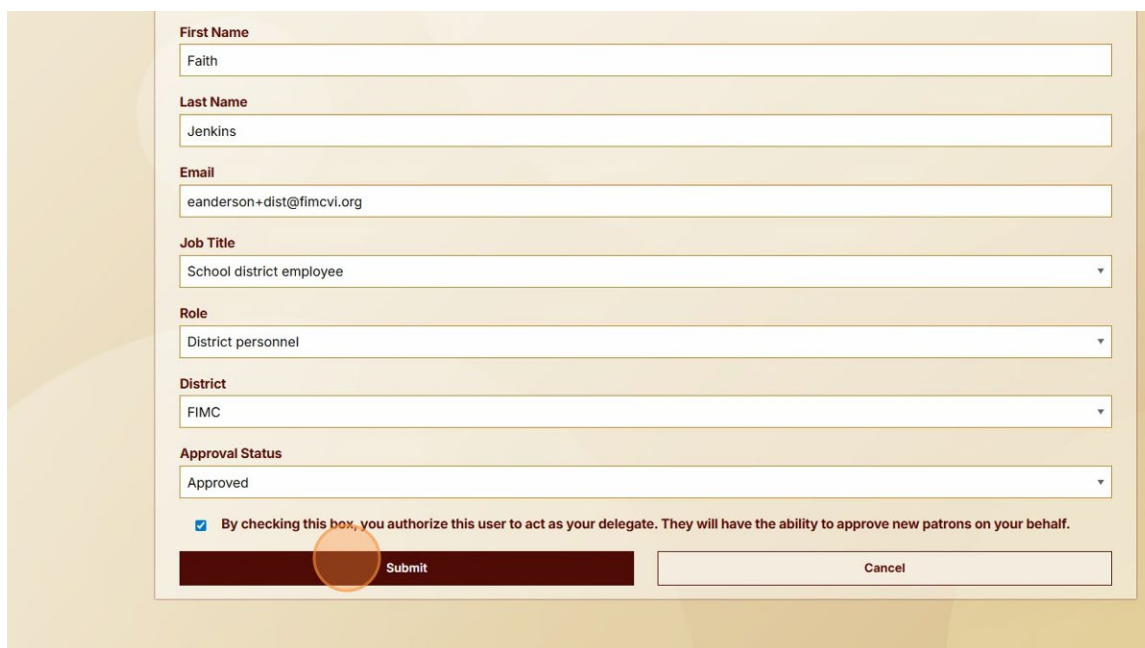
6. Select the approval box: "By checking this box, you authorize this user to act as your delegate. They will have the ability to approve new patrons on your behalf."

If you need to remove a delegate, you may uncheck this box for that individual.



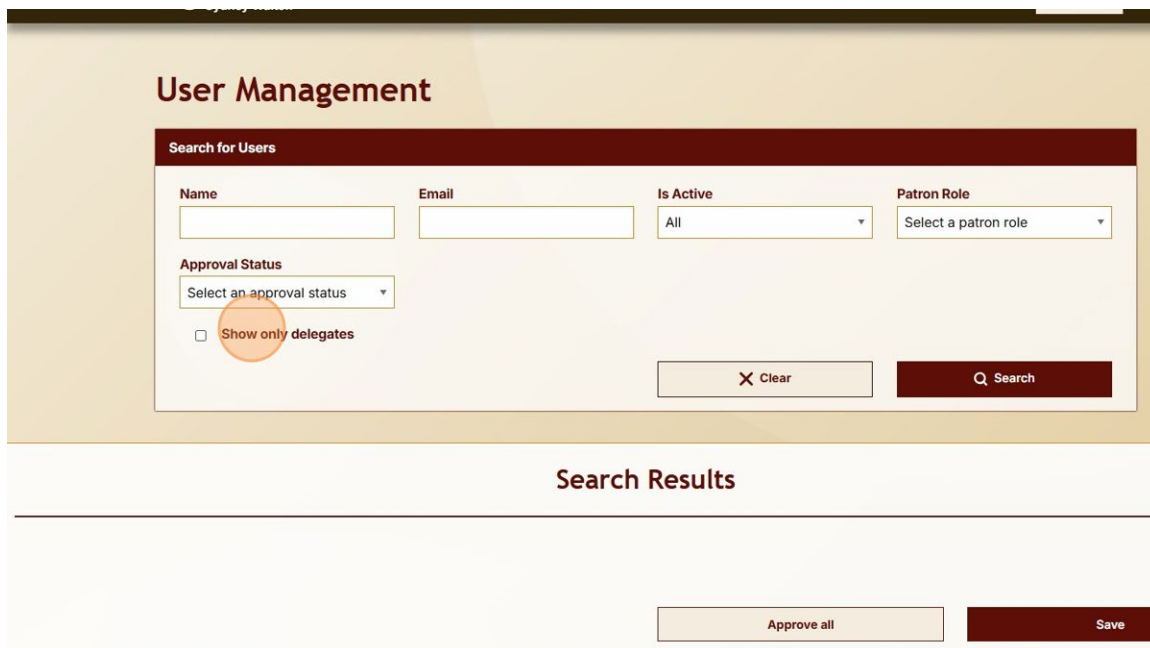
A screenshot of a web form for adding a delegate. The form has a light beige background and contains several input fields and dropdown menus. The fields are labeled: First Name (Faith), Last Name (Jenkins), Email (eanderson+dist@fimcvi.org), Job Title (School district employee), Role (District personnel), District (FIMC), and Approval Status (Approved). Below the Approval Status dropdown is a checkbox that is currently unchecked. To the right of the checkbox is the text: "By checking this box, you authorize this user to act as your delegate. They will have the ability to approve new patrons on your behalf." At the bottom of the form are two buttons: "Submit" (dark red) and "Cancel" (light beige). An orange circle highlights the unchecked checkbox.

7. Select "Submit".



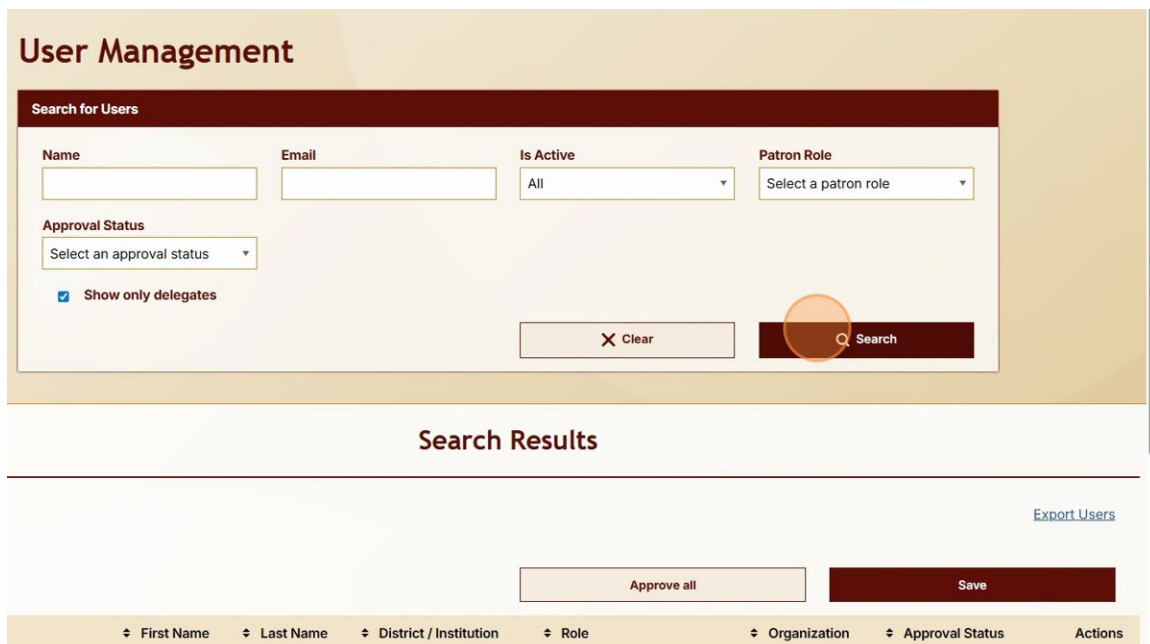
A screenshot of the same web form as above, but with the checkbox under "Approval Status" now checked. An orange circle highlights the checked checkbox. The "Submit" button remains highlighted with an orange circle.

8. To view the delegates for your organization, select the box for "Show only delegates".



The screenshot shows the 'User Management' interface. At the top, there's a 'Search for Users' section with a dark red header. Below the header, there are four input fields: 'Name', 'Email', 'Is Active' (a dropdown menu currently set to 'All'), and 'Patron Role' (a dropdown menu currently set to 'Select a patron role'). Below these fields is an 'Approval Status' dropdown menu set to 'Select an approval status'. At the bottom of the search section, there is a checkbox labeled 'Show only delegates' which is highlighted with an orange circle. To the right of the checkbox are two buttons: 'X Clear' and 'Q Search'. Below the search section is a 'Search Results' section, which is currently empty. At the bottom of the page, there are two buttons: 'Approve all' and 'Save'.

9. Select "Search".



The screenshot shows the 'User Management' interface after the search button has been clicked. The 'Search for Users' section is the same as in the previous screenshot, but the 'Show only delegates' checkbox is now checked. The 'Search' button is highlighted with an orange circle. Below the search section is the 'Search Results' section, which is currently empty. At the bottom of the page, there are two buttons: 'Approve all' and 'Save'. Below these buttons is a table with the following columns: 'First Name', 'Last Name', 'District / Institution', 'Role', 'Organization', 'Approval Status', and 'Actions'. There is also a link 'Export Users' in the top right corner of the search results section.

10. Only the users with delegate status will appear in the Search Results. Make any additional changes as needed.

All

Select a patron role

Approval Status

Select an approval status

☒ Show only delegates

X Clear

Q Search

Search Results

Approve all

Save

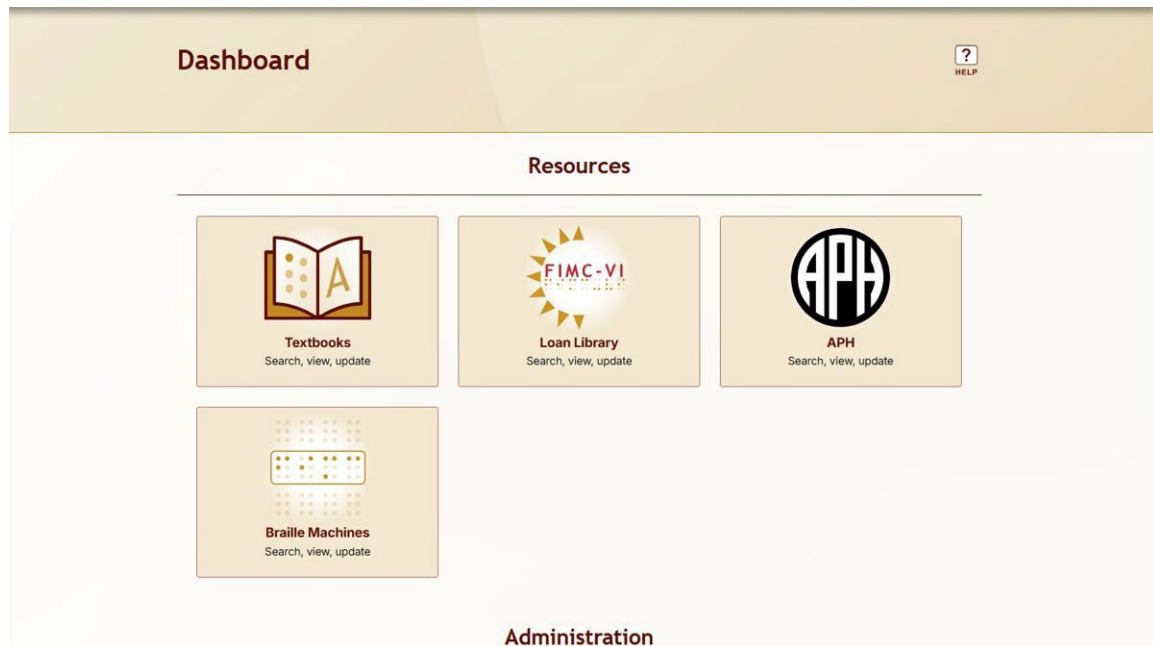
Email	First Name	Last Name	District / Institution	Role	Organization	Approval Status
eanderson+dist@fimcvi.org	Faith	Jenkins	FIMC	School District Employee		Approved

FIMC-VI

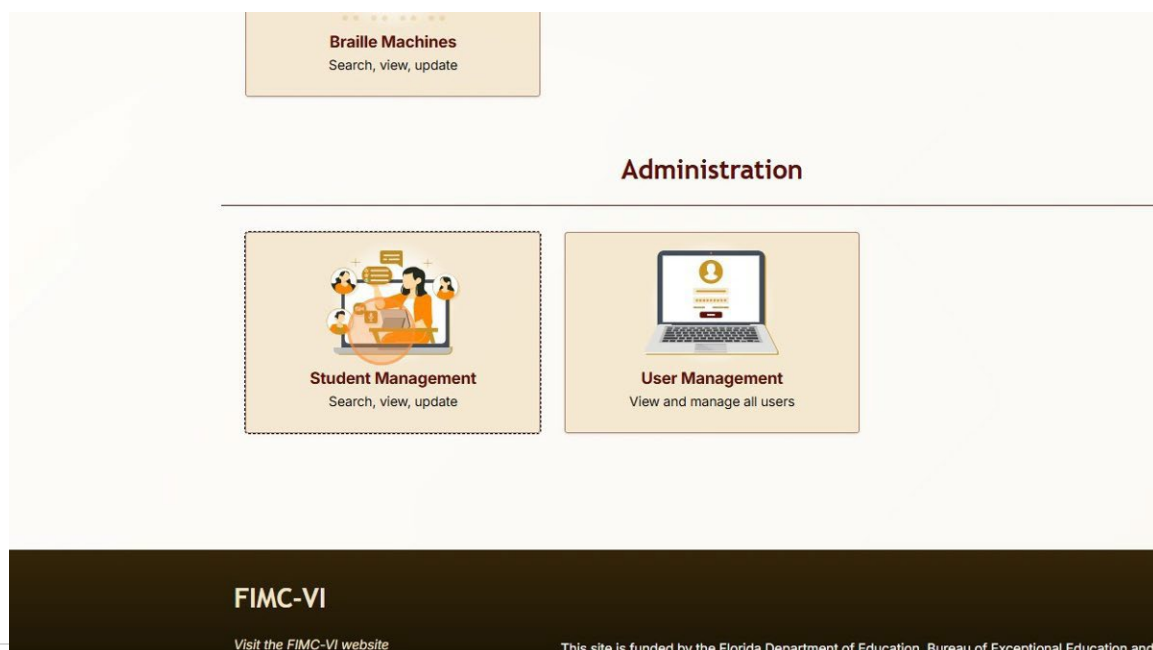
Student Management – Year-Round and During Annual Census

Register a Student in the FIMC-VI Portal – Public and Charter

1. When you log in, the Dashboard appears first. Scroll down to the Administration section at the bottom of the page.



2. Select the Student Management tile.



3. Select "Add Student".

C-VI Portal

Welcome! Lucy Anderson

Dashboard

Student Management

for Students

+ Add Student

Student Id

Date Of Birth

Grade Level

Student Name

Educational Facility Type

Student Approval Status

Student Status

Student Inactive Reason

Clear

Search

Search Results

4. Review the eligibility requirements at the top of the page regarding student registration.

FIMC-VI Portal

Welcome! Lucy Anderson

Dashboard

Register Student

To register a student with FIMC-VI, the student must meet the following eligibility requirements:

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).
 - For students under the age of 18, the consent form must be signed by a parent/legal guardian.
 - For students who have reached the age of majority, the consent form must be signed by the student.
2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.
 - Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
 - Infants, toddlers, preschool, homebound and homeschooled students are also included.
3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).
 - For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.
4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with a dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☐ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Submit

Go Back

5. Select the option that best applies to the student. If the district does not have signed parental consent, the student may be registered but the student will not be counted during Annual Census or eligible for products from the American Printing House for the Blind. You may only select one of these options.

Register Student

To register a student with FIMC-VI, the student must meet the following eligibility requirements:

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).
 - For students under the age of 18, the consent form must be signed by a parent/legal guardian.
 - For students who have reached the age of majority, the consent form must be signed by the student.
2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.
 - Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
 - Infants, toddlers, preschool, homebound and homeschooled students are also included.
3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).
 - For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.
4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with a dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☐ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

FIMC-VI

Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 937-3936

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (800) 357-1072 or email support.fimcvl@fldm.org.

6. Once you have selected one of the first two options, the next question regarding neurological visual impairment will appear.

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).

- For students under the age of 18, the consent form must be signed by a parent/legal guardian.
- For students who have reached the age of majority, the consent form must be signed by the student.

2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.

- Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
- Infants, toddlers, preschool, homebound and homeschooled students are also included.

3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).

- For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.

4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☐ No

7. Select the answer that applies to the student. The next question will appear after you make your selection.

• Infants, toddlers, preschool, homebound and homeschooled students are also included.

3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).

- For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.

4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☐ No

Submit

Go Back

FIMC-VI

[Visit the FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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8. If you do not select yes for the question regarding neurological visual impairment, you will need to indicate that medical information is on file before proceeding.

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☐ Yes

☒ No

You must select 'Yes' to one of the two previous questions to continue.

Go Back

FIMC-VI

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9. Type the student's first name.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name 

Middle Name (optional)

Last Name

Date of Birth

Grade Level

Select an Option

10. Type the student's middle name (optional).

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional) 

Potter

Last Name

Date of Birth

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

11. Type the student's last name.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional)

Julius

Last Name

Date of Birth

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

12. Select the "Date of Birth" field to open the calendar.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional)

Julius

Last Name

Potter

Date of Birth

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

13. Use the calendar to select the student's date of birth.

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

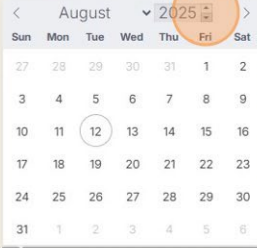
☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No



Grade Level

Select an Option

14. To help ensure that the student's date of birth was entered correctly, the calculated age of the student will appear. If the age is incorrect, adjust the date of birth as needed.

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional)

Julius

Last Name

Potter

Date of Birth

03/09/2015

This student is 10 years old.

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age

15. Select the student's grade level.

First Name	Harry
Middle Name (optional)	Julius
Last Name	Potter
Date of Birth	03/09/2015
This student is 10 years old.	
Grade Level	Fifth
<i>Infants (IP) are children of preschool age served by infant programs (birth to age 3). Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs. Kindergarten (KG) students are children enrolled in kindergarten classes. Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement. Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22. Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)</i>	
Which type of written plan addressing the unique needs of the student with VI is on file?	
Select an Option	
District	
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	

16. Information is provided below the grade level field with details regarding the codes listed.

First Name	Harry
Middle Name (optional)	Julius
Last Name	Potter
Date of Birth	03/09/2015
This student is 10 years old.	
Grade Level	Fifth
<i>Infants (IP) are children of preschool age served by infant programs (birth to age 3). Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs. Kindergarten (KG) students are children enrolled in kindergarten classes. Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement. Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22. Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)</i>	
Which type of written plan addressing the unique needs of the student with VI is on file?	
Select an Option	
District	
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	

17. If the system detects a difference between the child's age/expected grade level and the grade level you enter, a message will appear asking you to confirm that the grade level and age are accurate. Verify this information and check the box when appropriate.

08/02/2009

This student is 16 years old.

Grade Level

Tenth

*Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22.
Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)*

☐ I, Lucy Anderson, hereby confirm that the grade level and age of the student are accurate.

Which type of written plan addressing the unique needs of the student with VI is on file?

Select an Option

District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Education Facility Type

Select an Option

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

18. Select written plan that the student has on file.

Date of Birth

03/09/2015

This student is 10 years old.

Grade Level

Fifth

*Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22.
Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)*

Which type of written plan addressing the unique needs of the student with VI is on file?

Individual Education Plan (IEP)

District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Distance Visual Acuity Right
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

Select an Option

Distance Visual Acuity Left
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

19. The district field will be prepopulated and grayed out.

Date of Birth
03/09/2015
This student is 10 years old.
Grade Level
Fifth
Infants (IP) are children of preschool age served by infant programs (birth to age 3). Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs. Kindergarten (KG) students are children enrolled in kindergarten classes. Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement. Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22. Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)
Which type of written plan addressing the unique needs of the student with VI is on file?
Individual Education Plan (IEP)
District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.
FIMC
Distance Visual Acuity Right
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
Select an Option
Distance Visual Acuity Left
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

20. Select the right acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

Welcome! Lucy Anderson	Dashboard
Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)	
Which type of written plan addressing the unique needs of the student with VI is on file?	
Individual Education Plan (IEP)	
District	
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	
FIMC	
Distance Visual Acuity Right	
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Distance Visual Acuity Left	
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
Select an Option	
Peripheral Field Loss	
If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.	
Select an Option	
Education Facility Type	
Select an Option	
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about	

21. Select the left acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

Which type of written plan addressing the unique needs of the student with VI is on file?	
Individual Education Plan (IEP)	
District This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	
FIMC	
Distance Visual Acuity Right Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Distance Visual Acuity Left Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Peripheral Field Loss If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.	
Select an Option	
Education Facility Type	
Select an Option	
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.	
☐ Yes	
☐ No	

22. If a peripheral field of 20 degrees or less is indicated, please select the corresponding number. Otherwise select "Not Applicable". This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	
FIMC	
Distance Visual Acuity Right Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Distance Visual Acuity Left Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Peripheral Field Loss If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.	
Not Applicable	
Education Facility Type	
Select an Option	
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.	
☐ Yes	
☐ No	
Does the student have a dual sensory impairment?	
☐ Yes	
☐ No	

23. Select the Education Facility Type that applies to where the student is enrolled.

Distance Visual Acuity Right <i>Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).</i>
20/200 and above (e.g. 20/400, 20/600, etc.)
Distance Visual Acuity Left <i>Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).</i>
20/200 and above (e.g. 20/400, 20/600, etc.)
Peripheral Field Loss <i>If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.</i>
Not Applicable
Education Facility Type
Public
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.
☐ Yes
☐ No
Does the student have a dual sensory impairment?
☐ Yes
☐ No
Primary Reading Medium
Select an Option

24. Select whether or not the student is registered with the Florida Low Vision Initiative.

20/200 and above (e.g. 20/400, 20/600, etc.)
Peripheral Field Loss <i>If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.</i>
Not Applicable
Education Facility Type
Public
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.
☒ Yes
☐ No
Does the student have a dual sensory impairment?
☐ Yes
☐ No
Primary Reading Medium
Select an Option
Auditory Readers are students primarily using a reader or auditory materials in their studies. Braille Readers are students primarily using braille in their studies. Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential. Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material. Visual Readers are students primarily using print in their studies.

25. Select whether or not the student has a dual sensory impairment.

If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.

Not Applicable

Education Facility Type

Public

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

☐ Yes

☒ No

Does the student have a dual sensory impairment?

☐ Yes

☐ No

Primary Reading Medium

Select an Option

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

26. If you responded yes to the previous question, select whether or not the student is registered with the Florida and Virgin Islands Deafblind Collaborative.

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

☐ Yes

☒ No

Does the student have a dual sensory impairment?

☒ Yes

☐ No

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☐ Yes

☐ No

Primary Reading Medium

Select an Option

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

Other Reading Medium

27. Select the Primary Reading Medium that best applies to the student. A description of each reading medium is provided below the drop-down menu.

☒ No

Does the student have a dual sensory impairment?

☒ Yes

☐ No

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☒ Yes

☐ No

Primary Reading Medium

Braille reader

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

Other Reading Medium

Select an Option

Language

Select an Option

28. Select the Secondary Reading Medium that best applies to the student. You may select "Not Applicable".

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☒ Yes

☐ No

Primary Reading Medium

Braille reader

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Auditory reader

Other Reading Medium

Select an Option

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

29. Select the Other Reading Medium that best applies to the student. You may select "Not Applicable".

☐ No

Primary Reading Medium

Braille reader

*Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

30. Select the language that is most commonly used in instructional materials for this student. APH uses this information to project demand for Spanish or other language materials in braille and large print.

Primary Reading Medium

Braille reader

*Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

31. Select the certification box.

*Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

FIMC-VI

32. Select "Submit".

*Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

FIMC-VI

33. You will be returned to the Student Management page, and the student you registered will show with an Approval Status of Pending.

✕ Clear

Q Search

Search Results

Export Students | Add Student

Displaying 4 Records

Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
437	08/02/2018	08/28/2025		First	Braille reader	FIMC	Sydney Walton	Yes	⚠ Pending		
438	12/06/2010	08/28/2025		Eighth	Visual reader	FIMC	Sydney Walton	No	⚠ Pending		
439	08/03/2007	08/28/2025		Twelfth	Braille reader	FIMC	Sydney Walton	Yes	⚠ Pending		
440	04/09/2021	08/28/2025		PS	Pre-reader	FIMC	Sydney Walton	No	⚠ Pending		

34. When FIMC-VI processes the request, the student's status will update and the Eligibility field will be populated.

Search Results

Export Students

 |

Add Student

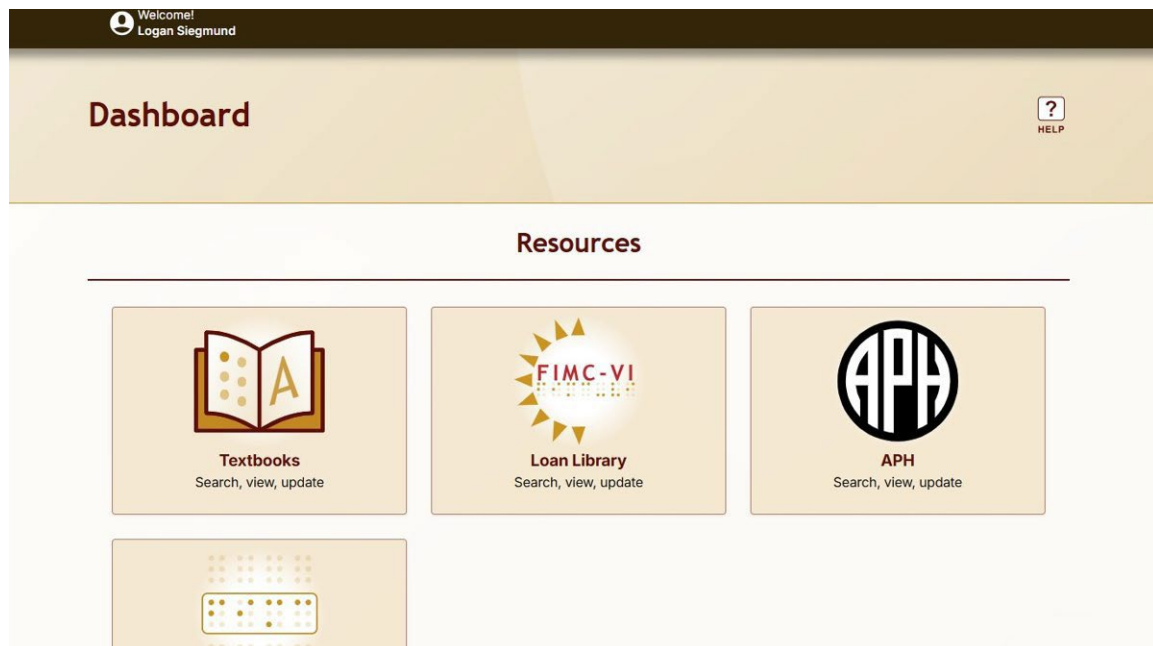
Displaying 4 Records

Student ID	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
39	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
40	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

Update a Student's Profile – Public and Charter

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Scroll down and select the Student Management tile.



- Select the pencil icon in the Action column to edit the selected student.

Welcome!
Logan Siegmund

Dashboard

Search Results

[Export Students](#) | [Add Student](#)

Displaying 4 Records

Student ID	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
39	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
40	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

- Make any needed changes to the student's information.

Welcome!
Logan Siegmund

Dashboard

☒ I, Logan Siegmund, hereby confirm that the grade level and age of the student are accurate.

Which type of written plan addressing the unique needs of the student with VI is on file?

Individual Education Plan (IEP)

District

This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Distance Visual Acuity Right

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

20/200 and above (e.g. 20/400, 20/600, etc.)

Distance Visual Acuity Left

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

20/200 and above (e.g. 20/400, 20/600, etc.)

Peripheral Field Loss

If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.

Not Applicable

Education Facility Type

Public

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about

5. Select "Submit".

Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material. Visual Readers are students primarily using print in their studies.

Secondary Reading Medium
 Not Applicable

Other Reading Medium
 Not Applicable

Student Status
 Active

Language
 English

Note to FIMC-VI (optional)
 Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

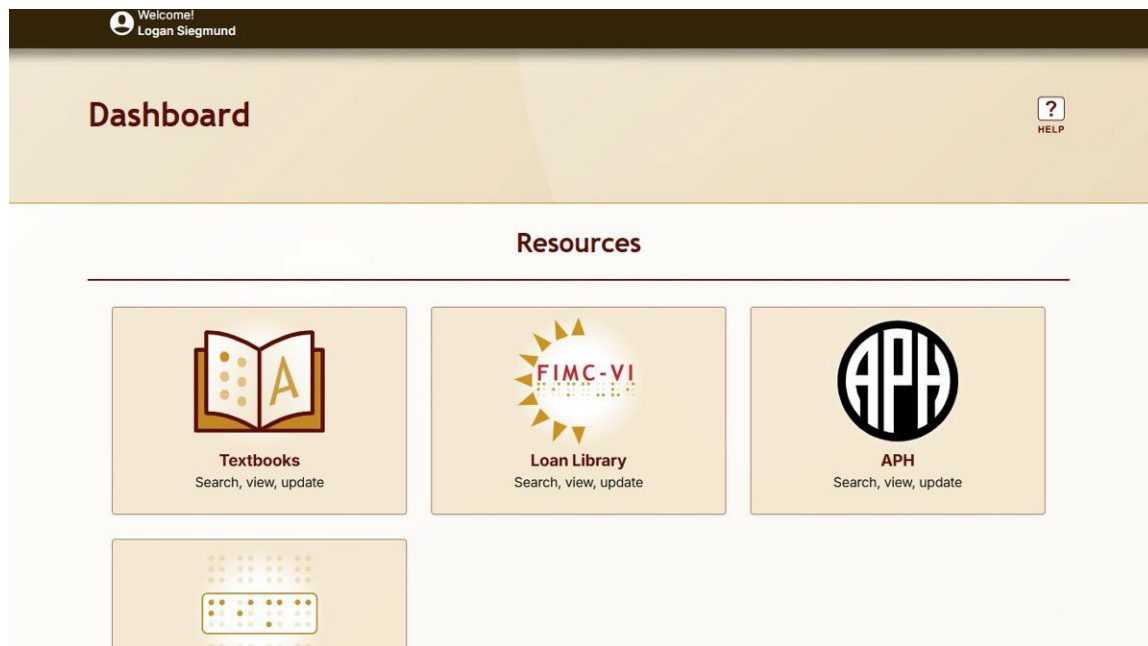
Submit **Go Back**

6. The student's Approval Status will change to Pending.

Search Results											
Export Students Add Student											
Displaying 4 Records											
Student ID	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
39	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
40	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

Make a Student Inactive – Public and Charter

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Scroll down to and select the Student Management tile.



3. Select the pencil icon in the Actions column for the student you need to update.

Welcome! Logan Siegmund Dashboard

X Clear Q Search

Search Results

[Export Students](#) | [Add Student](#)

Displaying 4 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	⚠ Pending		
Mya Robertson	13438	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	✅ Approved	FDB (functions at the definition of blindness)	
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	✅ Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	✅ Approved	No Parental Consent	

FIMC-VI

4. Scroll down to the Student Status field and select the "Inactive" option.

Welcome! Logan Siegmund Dashboard

Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium
 Auditory reader

Other Reading Medium
 Not Applicable

Student Status
 Inactive

Student Inactive Reason
 Select an Option

Language
 English

Note to FIMC-VI (optional)
 Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

Submit Go Back

- When the "Student Inactive Reason" field appears, select the option that applies to the student.

Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material. Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Auditory reader ▼

Other Reading Medium

Not Applicable ▼

Student Status

Inactive ▼

Student Inactive Reason

Moved ▼

Language

English ▼

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

Submit **Go Back**

- Select "Submit".

Secondary Reading Medium

Auditory reader ▼

Other Reading Medium

Not Applicable ▼

Student Status

Inactive ▼

Student Inactive Reason

Moved ▼

Language

English ▼

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

Submit **Go Back**

7. The student's Approval Status will update to Pending.

Welcome! Logan Siegmund

Successfully updated the student.

Dashboard

Clear

Search

Search Results

Export Students | Add Student

Displaying 4 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
Mya Robertson	13438	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Pending		
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

8. When the request is processed, the student will be removed from your organization's student list.

Welcome! Logan Siegmund

Dashboard

Clear

Search

Search Results

Export Students | Add Student

Displaying 3 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

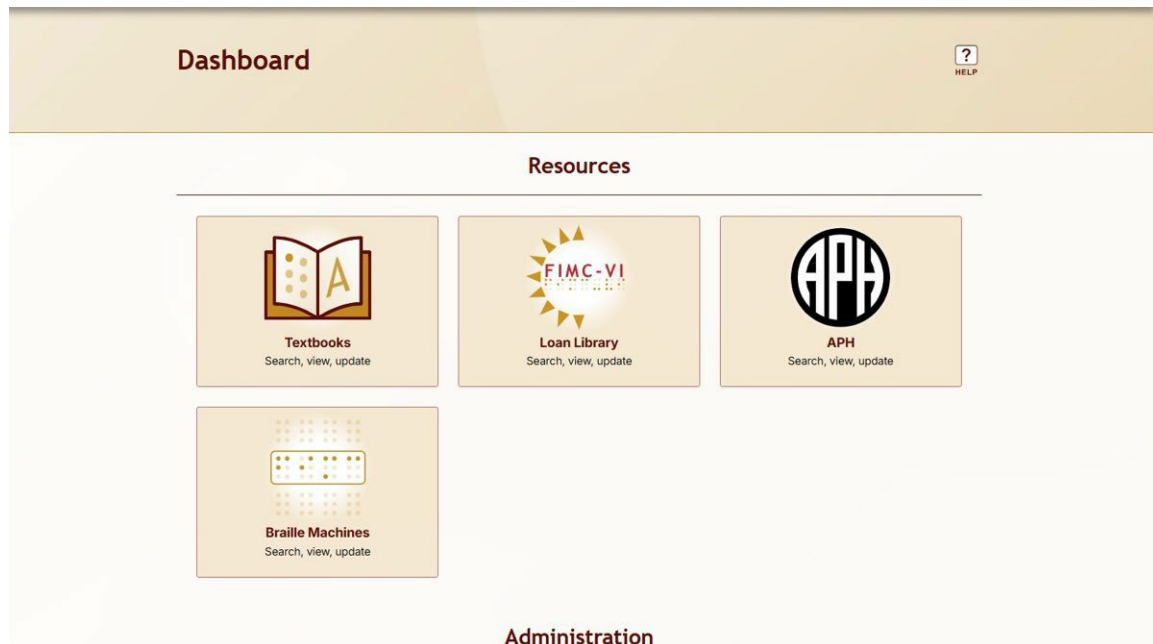
FIMC-VI

Visit the FIMC-VI website

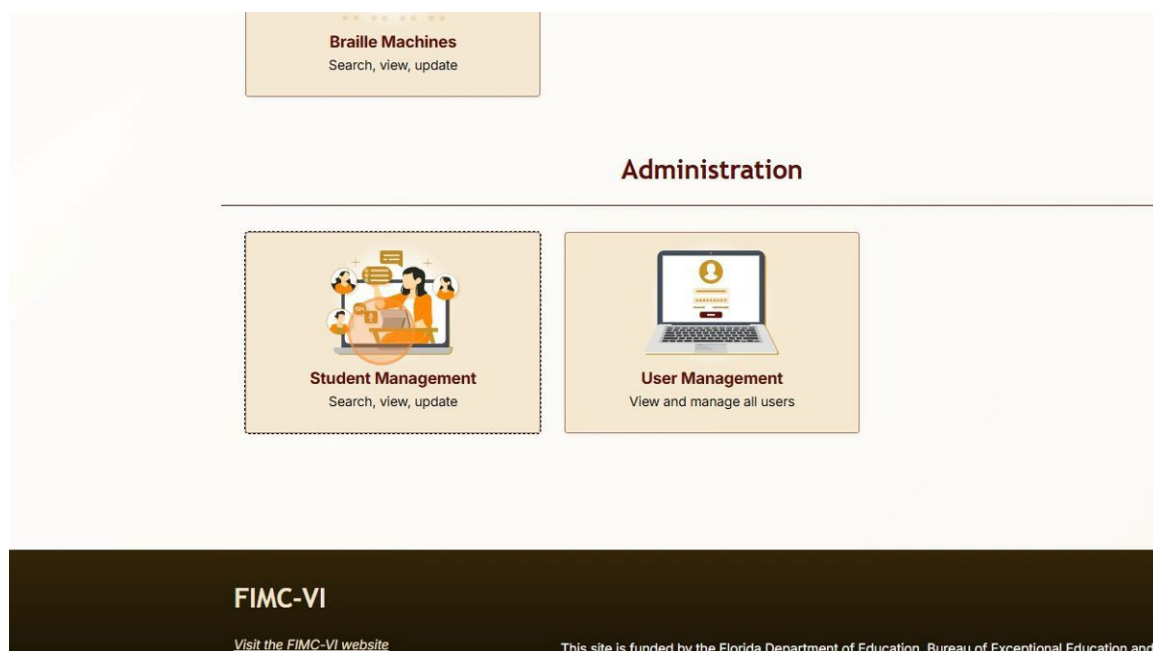
This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

Register a Student in the FIMC-VI Portal – Private, Agency, and Homeschool

1. When you log in, the Dashboard appears first. Scroll down to the Administration section at the bottom of the page.



2. Select the Student Management tile.



3. Select "Add Student".

C-VI Portal

Welcome! Lucy Anderson

Dashboard

Student Management

Add Student

Student Id

Date Of Birth

Grade Level

Student Name

Educational Facility Type

Student Approval Status

Student Status

Student Inactive Reason

Clear

Search

Search Results

4. Review the eligibility requirements at the top of the page regarding student registration.

FIMC-VI Portal

Welcome! Lucy Anderson

Dashboard

Register Student

To register a student with FIMC-VI, the student must meet the following eligibility requirements:

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).
 - For students under the age of 18, the consent form must be signed by a parent/legal guardian.
 - For students who have reached the age of majority, the consent form must be signed by the student.
2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.
 - Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
 - Infants, toddlers, preschool, homebound and homeschooled students are also included.
3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).
 - For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.
4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with a dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☐ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Submit

Go Back

5. Select the option that best applies to the student. If the district does not have signed parental consent, the student may be registered but the student will not be counted during Annual Census or eligible for products from the American Printing House for the Blind. You may only select one of these options.

Register Student

To register a student with FIMC-VI, the student must meet the following eligibility requirements:

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).
 - For students under the age of 18, the consent form must be signed by a parent/legal guardian.
 - For students who have reached the age of majority, the consent form must be signed by the student.
2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.
 - Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
 - Infants, toddlers, preschool, homebound and homeschooled students are also included.
3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).
 - For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.
4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with a dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☐ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

FIMC-VI

Visit the [FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 937-3936

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (800) 357-1072 or email support-fimcvl@fldm.org.

6. Once you have selected one of the first two options, the next question regarding neurological visual impairment will appear.

1. According to FERPA and HIPAA requirements, the district has a signed [Parental/Guardian Consent to Release Student Information](#) form on file to share student identifiable information with FIMC-VI and the American Printing House for the Blind (APH).

- For students under the age of 18, the consent form must be signed by a parent/legal guardian.
- For students who have reached the age of majority, the consent form must be signed by the student.

2. The student is enrolled in a formally organized public or private, nonprofit educational program of less than college level.

- Educational programs include public, private and parochial schools, as well as vocational and rehabilitation programs for adults, and detention centers.
- Infants, toddlers, preschool, homebound and homeschooled students are also included.

3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).

- For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.

4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with a dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☐ No

7. Select the answer that applies to the student. The next question will appear after you make your selection.

• Infants, toddlers, preschool, homebound and homeschooled students are also included.

3. The student has a written education plan (IEP, IFSP, SP, IRP, 504 Plan, etc.).

- For homeschool students, the requirements in Section 1002.01, Florida Statutes (F.S.) [Student and Parental Rights and Educational Choices](#) have been met.

4. The student is a student with a visual impairment (VI) as specified in [Rule 6A-6.03014, Florida Administrative Code \(F.A.C.\)](#), or is a student with dual sensory impairment as specified in [Rule 6A-6.03022, F.A.C.](#);

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☐ No

Submit

Go Back

FIMC-VI

[Visit the FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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8. If you do not select yes for the question regarding neurological visual impairment, you will need to indicate that medical information is on file before proceeding.

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☐ Yes

☒ No

You must select 'Yes' to one of the two previous questions to continue.

Go Back

FIMC-VI

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(813) 837-7826

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9. Type the student's first name.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name 

Middle Name (optional)

Last Name

Date of Birth

Grade Level

Select an Option

10. Type the student's middle name (optional).

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional) 

Potter

Last Name

Date of Birth

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

11. Type the student's last name.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes
☒ No

Is there a medical report on file indicating a VI?

☒ Yes
☐ No

First Name
Harry

Middle Name (optional)
Julius

Last Name


Date of Birth

Grade Level
Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

12. Select the "Date of Birth" field to open the calendar.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

☐ Yes
☒ No

Is there a medical report on file indicating a VI?

☒ Yes
☐ No

First Name
Harry

Middle Name (optional)
Julius

Last Name
Potter

Date of Birth


Grade Level
Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.

13. Use the calendar to select the student's date of birth.

☒ I confirm that the student meets the four eligibility requirements outlined above.

☐ The district does not have a signed Parental/Guardian Consent to Release Student Information form on file, however the student meets criteria # 2, #3, and #4 outlined above. I understand that I will not be able to order APH products for this student, but I will be able to order textbooks. The student profile may be updated once parental consent is obtained.

Does this child have a neurological, cortical, or cerebral VI (e.g. brain injury or dysfunction) as indicated by medical documentation?

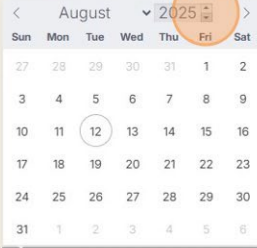
☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No



Grade Level

Select an Option

14. To help ensure that the student's date of birth was entered correctly, the calculated age of the student will appear. If the age is incorrect, adjust the date of birth as needed.

☐ Yes

☒ No

Is there a medical report on file indicating a VI?

☒ Yes

☐ No

First Name

Harry

Middle Name (optional)

Julius

Last Name

Potter

Date of Birth

03/09/2015

This student is 10 years old.

Grade Level

Select an Option

Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age

15. Select the student's grade level.

First Name	Harry
Middle Name (optional)	Julius
Last Name	Potter
Date of Birth	03/09/2015
This student is 10 years old.	
Grade Level	Fifth
<i>Infants (IP) are children of preschool age served by infant programs (birth to age 3). Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs. Kindergarten (KG) students are children enrolled in kindergarten classes. Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement. Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22. Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)</i>	
Which type of written plan addressing the unique needs of the student with VI is on file?	
Select an Option	
District	
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	

16. Information is provided below the grade level field with details regarding the codes listed.

First Name	Harry
Middle Name (optional)	Julius
Last Name	Potter
Date of Birth	03/09/2015
This student is 10 years old.	
Grade Level	Fifth
<i>Infants (IP) are children of preschool age served by infant programs (birth to age 3). Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs. Kindergarten (KG) students are children enrolled in kindergarten classes. Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement. Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22. Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)</i>	
Which type of written plan addressing the unique needs of the student with VI is on file?	
Select an Option	
District	
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	

17. If the system detects a difference between the child's age/expected grade level and the grade level you enter, a message will appear asking you to confirm that the grade level and age are accurate. Verify this information and check the box when appropriate.

08/02/2009

This student is 16 years old.

Grade Level

Tenth

*Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22.
Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)*

☐ I, Lucy Anderson, hereby confirm that the grade level and age of the student are accurate.

Which type of written plan addressing the unique needs of the student with VI is on file?

Select an Option

District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Education Facility Type

Select an Option

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

18. Select written plan that the student has on file.

Date of Birth

03/09/2015

This student is 10 years old.

Grade Level

Fifth

*Infants (IP) are children of preschool age served by infant programs (birth to age 3).
Prekindergarten and Preschool Students (PS) are children of preschool age served by preschool programs.
Kindergarten (KG) students are children enrolled in kindergarten classes.
Grades 1-11 are students of school age as determined by state law, in regular academic grades 1 through 11. Select specific grade placement.
Grade 12 are students who are in grade 12 or are continuing to receive special education services under the Individuals with Disabilities Education Act (IDEA) until the student turns age 22.
Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)*

Which type of written plan addressing the unique needs of the student with VI is on file?

Individual Education Plan (IEP)

District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Distance Visual Acuity Right
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

Select an Option

Distance Visual Acuity Left
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

19. In the District field, select the county that the student resides in.

Welcome! Elizabeth Anderson Dashboard

☒ I, Elizabeth Anderson, hereby confirm that the grade level and age of the student are accurate.

[Check For Existing Student](#)

Which type of written plan addressing the unique needs of the student with VI is on file?
 Individual Education Plan (IEP)

District
 This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.
 Select an Option

Distance Visual Acuity Right
 Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
 Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Distance Visual Acuity Left
 Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
 Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Peripheral Field Loss
 If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.
 Not Applicable

Education Facility Type
 Public

20. Select the right acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

Welcome! Lucy Anderson Dashboard

Adult Students (AD) are students ages 22 and older by the first Monday in January. They must be reported as adults, even if they are in grade 12. (Note requirement of at least 120 hours of documented educational instruction during the preceding calendar year.)

Which type of written plan addressing the unique needs of the student with VI is on file?
 Individual Education Plan (IEP)

District
 This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.
 FIMC

Distance Visual Acuity Right
 Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
 20/200 and above (e.g. 20/400, 20/600, etc.)

Distance Visual Acuity Left
 Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
 Select an Option

Peripheral Field Loss
 If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.
 Select an Option

Education Facility Type
 Select an Option

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about

21. Select the left acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

Which type of written plan addressing the unique needs of the student with VI is on file?	
Individual Education Plan (IEP)	
District This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	
FIMC	
Distance Visual Acuity Right Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Distance Visual Acuity Left Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Peripheral Field Loss If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.	
Select an Option	
Education Facility Type	
Select an Option	
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.	
☐ Yes	
☐ No	

22. If a peripheral field of 20 degrees or less is indicated, please select the corresponding number. Otherwise select "Not Applicable". This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.

This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.	
FIMC	
Distance Visual Acuity Right Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Distance Visual Acuity Left Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).	
20/200 and above (e.g. 20/400, 20/600, etc.)	
Peripheral Field Loss If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.	
Not Applicable	
Education Facility Type	
Select an Option	
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.	
☐ Yes	
☐ No	
Does the student have a dual sensory impairment?	
☐ Yes	
☐ No	

23. Select the Education Facility Type that applies to where the student is enrolled.

Distance Visual Acuity Right <i>Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).</i>
20/200 and above (e.g. 20/400, 20/600, etc.)
Distance Visual Acuity Left <i>Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).</i>
20/200 and above (e.g. 20/400, 20/600, etc.)
Peripheral Field Loss <i>If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.</i>
Not Applicable
Education Facility Type
Public
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.
☐ Yes
☐ No
Does the student have a dual sensory impairment?
☐ Yes
☐ No
Primary Reading Medium
Select an Option

24. Select whether or not the student is registered with the Florida Low Vision Initiative.

20/200 and above (e.g. 20/400, 20/600, etc.)
Peripheral Field Loss <i>If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.</i>
Not Applicable
Education Facility Type
Public
Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the FLORIDA LOW VISION INITIATIVE - LiveBinder to learn more about eligibility and services.
☒ Yes
☐ No
Does the student have a dual sensory impairment?
☐ Yes
☐ No
Primary Reading Medium
Select an Option
Auditory Readers are students primarily using a reader or auditory materials in their studies. Braille Readers are students primarily using braille in their studies. Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential. Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material. Visual Readers are students primarily using print in their studies.

25. Select whether or not the student has a dual sensory impairment.

If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.

Not Applicable

Education Facility Type

Public

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

☐ Yes

☒ No

Does the student have a dual sensory impairment?

☐ Yes

☐ No

Primary Reading Medium

Select an Option

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

26. If you responded yes to the previous question, select whether or not the student is registered with the Florida and Virgin Islands Deafblind Collaborative.

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about eligibility and services.

☐ Yes

☒ No

Does the student have a dual sensory impairment?

☒ Yes

☐ No

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☐ Yes

☐ No

Primary Reading Medium

Select an Option

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

Other Reading Medium

27. Select the Primary Reading Medium that best applies to the student. A description of each reading medium is provided below the drop-down menu.

☒ No

Does the student have a dual sensory impairment?

☒ Yes

☐ No

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☒ Yes

☐ No

Primary Reading Medium

Braille reader

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Select an Option

Other Reading Medium

Select an Option

Language

Select an Option

28. Select the Secondary Reading Medium that best applies to the student. You may select "Not Applicable".

Is the student registered with the Florida & Virgin Islands Deafblind Collaborative (FAVI)? Visit the [FAVI DeafBlind Collaborative](#) to learn more about their Census and resources.

☒ Yes

☐ No

Primary Reading Medium

Braille reader

Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.

Secondary Reading Medium

Auditory reader

Other Reading Medium

Select an Option

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

29. Select the Other Reading Medium that best applies to the student. You may select "Not Applicable".

☐ No

Primary Reading Medium

Braille reader

*Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

30. Select the language that is most commonly used in instructional materials for this student. APH uses this information to project demand for Spanish or other language materials in braille and large print.

Primary Reading Medium

Braille reader

*Auditory Readers are students primarily using a reader or auditory materials in their studies.
Braille Readers are students primarily using braille in their studies.
Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

Select an Option

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

31. Select the certification box.

*Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☐ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

FIMC-VI

32. Select "Submit".

*Pre-readers are all infants and preschoolers, students working on or toward a readiness level, or older students with reading potential.
Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material.
Visual Readers are students primarily using print in their studies.*

Secondary Reading Medium

Auditory reader

Other Reading Medium

Not Applicable

Language

English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

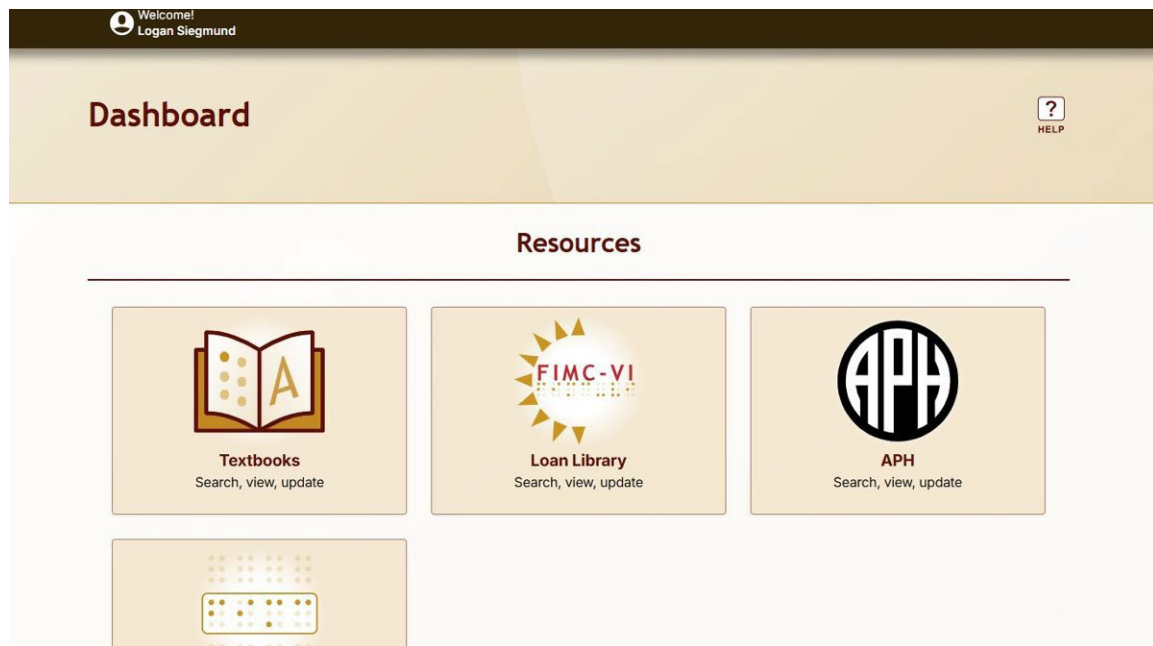
☒ I, Lucy Anderson, hereby certify that the information above is accurate and fully documented

Submit Go Back

FIMC-VI

Update a Student's Profile – Private, Agency, and Homeschool

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Scroll down and select the Student Management tile.



- Select the pencil icon in the Action column to edit the selected student.

Welcome!
Logan Siegmund

Dashboard

Search Results

[Export Students](#) | [Add Student](#)

Displaying 4 Records

Student ID	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
39	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDb (meets the definition of blindness)	
40	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

- Make any needed changes to the student's information.

Welcome!
Logan Siegmund

Dashboard

☒ I, Logan Siegmund, hereby confirm that the grade level and age of the student are accurate.

Which type of written plan addressing the unique needs of the student with VI is on file?

Individual Education Plan (IEP)

District

This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

FIMC

Distance Visual Acuity Right

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

20/200 and above (e.g. 20/400, 20/600, etc.)

Distance Visual Acuity Left

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

20/200 and above (e.g. 20/400, 20/600, etc.)

Peripheral Field Loss

If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.

Not Applicable

Education Facility Type

Public

Is the student registered with the Florida Low Vision Initiative (FLVI)? Visit the [FLORIDA LOW VISION INITIATIVE - LiveBinder](#) to learn more about

5. If the District field is showing "Select an Option", select the county that the student resides in.

Welcome!
Elizabeth Anderson

☒ I, Elizabeth Anderson, hereby confirm that the grade level and age of the student are accurate.

[Check For Existing Student](#)

Which type of written plan addressing the unique needs of the student with VI is on file?
Individual Education Plan (IEP)

District
This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.
Select an Option

Distance Visual Acuity Right
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Distance Visual Acuity Left
Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).
Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Peripheral Field Loss
If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.
Not Applicable

Education Facility Type
Public

6. Select "Submit".

Symbolic readers are students that access printed materials with tangible two- or three-dimensional symbols. Examples of these symbols are photographs, line pictures, real objects, miniature objects, partial objects, etc. These symbols may or may not have braille or print attached, but the student needs the additional symbol to access the learning material. Visual Readers are students primarily using print in their studies.

Secondary Reading Medium
Not Applicable

Other Reading Medium
Not Applicable

Student Status
Active

Language
English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

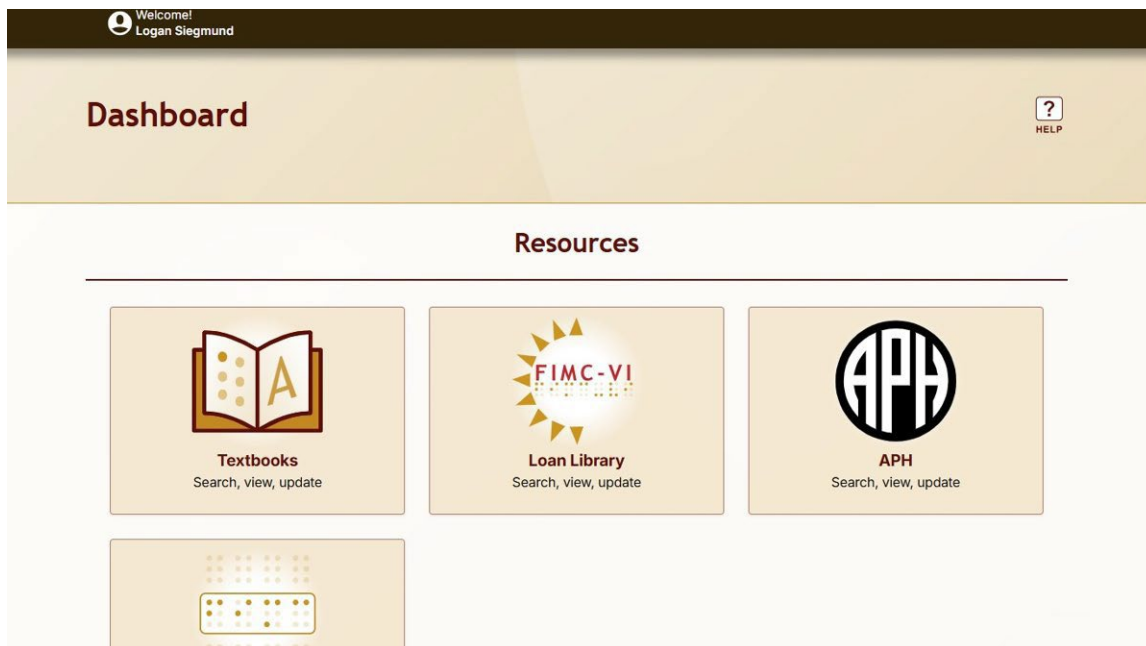
[Submit](#) [Go Back](#)

7. The student's Approval Status will change to Pending.

Search Results											
Export Students Add Student											
Displaying 4 Records											
Student ID	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
39	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
40	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	
FIMC-VI											

Make a Student Inactive – Private, Agency, and Homeschool

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Scroll down to and select the Student Management tile.



3. Select the pencil icon in the Actions column for the student you need to update.

Welcome! Logan Siegmund

Dashboard

Clear Search

Search Results

Export Students | Add Student

Displaying 4 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
Mya Robertson	13438	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Approved	FDB (functions at the definition of blindness)	
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

4. If the District field is showing "Select an Option", select the county that the student resides in.

Welcome! Elizabeth Anderson

Dashboard

☒ I, Elizabeth Anderson, hereby confirm that the grade level and age of the student are accurate.

Check For Existing Student

Which type of written plan addressing the unique needs of the student with VI is on file?

Individual Education Plan (IEP)

District

This reflects the district where the student is enrolled and the primary organization responsible for providing educational services.

Select an Option

Distance Visual Acuity Right

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Distance Visual Acuity Left

Provide distance visual acuity with correction using Snellen charts or equivalents (20/50, 20/400, NLP, CF, HM, etc.).

Anophthalmia, NLP, CF, OP, LP, HM or similar provided only

Peripheral Field Loss

If the student has a restricted visual field of 20 degrees or less, enter that information (e.g. VF 20, VF 6) if provided by the medical documentation. This information is essential if both acuities are better than 20/200. If the medical eye report does not indicate any of these peripheral field restrictions, leave this section blank.

Not Applicable

Education Facility Type

Public

5. Scroll down to the Student Status field and select the "Inactive" option.

The screenshot shows a web form titled "Welcome! Logan Siegmund" with a "Dashboard" link. The form contains several dropdown menus: "Secondary Reading Medium" (Auditory reader), "Other Reading Medium" (Not Applicable), "Student Status" (Inactive), "Student Inactive Reason" (Select an Option), and "Language" (English). A "Note to FIMC-VI (optional)" section is present with a text input field. A checkbox is checked, stating "I, Logan Siegmund, hereby certify that the information above is accurate and fully documented". At the bottom are "Submit" and "Go Back" buttons. An orange circle highlights the "Inactive" option in the "Student Status" dropdown.

6. When the "Student Inactive Reason" field appears, select the option that applies to the student.

This screenshot shows the same FIMC-VI form as above, but with the "Student Inactive Reason" dropdown menu open, showing "Moved" as the selected option. The "Student Status" remains "Inactive". All other fields and the certification checkbox are the same as in the previous screenshot. An orange circle highlights the "Moved" option in the "Student Inactive Reason" dropdown.

7. Select "Submit".

Secondary Reading Medium
Auditory reader

Other Reading Medium
Not Applicable

Student Status
Inactive

Student Inactive Reason
Moved

Language
English

Note to FIMC-VI (optional)
Please use this field to identify or cross reference if the student is a twin, triplet, etc. Also include any secondary visual factors in this field.

☒ I, Logan Siegmund, hereby certify that the information above is accurate and fully documented

Submit

Go Back

8. The student's Approval Status will update to Pending.

Welcome! Logan Siegmund

Successfully updated the student.

Dashboard

Clear

Search

Search Results

[Export Students](#) | [Add Student](#)

Displaying 4 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		
Mya Robertson	13438	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Pending		
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	

FIMC-VI

9. When the request is processed, the student will be removed from your organization's student list.

Welcome!
Logan Siegmund

Dashboard

X Clear

Q Search

Search Results

[Export Students](#) | [Add Student](#)

Displaying 3 Records

FIMC-VI

Visit the FIMC-VI website

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

View Student List for Your Organization

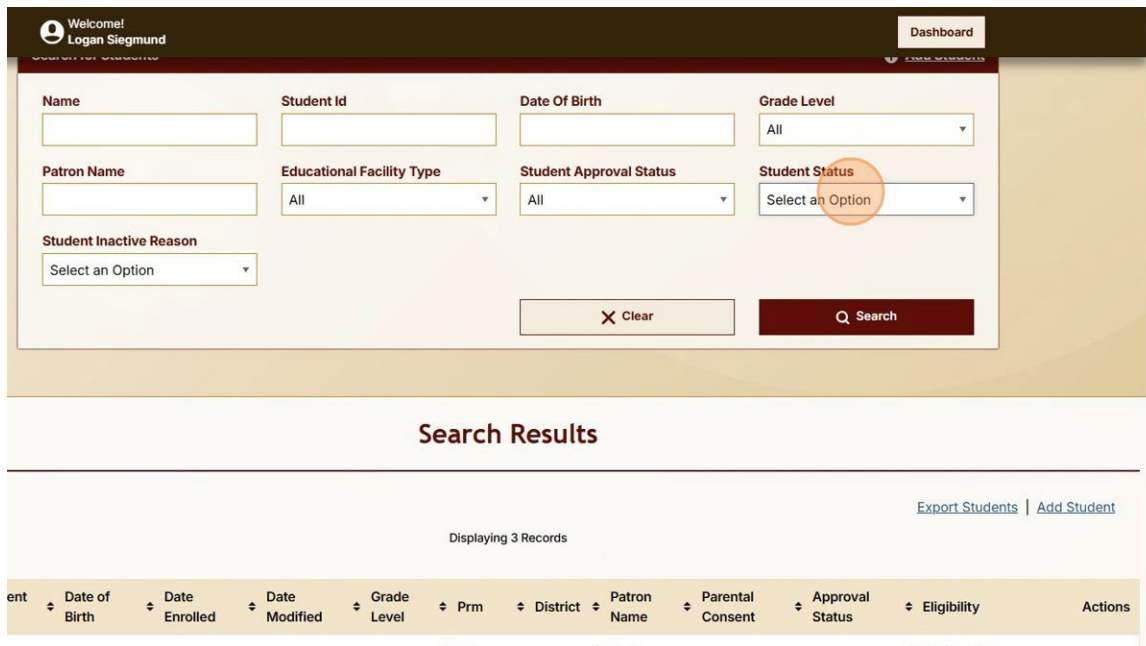
1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Scroll down and select the Student Management tile.



- You may choose to search by student name, ID, date of birth, grade level, etc.
However, the easiest way to view all students is to ensure the Student Status is left with no option selected and the Student Approval Status is set to All.

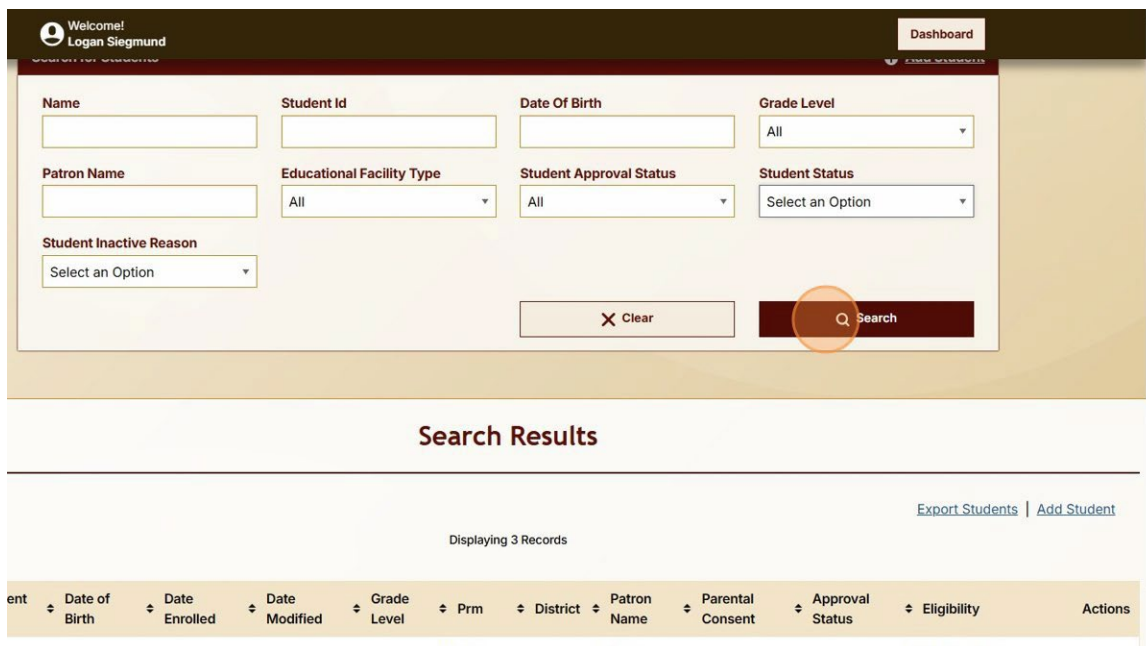


The screenshot shows a web application interface for searching students. At the top, there is a header with a user profile icon, the text "Welcome! Logan Siegmund", and a "Dashboard" button. Below the header is a search filter section with the following fields:

- Name: Text input field
- Student Id: Text input field
- Date Of Birth: Text input field
- Grade Level: Dropdown menu with "All" selected
- Patron Name: Text input field
- Educational Facility Type: Dropdown menu with "All" selected
- Student Approval Status: Dropdown menu with "All" selected
- Student Status: Dropdown menu with "Select an Option" selected (highlighted with an orange circle)
- Student Inactive Reason: Dropdown menu with "Select an Option" selected

Below the filters are two buttons: "Clear" (with an 'X' icon) and "Search" (with a magnifying glass icon). Below the search filters is a section titled "Search Results". Under this title, it says "Export Students | Add Student" and "Displaying 3 Records". Below this is a table with the following columns: "ent", "Date of Birth", "Date Enrolled", "Date Modified", "Grade Level", "Prm", "District", "Patron Name", "Parental Consent", "Approval Status", "Eligibility", and "Actions".

- Select "Search".



This screenshot is identical to the one above, showing the same search filter section and "Search Results" table. The only difference is that the "Search" button (with a magnifying glass icon) is now highlighted with an orange circle, indicating the next step in the process.

- You will see the list of all students in your organization. From here, you may edit a student's profile or view student approval statuses and eligibility. This is also where you can find FIMC_VI student IDs, which should be used when communicating with FIMC-VI.

Welcome!
Logan Siegmund

Dashboard

Search Results

[Export Students](#) | [Add Student](#)

Displaying 4 Records

Name	Student Id	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
Arthur Riffle	13439	08/03/2007	08/28/2025	08/28/2025	Twelfth	Braille reader	FIMC	Sydney Walton	Yes	Approved	MDB (meets the definition of blindness)	
Bear Feree	13440	04/09/2021	08/28/2025	08/28/2025	PS	Pre-reader	FIMC	Sydney Walton	No	Approved	No Parental Consent	
Mya Robertson	13438	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney Walton	No	Not Approved		
Taffy Grigg	13437	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Pending		

FIMC-VI
Visit the FIMC-VI website
4716 W Montgomery Ave

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA).

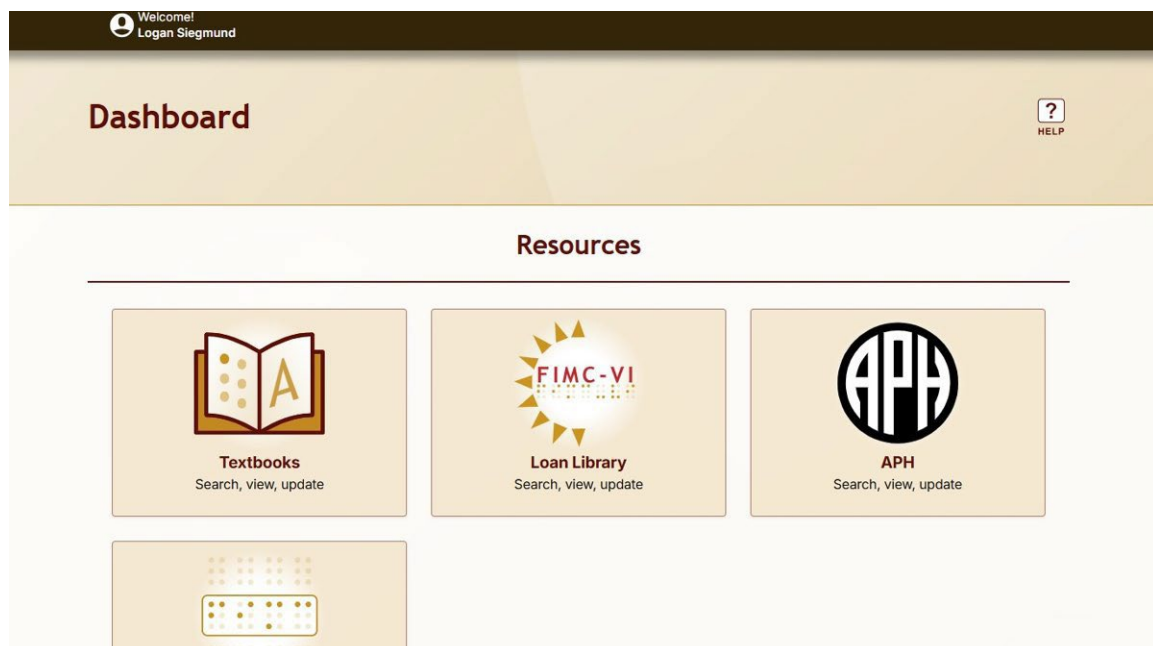
Annual Census Timelines

1. December 1-31 – ESE directors and administrators update users in User Management
2. January 1-31 – District/LEA and organization staff update ALL student records
 - a. Statuses
 - i. Need Info – student has not been updated
 - ii. Pending – student has been updated but not approved by FIMC-VI
 - iii. Approved – student has been updated and approved by FIMC-VI
3. February 1-7 – No new students may be registered
4. February 8 – Annual Census ends; resume normal user and student management

Textbook Requests

How to Use Textbook "Add to Queue" Feature and Check Out

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Textbooks tile.



3. In the Search field, type the ISBN of the title you are searching for and select the Search button. Do not use spaces or hyphens.

FIMC-VI Portal

Welcome!
Logan Siegmund

Textbooks

Search the catalog

Keyword

What's New Queue Loan History

Search Results

First Previous 1 – 25 of 20828 Next

11 PRACTICE TESTS FOR THE SAT AND PSAT

STAFF (Author)
Ninth (Grade)

4. If the title appears in results, confirm that needed format is available (quantity showing in stock).

Displaying 1 Records

ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Ninth (Grade)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
127329 (Access Number)
Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

Format	Availability	Actions
Braille (UEB)	In Stock Qty: 1	Add to Queue
Braille (Nemeth)	In Stock Qty: 2	Add to Queue
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Order Request
Digital	Out of stock	Order Request

5. Select "Add to Queue".

Displaying 1 Records

ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Ninth (Grade)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
127329 (Access Number)
Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

Format	Availability	Actions
Braille (UEB)	In Stock Qty: 1	Add to Queue
Braille (Nemeth)	In Stock Qty: 2	Add to Queue
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Order Request
Digital	Out of stock	Order Request

6. A message will appear showing "Successfully added item to your Queue."

Welcome!
Logan Siegmund

Successfully added item to your Queue.

Dashboard

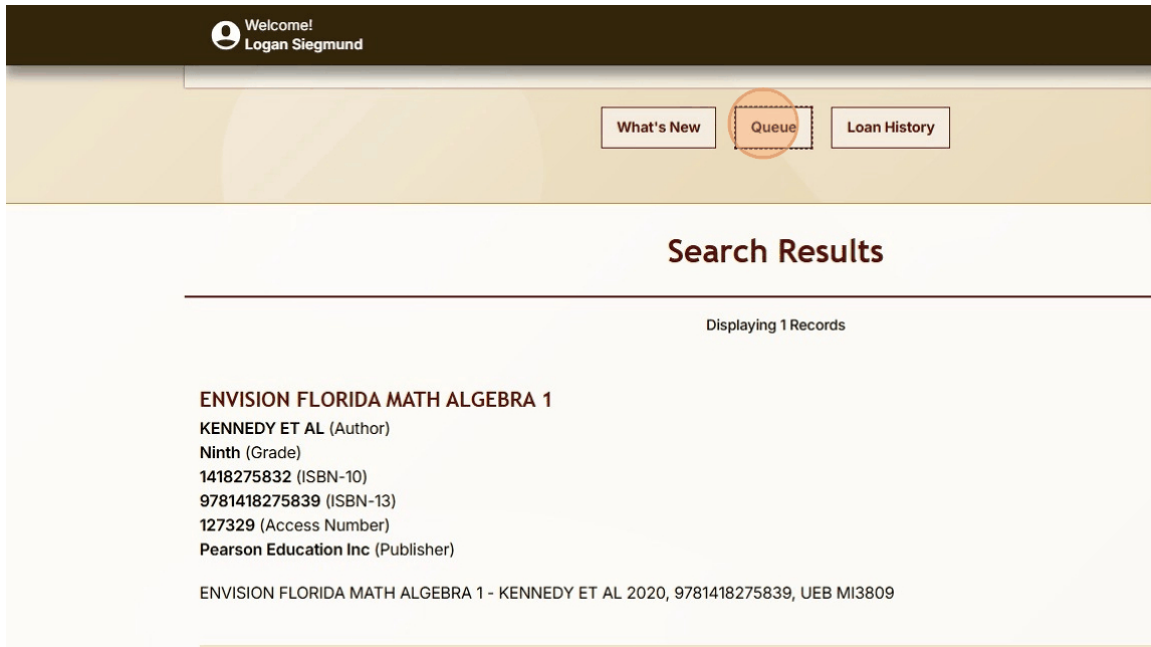
Displaying 1 Records

ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Ninth (Grade)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
127329 (Access Number)
Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

Format	Availability	Actions
Braille (UEB)	Out of stock	Order Request
Braille (Nemeth)	In Stock Qty: 2	Add to Queue
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Order Request
Digital	Out of stock	Order Request

7. To check out, select "Queue" above the Search Results.



Welcome!
Logan Siegmund

What's New Queue Loan History

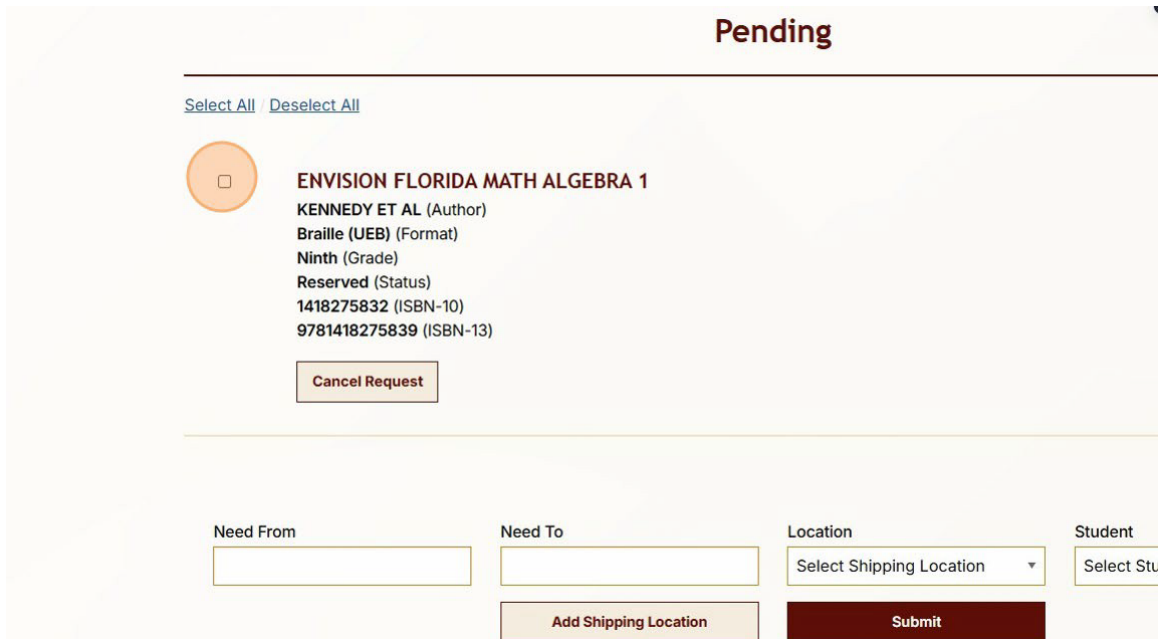
Search Results

Displaying 1 Records

ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Ninth (Grade)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
127329 (Access Number)
Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

8. Select the checkbox next to the title you want to check out. You may select multiple titles at a time. Any selected titles will be assigned to the same student and shipped to the same location.



Pending

[Select All](#) [Deselect All](#)

☐ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

Cancel Request

Need From:

Need To:

Location:

Student:

Add Shipping Location Submit

9. Select the "Need From" field.

[Select All](#) [Deselect All](#)

☒ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

[Cancel Request](#)

Need From Need To Location Student

[Add Shipping Location](#) [Submit](#)

10. Use the calendar to select the date you need this title by.

[Select All](#) [Deselect All](#)

☒ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)

[Add Shipping Location](#) [Submit](#)

11. Select the "Need To" field.

Pending

[Select All](#) [Deselect All](#)

☒ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

[Cancel Request](#)

Need From
08/28/2025

Need To
[Calendar: August 2025, date 28 selected]

Location
Select Shipping Location

Student
Select Student

[Add Shipping Location](#) [Submit](#)

12. Use the calendar to select the date when the book will no longer be needed by this student.

Pending

[Select All](#) [Deselect All](#)

☒ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

[Cancel Request](#)

Need From
08/28/2025

Need To
[Calendar: June 2026, date 1 selected]

Location
Select Shipping Location

Student
Select Student

[Add Shipping Location](#) [Submit](#)

13. Select the location this title should be sent to. Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI if needed.

IN FLORIDA MATH ALGEBRA 1
ET AL (Author)
EB (Format)
ade)
(Status)
32 (ISBN-10)
75839 (ISBN-13)

request

Need To: 06/01/2026 Location: ALABAMA INSTRUCTIONAL F Student: Select Student

Add Shipping Location Submit

14. If the needed location is not showing, you may select Add Shipping Location. Otherwise, skip to step 22.

Pending

[Select All](#) [Deselect All](#)

☒ **SAVVAS MY PERSPECTIVES ENGLISH GRADE 6**
STAFF (Author)
Braille (UEB) (Format)
Sixth (Grade)
Reserved (Status)
1418304026 (ISBN-10)
9781418304027 (ISBN-13)

Cancel Request

Need From: 07/29/2025 Need To: 06/01/2026 Location: Select Shipping Location Student: Select Student

Add Shipping Location Submit

15. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

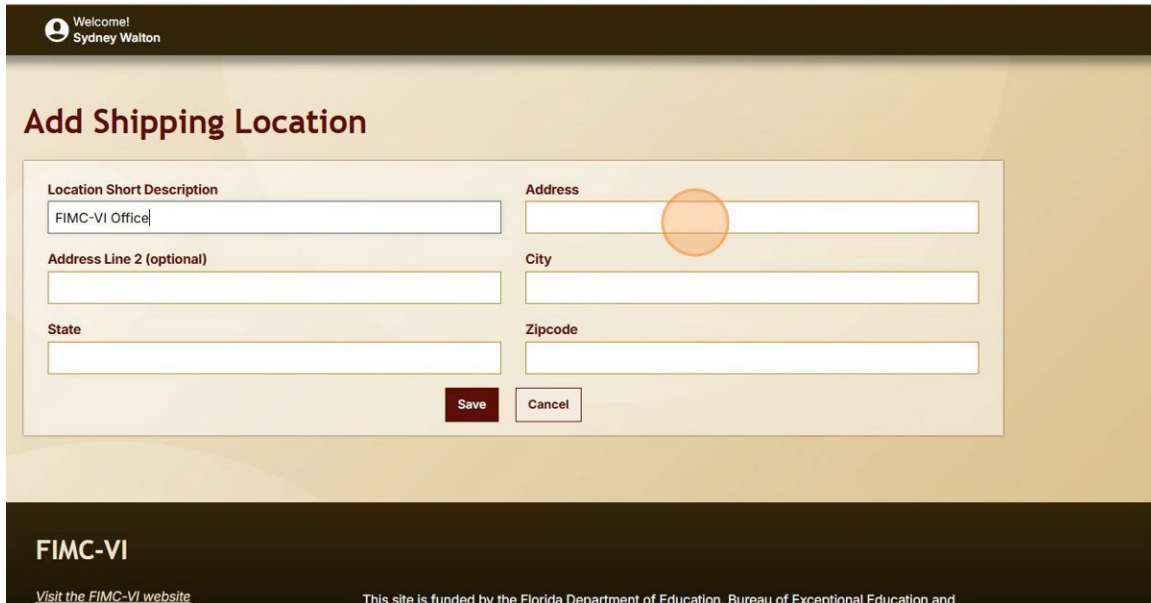
Location Short Description		Address	
Address Line 2 (optional)		City	
State		Zipcode	

FIMC-VI

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16. In the "Address" field, type the street address of the location. For example:
4716 W Montgomery Ave. You may use the Address Line 2 field as well if
needed.

FIMC-VI Portal



Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address
Address Line 2 (optional) 	City
State 	Zipcode

Save Cancel

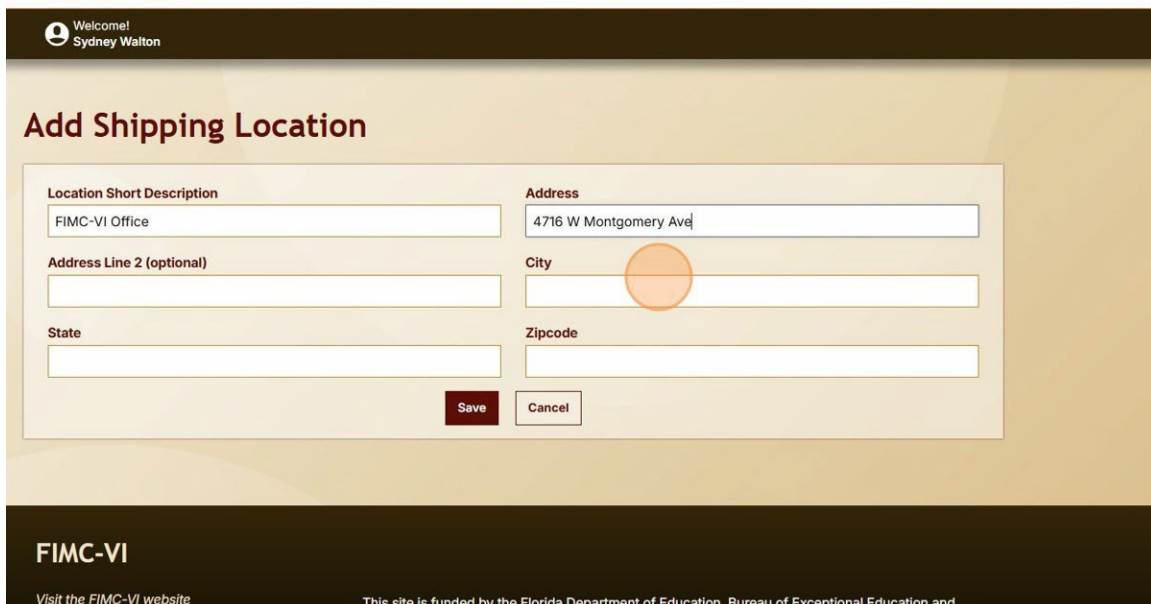
FIMC-VI

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17. In the "City" field, type the name of the city.

FIMC-VI Portal



Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City
State 	Zipcode

Save Cancel

FIMC-VI

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18. In the "State" field, type FL for Florida.

Sydney Walton

Add Shipping Location

Location Short Description	Address
FIMC-VI Office	4716 W Montgomery Ave
Address Line 2 (optional)	City
	Tampa
State	Zipcode
Save Cancel	

FIMC-VI

Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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19. In the "Zipcode" field, type the zip code.

Sydney Walton

Add Shipping Location

Location Short Description	Address
FIMC-VI Office	4716 W Montgomery Ave
Address Line 2 (optional)	City
	Tampa
State	Zipcode
FL	
Save Cancel	

FIMC-VI

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4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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20. Select "Save".

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State FL	Zipcode 33616

Save **Cancel**

FIMC-VI

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21. A message will appear stating "Successfully added a shipping location." You may close this message.

FIMC-VI Portal

Welcome!
Sydney Walton

Successfully added 1 shipping location. ✕

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List Select an Option	Student Select an Option
Remove Location	Add Location

Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From 	Need To
Medium Requested Large Print	Publisher Select an Option

22. Select the student this title should be assigned to.

ENVISION FLORIDA MATH ALGEBRA 1

AL (Author)

Format)

tus)

SBN-10)

39 (ISBN-13)

est

Need To

06/01/2026

Location

ALABAMA INSTRUCTIONAL F

Student

Arthur Riffle

Add Shipping Location

Submit

23. Once the correct shipping is location and student is selected, select "Submit".

Pending

[Select All](#) [Deselect All](#)

☒ ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
Cancel Request

Need From

08/28/2025

Need To

06/01/2026

Location

ALABAMA INSTRUCTIONAL F

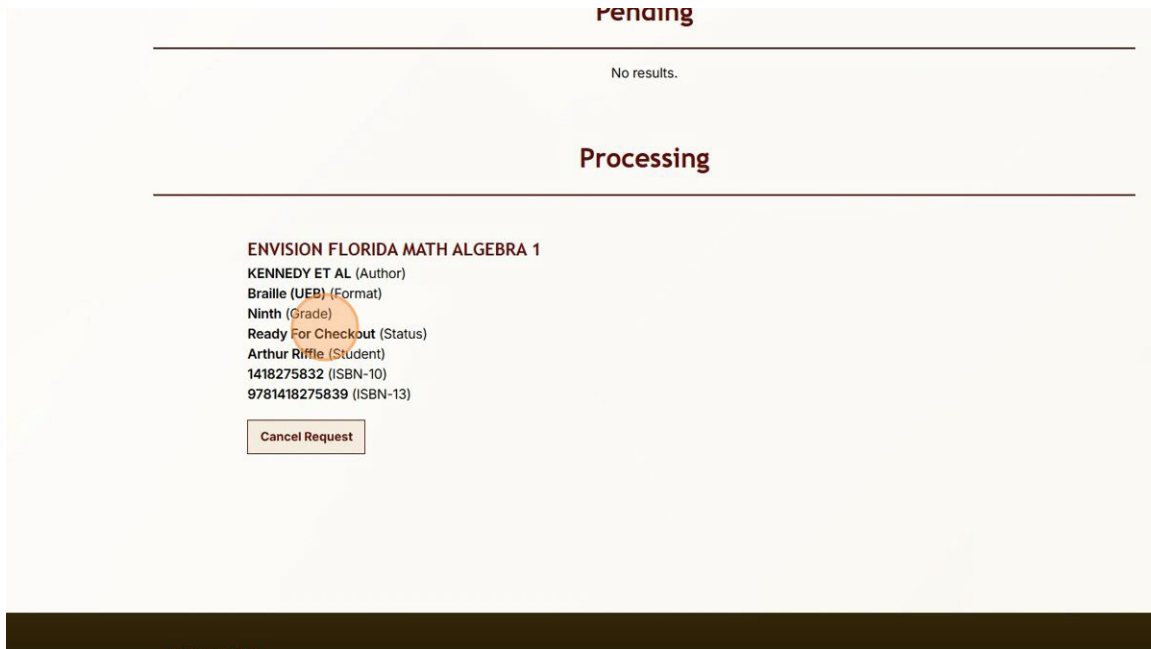
Student

Arthur Riffle

Add Shipping Location

Submit

24. The title will appear on the Queue page under Processing, with a status of Ready For Checkout.



How to Use Textbook "Order Request" Feature

When a textbook has been produced or purchased previously but is not available on the shelf, the Order Request link will appear.

This user guide will take you through the steps of submitting an order request, including adding a shipping location if needed.

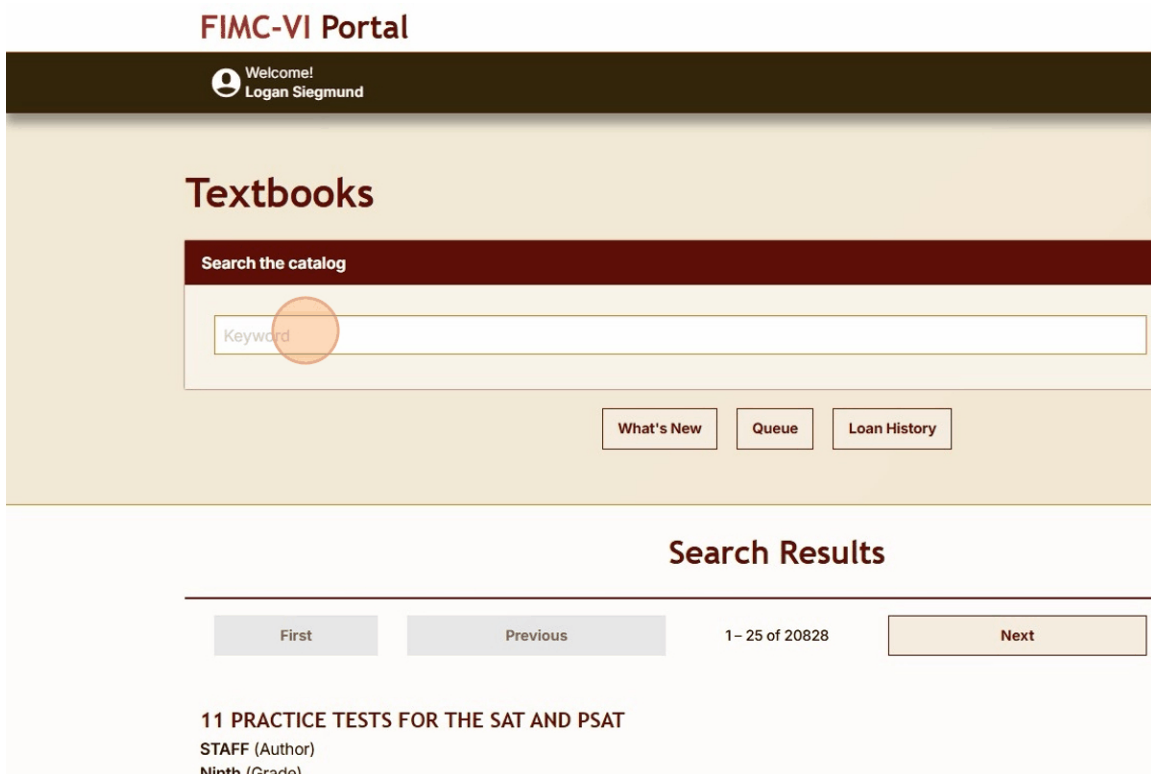
1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Textbooks tile.



3. In the Search field, type the ISBN of the title you are searching for and select the Search button.



4. Locate the needed ISBN/title and determine the availability of the needed format. If Order Request appears under Actions, FIMC-VI will need to produce or purchase another copy of the title in order to fulfill your order. FIMC-VI may request an inkprint.

ENVISION FLORIDA MATH ALGEBRA 1

KENNEDY ET AL (Author)

Ninth (Grade)

1418275832 (ISBN-10)

9781418275839 (ISBN-13)

127329 (Access Number)

Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

Format	Availability	Actions
Braille (UEB)	In Stock Qty: 1	Add to Queue
Braille (Nemeth)	In Stock Qty: 2	Add to Queue
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Order Request
Digital	Out of stock	Order Request

FIMC-VI

5. Select the "Order Request" link.

ENVISION FLORIDA MATH ALGEBRA 1

KENNEDY ET AL (Author)

Ninth (Grade)

1418275832 (ISBN-10)

9781418275839 (ISBN-13)

127329 (Access Number)

Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

Format	Availability	Actions
Braille (UEB)	In Stock Qty: 1	Add to Queue
Braille (Nemeth)	In Stock Qty: 2	Add to Queue
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Order Request
Digital	Out of stock	Order Request

FIMC-VI

6. The next screen is where you will select the location, student, need from, and need to dates.

FIMC-VI Portal

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List Select an Option Remove Location Add Location	Student Select an Option
Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From	Need To
Medium Requested Large Print	Publisher Select an Option

7. Search in the Active Location List for the location the order should be sent to.
CAUTION: All locations for all organizations in the state are shown, so be sure to select the correct location. You may confirm locations with FIMC-VI.

FIMC-VI Portal

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List FIM FIMC-VI PROFESSIONAL LIBRARY	Student Select an Option
Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From	Need To
Medium Requested Large Print	Publisher Select an Option
Copyright	Author

8. If the needed location is not showing, you may select Add Location. Otherwise, skip to step 17.

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List FIMC-VI PROFESSIONAL LIBRARY Remove Location Add Location	Student Arthur Riffle
Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From 08/01/2025	Need To 06/01/2026
Medium Requested Large Print	Publisher Select an Option
Copyright 01/01/2020	Author KENNEDY ET AL

9. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description	Address
Address Line 2 (optional)	City
State	Zipcode

Save Cancel

FIMC-VI

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10. In the "Address" field, type the street address of the location. For example:
4716 W Montgomery Ave. You may use the Address Line 2 field as well if
needed.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address
Address Line 2 (optional) 	City
State 	Zipcode

Save **Cancel**

FIMC-VI

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11. In the "City" field, type the name of the city.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City
State 	Zipcode

Save **Cancel**

FIMC-VI

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12. In the "State" field, type FL for Florida.

Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State 	Zipcode

Save **Cancel**

FIMC-VI
Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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13. In the "Zipcode" field, type the zip code.

Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State FL	Zipcode

Save **Cancel**

FIMC-VI
Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (813) 837-7826 or email information@fimcvi.org.

14. Select "Save".

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State FL	Zipcode 33616

Save **Cancel**

FIMC-VI

[Visit the FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

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15. A message will appear stating "Successfully added a shipping location." You may close this message.

FIMC-VI Portal

Welcome!
Sydney Walton

Successfully added a shipping location. ✕

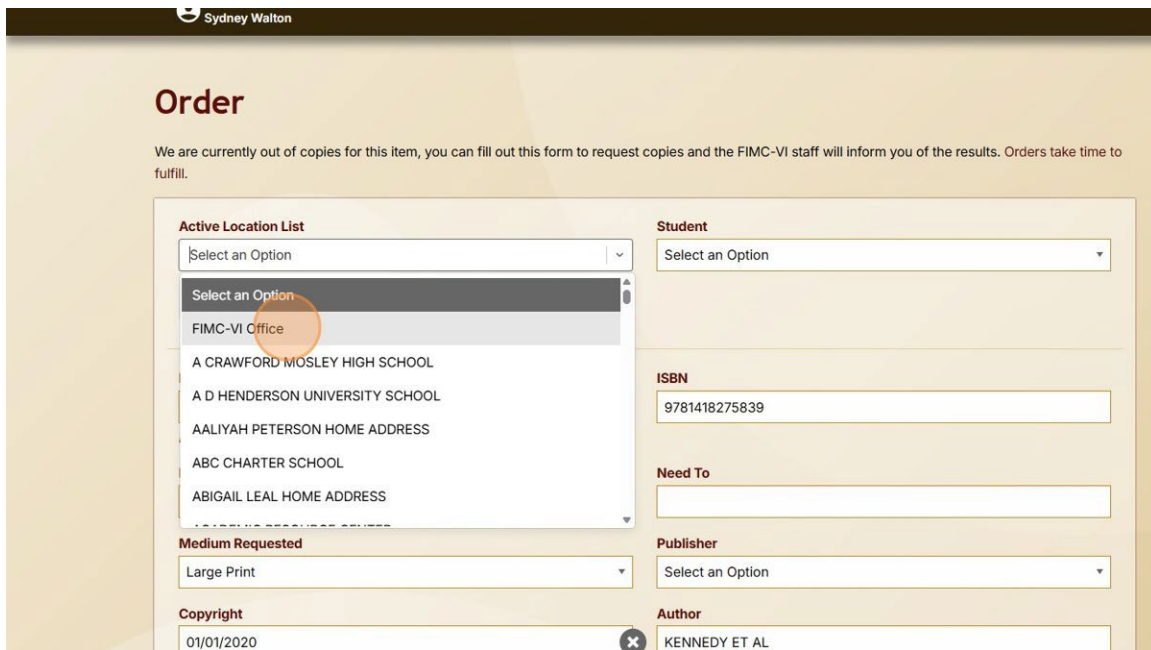
Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List Select an Option	Student Select an Option
Remove Location	Add Location

Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From 	Need To
Medium Requested Large Print	Publisher Select an Option

16. Search for the new location in the Active Location List.



Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List

Select an Option

Select an Option

FIMC-VI Office

A CRAWFORD MOSLEY HIGH SCHOOL

A D HENDERSON UNIVERSITY SCHOOL

AALIYAH PETERSON HOME ADDRESS

ABC CHARTER SCHOOL

ABIGAIL LEAL HOME ADDRESS

Student

Select an Option

ISBN

9781418275839

Need To

Publisher

Select an Option

Author

KENNEDY ET AL

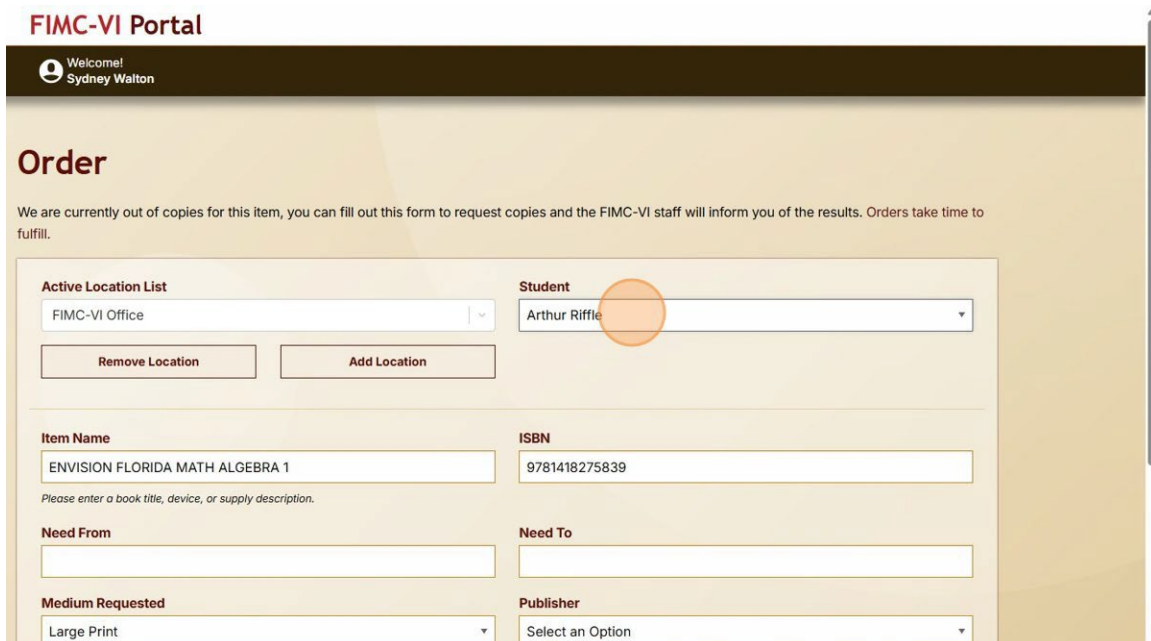
Medium Requested

Large Print

Copyright

01/01/2020

17. In the Student field, select the student the order should be assigned to.



FIMC-VI Portal

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List

FIMC-VI Office

Remove Location

Add Location

Student

Arthur Riffle

Item Name

ENVISION FLORIDA MATH ALGEBRA 1

Please enter a book title, device, or supply description.

ISBN

9781418275839

Need From

Need To

Medium Requested

Large Print

Publisher

Select an Option

18. Select the Need From field and use the calendar to select a date.

The screenshot shows a library catalog form with the following fields and values:

- Active Location List:** FIMC-VI Office
- Student:** Arthur Riffle
- Item Name:** ENVISION FLORIDA MATH ALGEBRA 1
- ISBN:** 9781418275839
- Need From:** A calendar overlay is shown for September 2025, with the date 5 (Friday) selected. The calendar has a header with days of the week and a grid of dates. The date 5 is circled in orange.
- Need To:** (Empty field)
- Publisher:** Select an Option
- Author:** KENNEDY ET AL
- Alternate Copyright:** (Empty field)
- Alternate Medium:** Select an Option
- Special Instructions:** (Empty field)

19. Select the Need To field and use the calendar to select a date.

The screenshot shows the same library catalog form as above, but with the 'Need To' field selected and a calendar overlay. The 'Need From' field now contains the date 08/01/2025. The 'Need To' field is empty, and the calendar overlay for September 2025 is shown with the date 5 (Friday) selected. The date 5 is circled in orange.

The form fields and values are:

- Active Location List:** FIMC-VI Office
- Student:** Arthur Riffle
- Item Name:** ENVISION FLORIDA MATH ALGEBRA 1
- ISBN:** 9781418275839
- Need From:** 08/01/2025
- Need To:** (Empty field)
- Medium Requested:** Large Print
- Copyright:** 01/01/2020
- Series Title:** (Empty field)
- Grade Level:** Ninth
- Special Instructions:** (Empty field)

20. Select "Save".

Please enter a book title, device, or supply description.

Need From 08/01/2025	Need To 06/01/2026
Medium Requested Large Print	Publisher Select an Option
Copyright 01/01/2020	Author KENNEDY ET AL
Series Title 	Alternate Copyright
Grade Level Ninth	Alternate Medium Select an Option
Special Instructions 	

Save **Go Back**

21. A message will appear stating "Successfully added a order request." You may close this message.

FIMC-VI Portal

Welcome! Sydney Walton

Successfully added a order request.

Dashboard

Textbooks

Search the catalog

Keyword

Search

What's New **Queue** **Loan History**

Search Results

First Previous 1 - 25 of 20828 Next Last

11 PRACTICE TESTS FOR THE SAT AND PSAT
STAFF (Author)
Ninth (Grade)

22. To view submitted Order Requests, select the Queue above the Search Results.

The screenshot shows a web interface for searching textbooks. At the top, there is a header with a user profile icon and the text "Welcome! Sydney Walton" on the left, and a "Dashboard" button on the right. Below the header, the main section is titled "Textbooks". Under this title, there is a search bar with the placeholder text "Search the catalog". Below the search bar, there is a search input field with the placeholder text "Keyword" and a "Q Search" button. Below the search bar, there are three buttons: "What's New", "Queue", and "Loan History". The "Queue" button is highlighted with an orange circle. Below the buttons, there is a section titled "Search Results". This section contains a navigation bar with buttons for "First", "Previous", "1 - 25 of 20828", "Next", and "Last". Below the navigation bar, there is a list of search results. The first result is "11 PRACTICE TESTS FOR THE SAT AND PSAT" by STAFF (Author), Ninth (Grade), with ISBN-10 0375766146.

23. The submitted order will appear under Processing. Select the "View Order" link to view details.

The screenshot shows a web interface with two sections: "Pending" and "Processing". The "Pending" section is at the top and contains the text "No results." below a horizontal line. The "Processing" section is below the "Pending" section and contains a list of orders. The first order is "ENVISION FLORIDA MATH ALGEBRA 1" by KENNEDY ET AL (Author), Large Print (Format), Ninth (Grade), Order Received (Status), Arthur Riffle (Student), with ISBN-10 1418275832 and ISBN-13 9781418275839. Below the order details, there is a "View Order" link highlighted with an orange circle.

24. The order details will appear. If there is an error in the order or the order is no longer needed, you must contact FIMC-VI directly to cancel the order. Please email a screenshot of the order that needs to be cancelled to Denise Battle (dbattle@fimcvi.org) and Liz Anderson (eanderson@fimcvi.org).

FIMC-VI Portal

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

If the 'Cancel order' button is not showing for an order, please contact FIMC-VI to cancel or make changes to an order

Active Location List	Student
FIMC-VI Office	Arthur Riffle

Item Name	ISBN
ENVISION FLORIDA MATH ALGEBRA 1	9781418275839

Please enter a book title, device, or supply description.

Need From
8/1/2025

Need To
6/1/2026

25. Select "Go Back" to return to the Queue.

Need To	6/1/2026
----------------	----------

Medium Requested	Publisher
Large Print	Select an Option

Copyright
1/1/2020

Author	Series Title
KENNEDY ET AL	

Alternate Copyright

Grade Level	Alternate Medium
Ninth	Select an Option

Special Instructions

Go Back

How to Use Textbook "Special Order Request" Feature

When a textbook or format has never been produced or purchased by FIMC-VI, the Special Order Request link will appear. These orders take the longest to fulfill and an inkprint may be requested.

This user guide will take you through the steps of submitting a special order request, including adding a shipping location if needed.

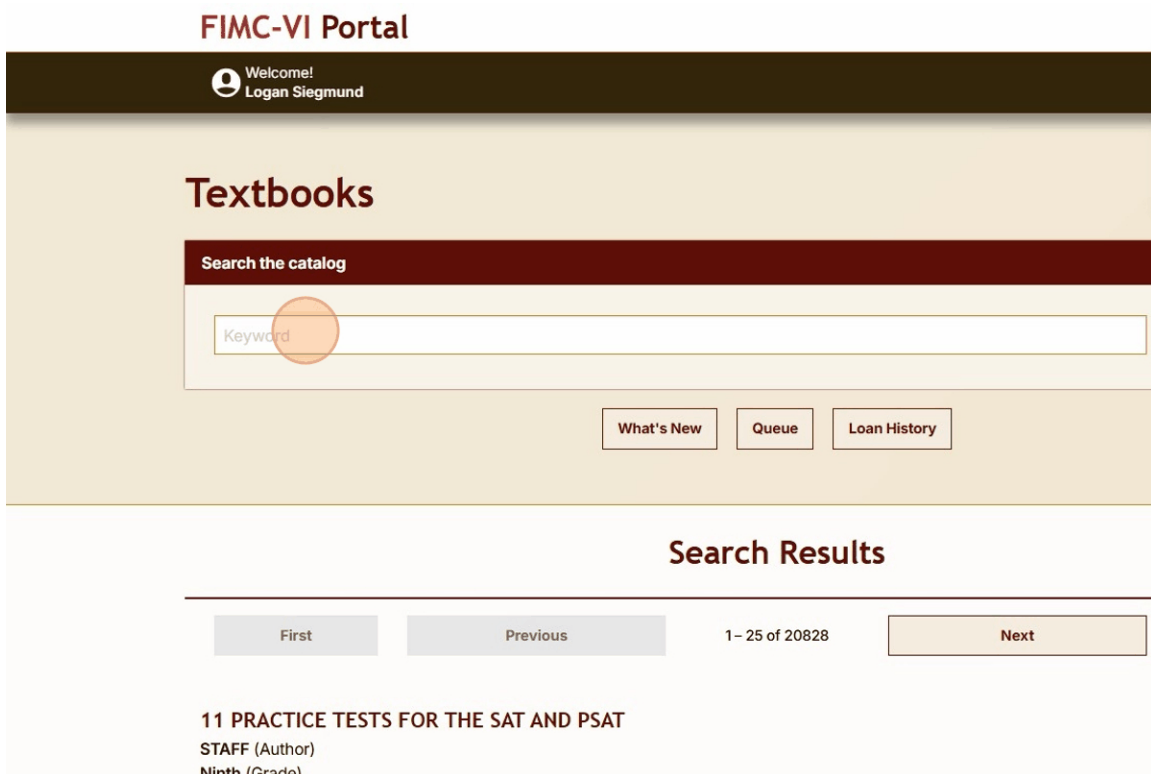
1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Textbooks tile.



3. In the Search field, type the ISBN of the title you are searching for and select the Search button.



4. Locate the needed ISBN/title and determine the availability of the needed format. If Special Order Request appears under Actions, this is considered a brand new book and FIMC-VI will need to produce or purchase the title in order to fulfill your order. An inkprint may be requested.

ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK

STAFF (Author)
Sixth (Grade)
1418365246 (ISBN-10)
9781418365240 (ISBN-13)
128972 (Access Number)
Savvas (Publisher)

ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK - STAFF 2023, 9781418365240,

Format	Availability	Actions
Braille (UEB)	Out of stock	Order Request
Braille (Nemeth)	Out of stock	Special Order Request
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Special Order Request
Digital	Out of stock	Special Order Request

ENVISION FLORIDA BEST MATH ASSESSMENT SOURCEBOOK GRADE 5

STAFF (Author)
Fifth (Grade)

5. Select the "Special Order Request" link.

ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK

STAFF (Author)
Sixth (Grade)
1418365246 (ISBN-10)
9781418365240 (ISBN-13)
128972 (Access Number)
Savvas (Publisher)

ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK - STAFF 2023, 9781418365240,

Format	Availability	Actions
Braille (UEB)	Out of stock	Order Request
Braille (Nemeth)	Out of stock	Special Order Request
Braille (EBAE)	Out of stock	Special Order Request
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Special Order Request
Digital	Out of stock	Special Order Request

ENVISION FLORIDA BEST MATH ASSESSMENT SOURCEBOOK GRADE 5

STAFF (Author)
Fifth (Grade)

- The next screen is where you will select the location, student, need from, and need to dates.

FIMC-VI Portal

Welcome!
Logan Siegmund

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

Active Location List Select an Option Remove Location Add Location	Student Select an Option
Item Name ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORK Please enter a book title, device, or supply description.	ISBN 9781418365240
Need From 	Need To
Medium Requested Braille (Nemeth)	Publisher Select an Option

- Search in the Active Location List for the location the order should be sent to.
CAUTION: All locations for all organizations in the state are shown, so be sure to select the correct location. You may confirm locations with FIMC-VI.

FIMC-VI Portal

Welcome!
Logan Siegmund

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

Active Location List Select an Option Select an Option FIMC-VI Office A CRAWFORD MOSLEY HIGH SCHOOL A D HENDERSON UNIVERSITY SCHOOL AALIYAH PETERSON HOME ADDRESS ABC CHARTER SCHOOL ABIGAIL LEAL HOME ADDRESS A BRYAN W. BRYAN JR. MIDDLE SCHOOL	Student Select an Option
Medium Requested Braille (Nemeth)	ISBN 9781418365240
Need From 	Need To
Copyright 01/01/2023	Publisher Select an Option
	Author STAFF

8. If the needed location is not showing, you may select Add Location. Otherwise, skip to step 17.

Welcome!
Sydney Walton

Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List
FIMC-VI PROFESSIONAL LIBRARY
Remove Location Add Location

Student
Arthur Riffle

Item Name
ENVISION FLORIDA MATH ALGEBRA 1
Please enter a book title, device, or supply description.

ISBN
9781418275839

Need From
08/01/2025

Need To
06/01/2026

Medium Requested
Large Print

Publisher
Select an Option

Copyright
01/01/2020

Author
KENNEDY ET AL

9. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description

Address

Address Line 2 (optional)

City

State

Zipcode

Save Cancel

FIMC-VI

[Visit the FIMC-VI website](#)

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

10. In the "Address" field, type the street address of the location. For example:
4716 W Montgomery Ave. You may use the Address Line 2 field as well if
needed.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address
Address Line 2 (optional) 	City
State 	Zipcode

FIMC-VI

[Visit the FIMC-VI website](#) This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

11. In the "City" field, type the name of the city.

FIMC-VI Portal

Welcome!
Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City
State 	Zipcode

FIMC-VI

[Visit the FIMC-VI website](#) This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

12. In the "State" field, type FL for Florida.

Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State 	Zipcode

Save **Cancel**

FIMC-VI
Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (813) 837-7826 or email information@fimcvi.org.

13. In the "Zipcode" field, type the zip code.

Sydney Walton

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State FL	Zipcode

Save **Cancel**

FIMC-VI
Visit the FIMC-VI website
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (813) 837-7826 or email information@fimcvi.org.

14. Select "Save".

Add Shipping Location

Location Short Description FIMC-VI Office	Address 4716 W Montgomery Ave
Address Line 2 (optional) 	City Tampa
State FL	Zipcode 33616

Save **Cancel**

FIMC-VI

[Visit the FIMC-VI website](#)
4716 W Montgomery Ave
Tampa, FL 33616
(813) 837-7826

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and Student Services, through federal funds under the Individuals with Disabilities Education Act (IDEA), Part B. For technical support, call (813) 837-7826 or email information@fimcvl.org.

15. A message will appear stating "Successfully added a shipping location." You may close this message.

FIMC-VI Portal

Welcome!
Sydney Walton

Successfully added a shipping location. ✕

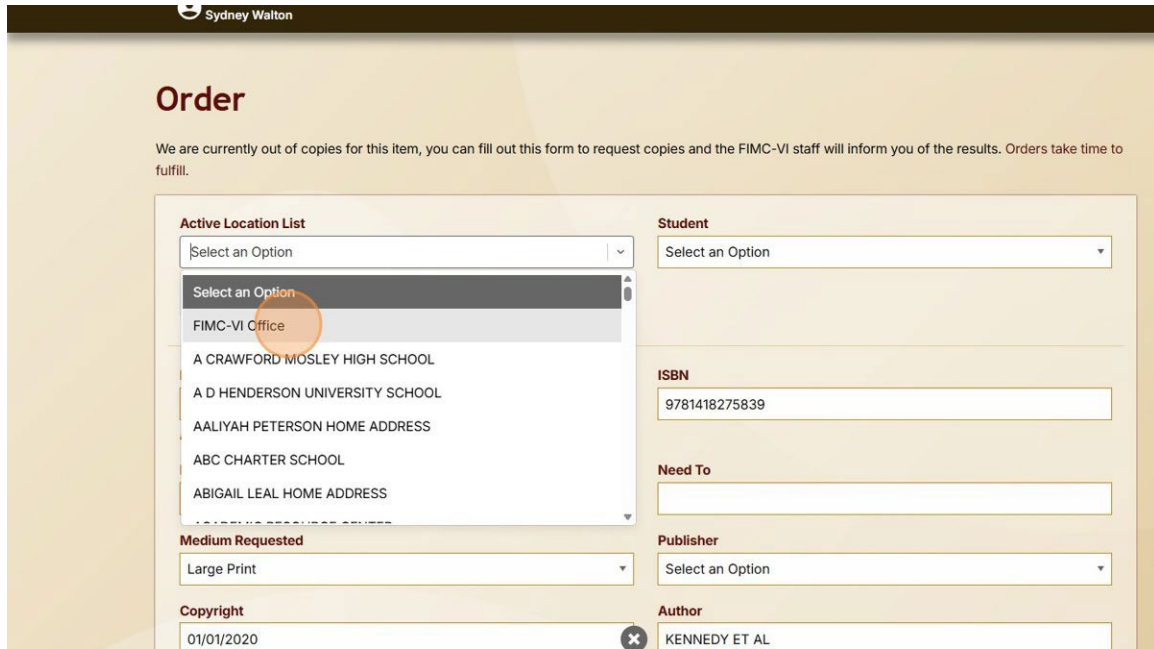
Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List Select an Option	Student Select an Option
Remove Location	Add Location

Item Name ENVISION FLORIDA MATH ALGEBRA 1 Please enter a book title, device, or supply description.	ISBN 9781418275839
Need From 	Need To
Medium Requested Large Print	Publisher Select an Option

16. Search for the new location in the Active Location List.



Order

We are currently out of copies for this item, you can fill out this form to request copies and the FIMC-VI staff will inform you of the results. Orders take time to fulfill.

Active Location List

Select an Option

Select an Option

FIMC-VI Office

A CRAWFORD MOSLEY HIGH SCHOOL

A D HENDERSON UNIVERSITY SCHOOL

AALIYAH PETERSON HOME ADDRESS

ABC CHARTER SCHOOL

ABIGAIL LEAL HOME ADDRESS

Student

Select an Option

ISBN

9781418275839

Need To

Publisher

Select an Option

Author

KENNEDY ET AL

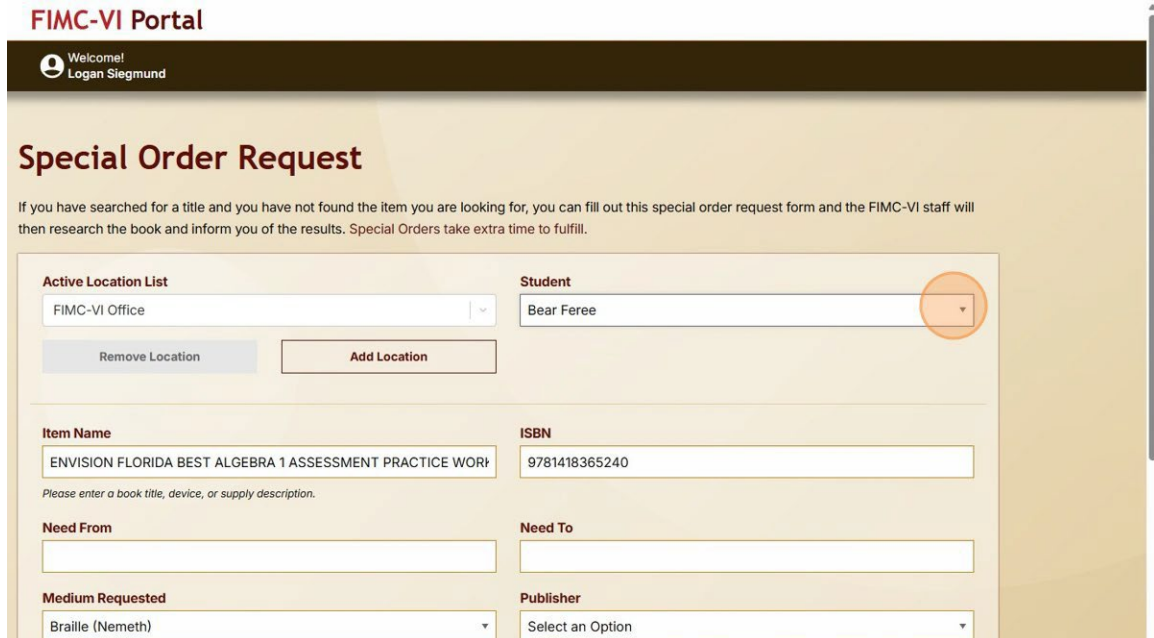
Medium Requested

Large Print

Copyright

01/01/2020

17. In the Student field, select the student the order should be assigned to.



FIMC-VI Portal

Welcome!
Logan Siegmund

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

Active Location List

FIMC-VI Office

Remove Location

Add Location

Student

Bear Feree

Item Name

ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORK

Please enter a book title, device, or supply description.

ISBN

9781418365240

Need From

Need To

Medium Requested

Braille (Nemeth)

Publisher

Select an Option

18. Select the Need From field and use the calendar to select a date.

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

Active Location List FIMC-VI Office <button>Remove Location</button> <button>Add Location</button>	Student Bear Feree
Item Name ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK Please enter a book title, device, or supply description.	ISBN 9781418365240
Need From 	Need To
Medium Requested Braille (Nemeth)	Publisher Select an Option
Copyright 01/01/2023	Author STAFF
Series Title 	Alternate Copyright

19. Select the Need To field and use the calendar to select a date.

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

Active Location List FIMC-VI Office <button>Remove Location</button> <button>Add Location</button>	Student Bear Feree
Item Name ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK Please enter a book title, device, or supply description.	ISBN 9781418365240
Need From 08/01/2025	Need To
Medium Requested Braille (Nemeth)	Publisher Select an Option
Copyright 01/01/2023	Author STAFF
Series Title 	Alternate Copyright

20. Select "Save".

Please enter a book title, device, or supply description.

Need From 08/01/2025	Need To 06/01/2026
Medium Requested Braille (Nemeth)	Publisher Select an Option
Copyright 01/01/2023	Author STAFF
Series Title 	Alternate Copyright
Grade Level Sixth	Alternate Medium Select an Option
Special Instructions 	
Save Go Back	

21. A message will appear stating "Successfully added a order request." You may close this message.

FIMC-VI Portal

Welcome! Logan Siegmund **Dashboard**

Textbooks

Search the catalog

Keyword **Search**

What's New **Queue** **Loan History**

Search Results

First Previous 1 - 25 of 20828 Next Last

11 PRACTICE TESTS FOR THE SAT AND PSAT
STAFF (Author)
Ninth (Grade)

22. To view submitted Special Order Requests, select the Queue above the Search Results.

The screenshot shows a web interface for 'Textbooks'. At the top, there is a dark brown header with a user profile icon and the text 'Welcome! Logan Siegmund' on the left, and a 'Dashboard' button on the right. Below the header, the main content area has a light beige background. A dark red banner with the word 'Textbooks' in white is at the top of this section. Underneath is a search bar with the placeholder text 'Search the catalog'. Below the search bar is a white input field with the placeholder text 'Keyword' and a dark red 'Search' button with a magnifying glass icon. Below the search bar, there are three buttons: 'What's New', 'Queue' (which is circled in orange), and 'Loan History'. Below these buttons, the section is titled 'Search Results'. Under this title, there are navigation buttons: 'First', 'Previous', '1 - 25 of 20828', 'Next', and 'Last'. Below the navigation buttons, the first search result is displayed: '11 PRACTICE TESTS FOR THE SAT AND PSAT', 'STAFF (Author)', 'Ninth (Grade)', and '0375766146 (ISBN-10)'. The result is partially cut off at the bottom.

23. The submitted order will appear under Processing. Select the "View Order" link to view details.

The screenshot shows a web interface with two main sections: 'Pending' and 'Processing'. The 'Pending' section is at the top, with a dark red header and a light beige background. Below the header, there is a horizontal line and the text 'No results.' The 'Processing' section is below the 'Pending' section, also with a dark red header and a light beige background. Below the header, there is a horizontal line and a list of items. The first item is 'ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK'. Below this, there are several lines of text: 'STAFF (Author)', 'Braille (Nemeth) (Format)', 'Sixth (Grade)', 'Order Received (Status)', 'Bear Feree (Student)', '1418365246 (ISBN-10)', and '9781418365240 (ISBN-13)'. Below the list of items, there is a blue 'View Order' link, which is circled in orange.

24. The order details will appear. If there is an error in the order or the order is no longer needed, you must contact FIMC-VI directly to cancel the order. Please email a screenshot of the order that needs to be cancelled to Denise Battle (dbattle@fimcvi.org) and Liz Anderson (eanderson@fimcvi.org).

FIMC-VI Portal

Welcome!
Logan Siegmund

Special Order Request

If you have searched for a title and you have not found the item you are looking for, you can fill out this special order request form and the FIMC-VI staff will then research the book and inform you of the results. Special Orders take extra time to fulfill.

If the 'Cancel order' button is not showing for an order, please contact FIMC-VI to cancel or make changes to an order

Active Location List	Student
FIMC-VI Office	Bear Feree

Item Name	ISBN
ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORK	9781418365240

Please enter a book title, device, or supply description.

Need From
8/1/2025

Need To
6/1/2026

25. Select "Go Back" to return to the Queue.

Need To	6/1/2026
----------------	----------

Medium Requested	Publisher
Braille (Nemeth)	Select an Option

Copyright
1/1/2023

Author	Series Title
STAFF	

Alternate Copyright

Grade Level	Alternate Medium
Sixth	Select an Option

Special Instructions

Go Back

Cancel a Submitted Order Request or Special Order Request

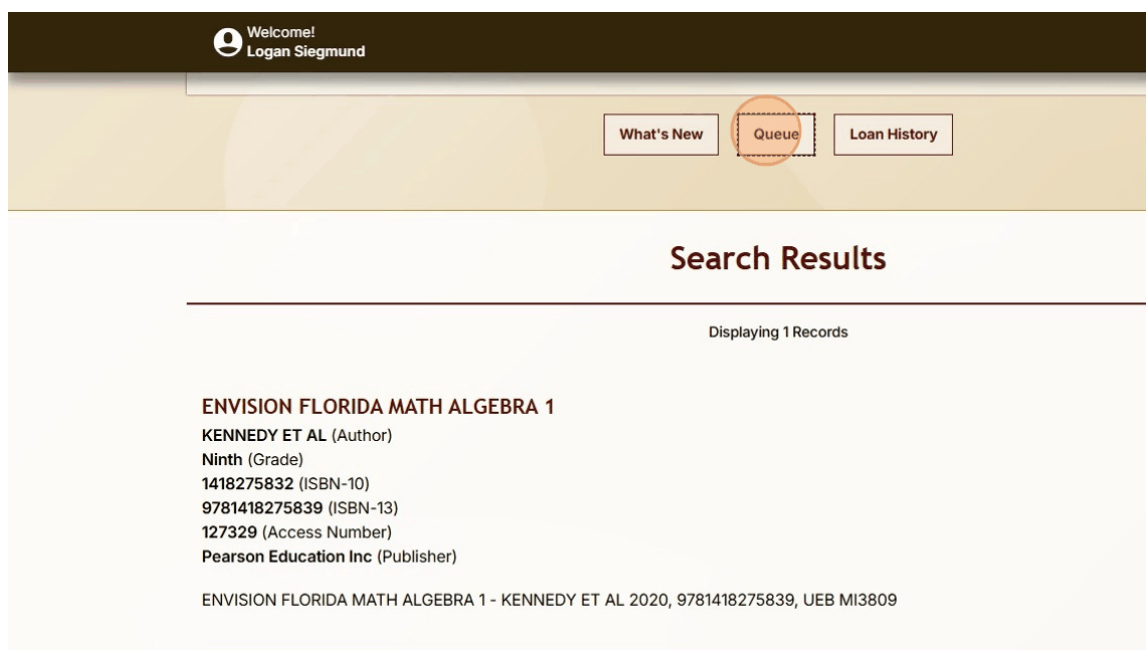
1. Navigate to <https://portal.fimcvi.org/dashboard>



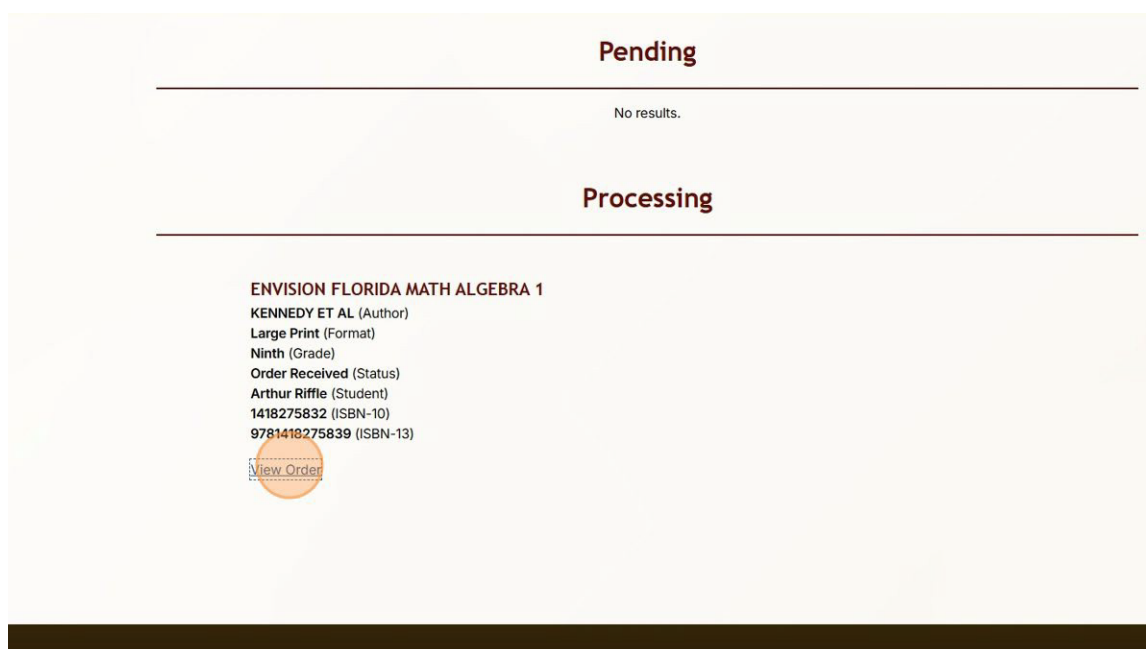
2. Select the Textbooks tile.



3. Select "Queue" above the Search Results.



4. Locate the order that you wish to cancel. There will not be a cancel button showing. Email a screenshot of the order that needs to be cancelled to Denise Battle (dbattle@fimcvi.org) and Liz Anderson (eanderson@fimcvi.org).



Cancel a Pending or Submitted Order in the Queue

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Textbooks tile.



3. Select "Queue" above the Search Results.

Welcome!
Logan Siegmund

What's New Queue Loan History

Search Results

Displaying 1 Records

ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Ninth (Grade)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)
127329 (Access Number)
Pearson Education Inc (Publisher)

ENVISION FLORIDA MATH ALGEBRA 1 - KENNEDY ET AL 2020, 9781418275839, UEB MI3809

4. If you have not submitted the order yet, the order will show under "Pending". If you have submitted the order, continue to step 9 in this guide.

FIMC-VI Portal

Welcome!
Sydney Walton

Textbooks

Textbooks Queue

Pending

[Select All](#) [Deselect All](#)

☐ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

Cancel Request

5. Select "Cancel Request".

Textbooks Queue

Pending

[Select All](#) [Deselect All](#)

☐ **ENVISION FLORIDA MATH ALGEBRA 1**
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

Cancel Request

Need From:

Need To:

Location:

Student:

Add Shipping Location **Submit**

6. A message will appear stating "This will remove PERMANENTLY your request from the Queue. Are you sure you want to continue"? Select OK to continue or Cancel to go back.

C-VI Portal

Welcome!
Sydney Walton

Textbooks

Textbooks Queue

Pending

[Deselect All](#)

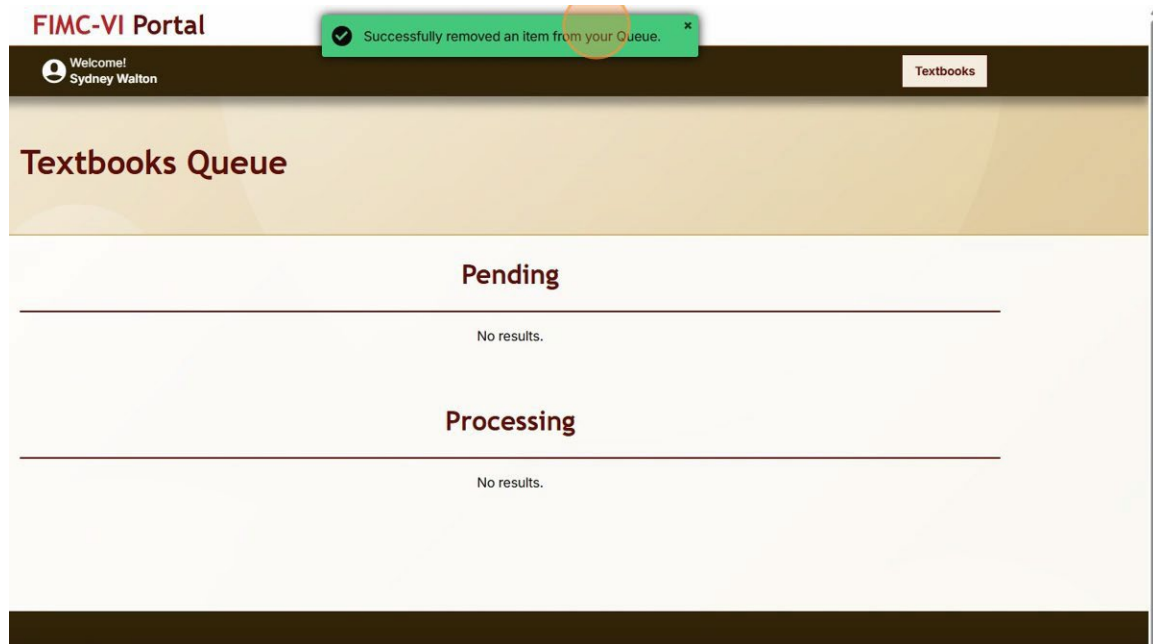
ENVISION FLORIDA MATH ALGEBRA 1
KENNEDY ET AL (Author)
Braille (UEB) (Format)
Ninth (Grade)
Reserved (Status)
1418275832 (ISBN-10)
9781418275839 (ISBN-13)

Cancel Request

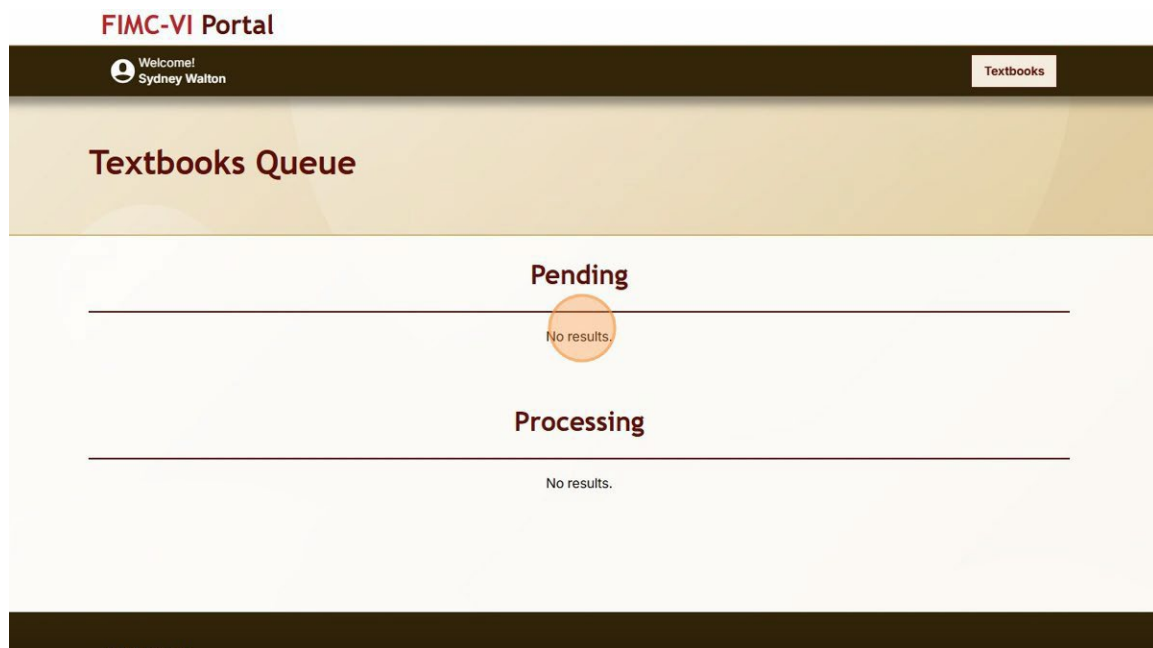
testportal.fimcvi.org says
This will remove PERMANENTLY your request from the Queue. Are you sure you want to continue?

OK **Cancel**

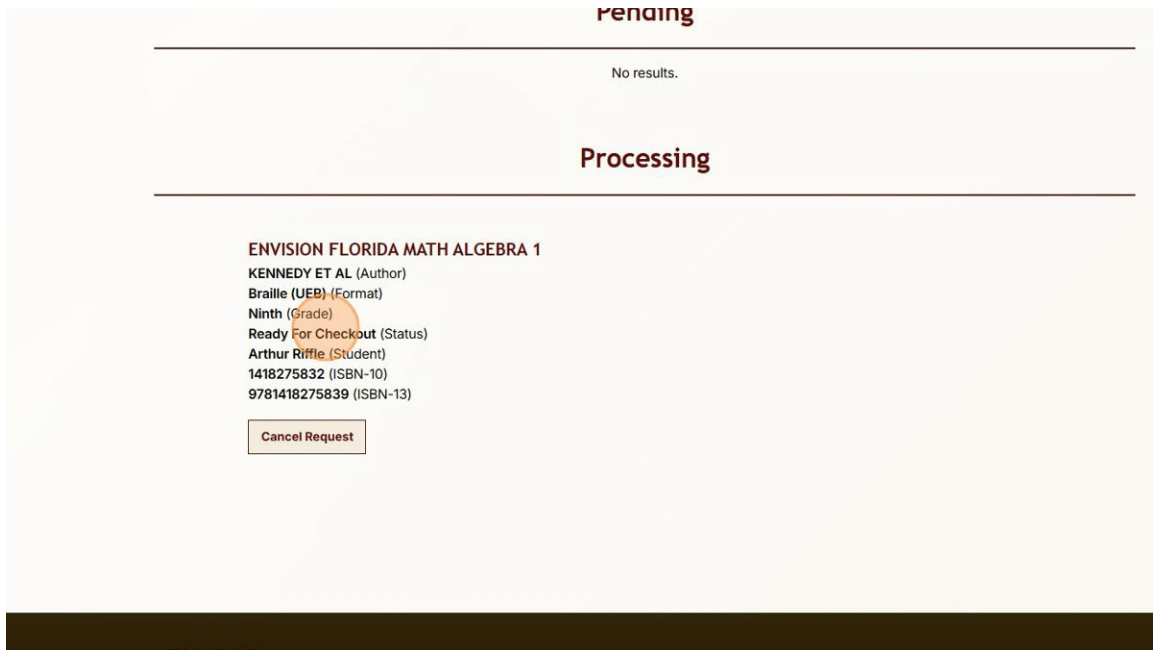
7. A message will appear stating "Successfully removed an item from your Queue."
You may close this message.



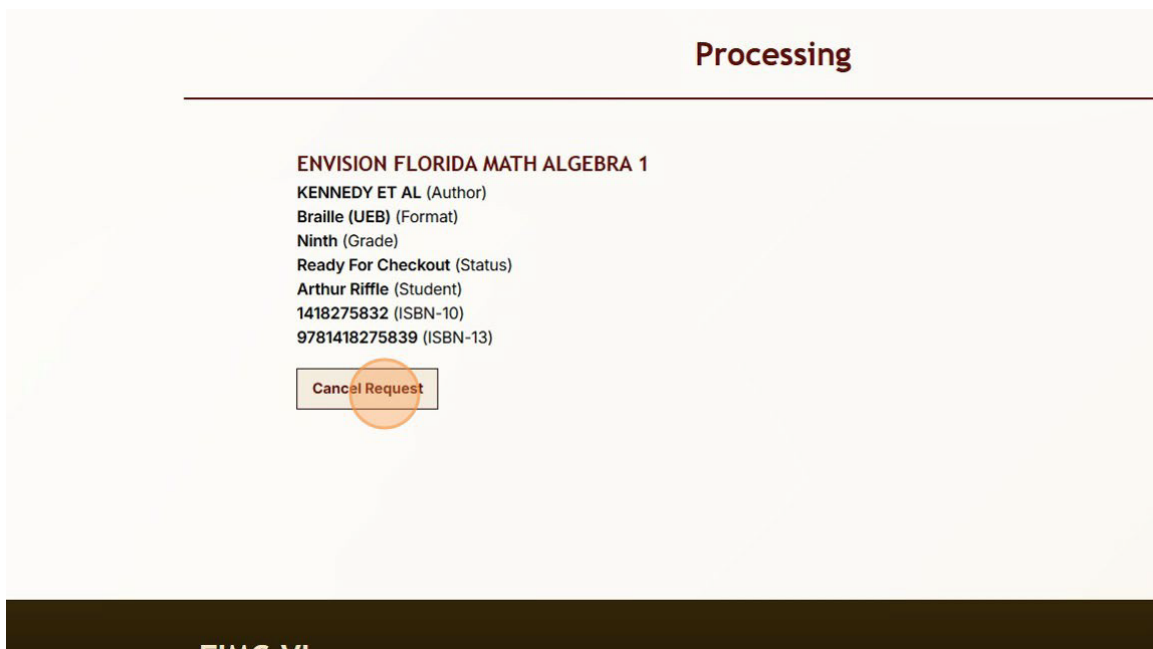
8. The title will no longer appear in the Pending section of your Queue.



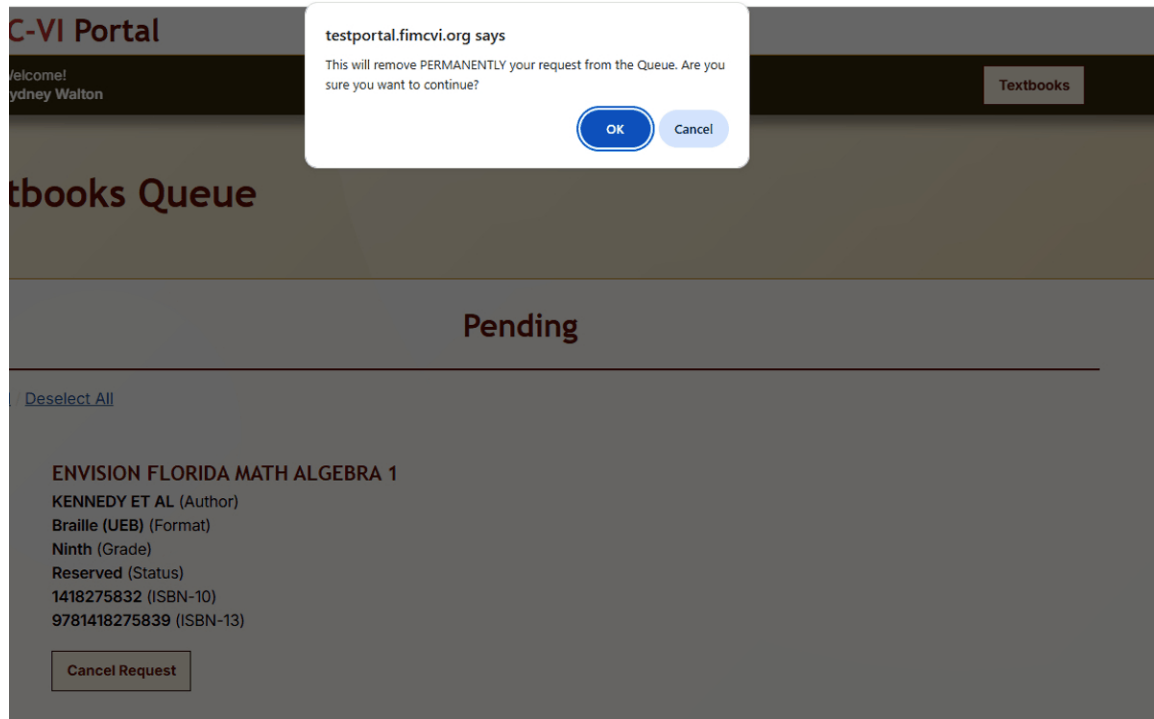
9. Locate the submitted order you wish to cancel under Processing.



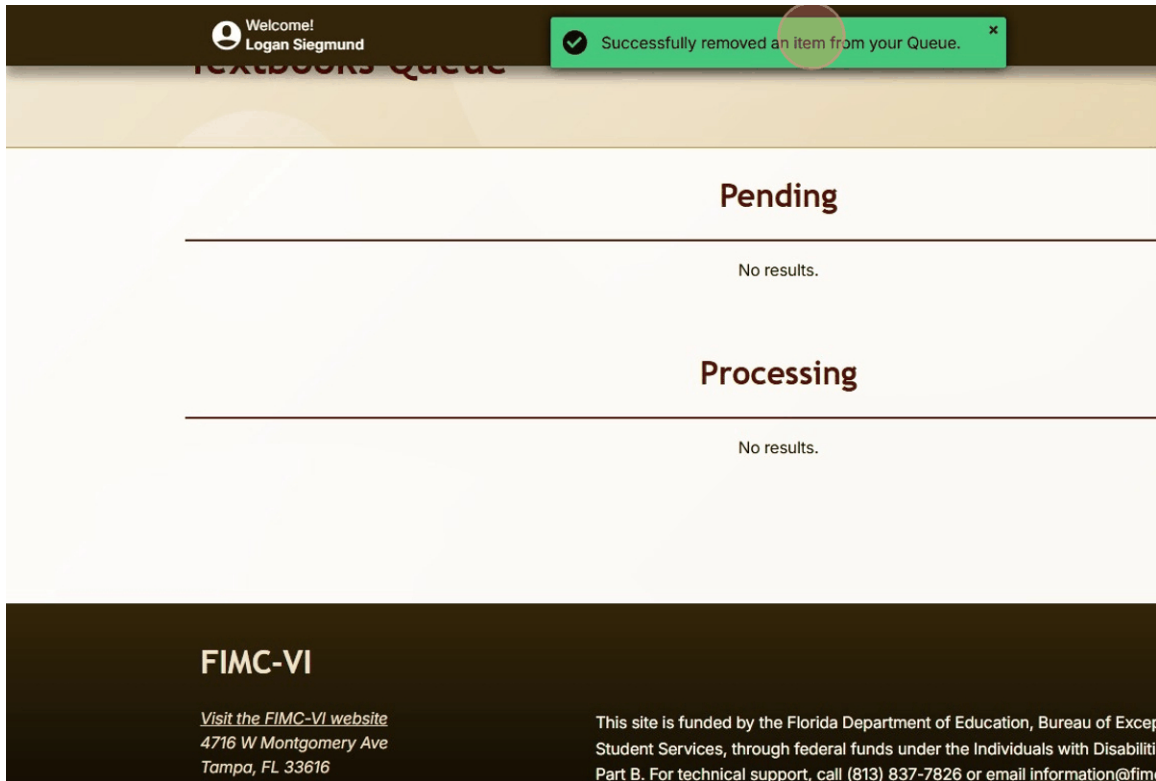
10. Select "Cancel Request".



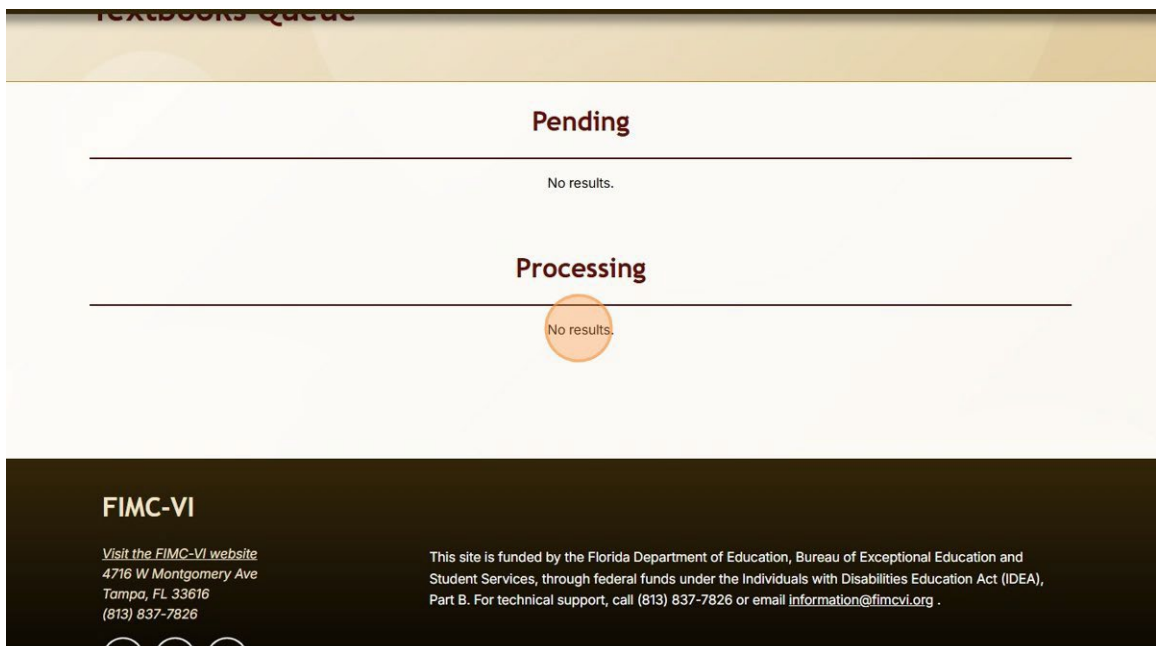
11. A message will appear stating "This will remove PERMANENTLY your request from the Queue. Are you sure you want to continue?" Select OK to continue or Cancel to go back.



12. A message will appear stating "Successfully removed an item from your Queue."
You may close this message.



13. The title will no longer appear in the Processing section of your Queue.



View Order History

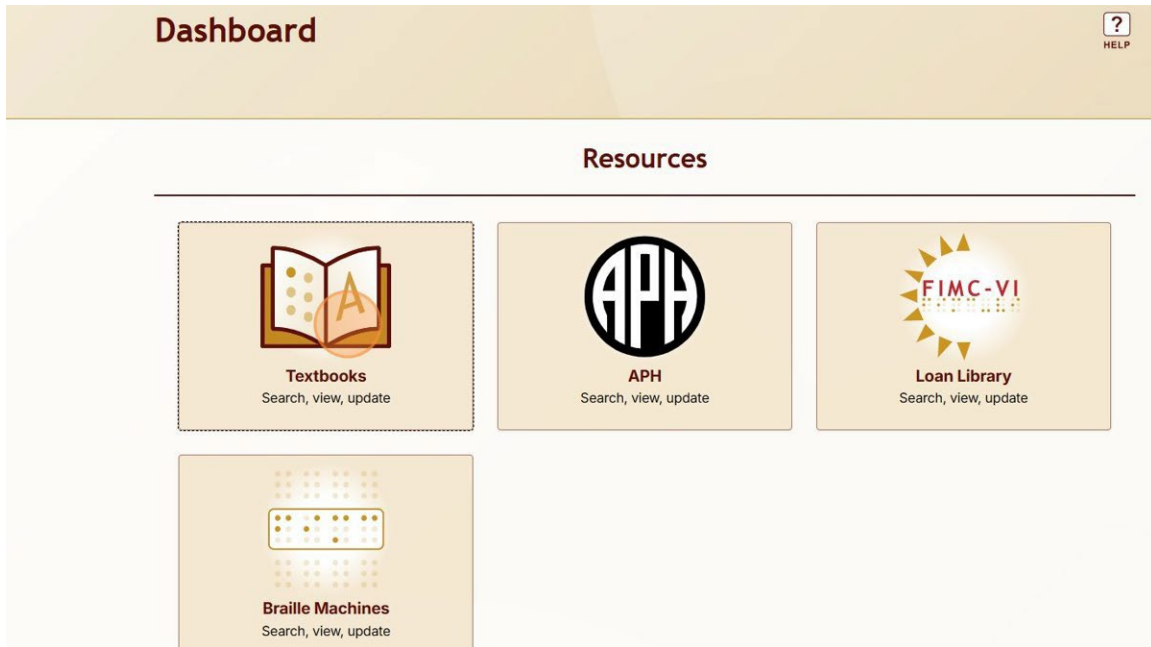
All completed orders in your organization may be viewed in Loan History. This user guide will show the steps for using the Loan History feature.

Orders that are still being processed may be viewed in the Queue.

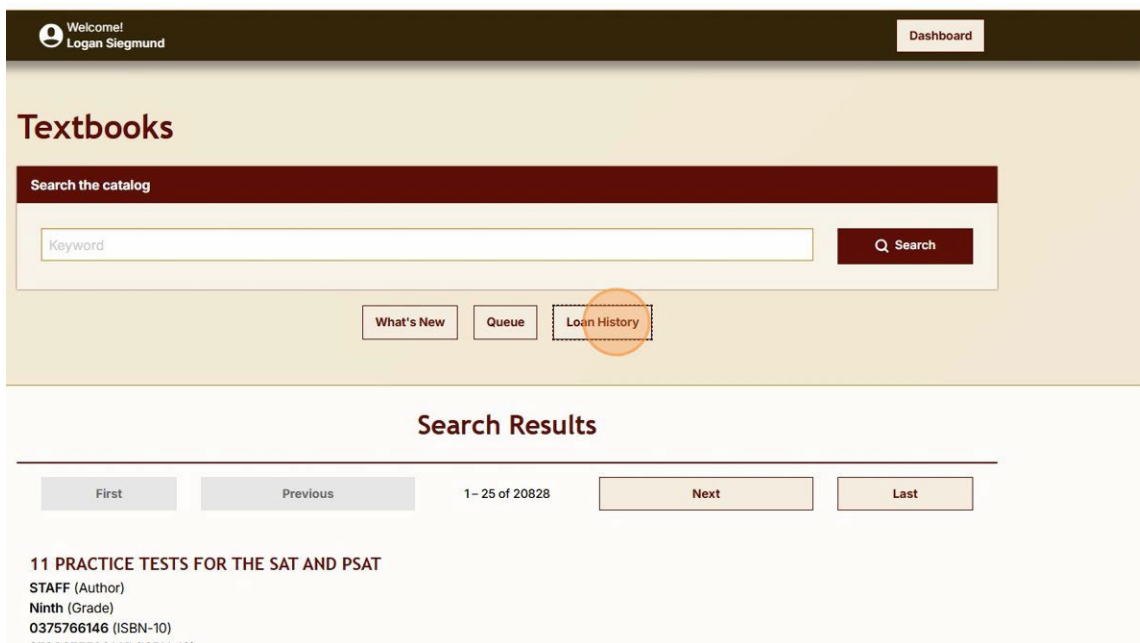
1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Textbooks tile.



3. Select "Loan History" above the Search Results.



- To view all completed orders for your organization, select "Clear" to remove all filters.

FIMC-VI Portal

Welcome!
Logan Siegmund

Textbooks

Loan History - Textbooks

Search for Loan History

Item Name

Shipping Locations

Student

Search Results

Displaying 1 Records

Access Number	Catalog Title	Patron	Student	Shipping Location	Date Checked Out	Date Returned
127329 01 0003 Volumes (0001 - 0003)	ENVISION FLORIDA MATH ALGEBRA 1 – Large Print isbn: 9781418275839	Sydney Walton	Arthur Riffle	FIMC-VI Office	09/05/2025	

- Select "Search" to load results.

FIMC-VI Portal

Welcome!
Logan Siegmund

Textbooks

Loan History - Textbooks

Search for Loan History

Item Name

Shipping Locations

Student

Search Results

Displaying 1 Records

Access Number	Catalog Title	Patron	Student	Shipping Location	Date Checked Out	Date Returned
127329 01 0003 Volumes (0001 - 0003)	ENVISION FLORIDA MATH ALGEBRA 1 – Large Print isbn: 9781418275839	Sydney Walton	Arthur Riffle	FIMC-VI Office	09/05/2025	

6. In the search results, you may sort any field as appropriate (alphabetically, numerically, or by date). For example, if you select the sort button for the Date Checked Out column, it will resort the list from newest to oldest or vice versa.

Welcome! Logan Siegmund

Textbooks

Loan History - Textbooks

Search for Loan History

Item Name:

Shipping Locations:

Student:

Search Results

Displaying 2 Records

Access Number	Catalog Title	Patron	Student	Shipping Location	Date Checked Out	Date Returned
127329 01 0003 Volumes (0001 - 0003)	ENVISION FLORIDA MATH ALGEBRA 1 - Large Print isbn: 9781418275839	Sydney Walton	Arthur Riffle	FIMC-VI Office	09/05/2025	
128972 16 0001 Volumes (0001 - 0002)	ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK - Braille (Nemeth) isbn: 9781418365240	Logan Siegmund	Bear Feree	FIMC-VI Office	09/08/2025	

7. You may also use the filters to search by name, shipping location, or student.

Welcome! Logan Siegmund

Textbooks

Loan History - Textbooks

Search for Loan History

Item Name:

Shipping Locations:

Student:

Student dropdown options: Arthur Riffle, Bear Feree, Mya Robertson, Taffy Grigg

Search Results

Displaying 2 Records

Access Number	Catalog Title	Patron	Student	Shipping Location	Date Checked Out	Date Returned
127329 01 0003 Volumes (0001 - 0003)	ENVISION FLORIDA MATH ALGEBRA 1 - Large Print isbn: 9781418275839	Sydney Walton	Arthur Riffle	FIMC-VI Office	09/05/2025	
128972 16 0001 Volumes (0001 - 0002)	ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK - Braille (Nemeth) isbn: 9781418365240	Logan Siegmund	Bear Feree	FIMC-VI Office	09/08/2025	

8. After entering or selecting any filter, select "Search" to load the results.

Welcome!
Logan Siegmund

Textbooks

Loan History - Textbooks

Search for Loan History

Item Name

Shipping Locations

Student

Select an Option

Arthur Riffle

X Clear

Q Search

Search Results

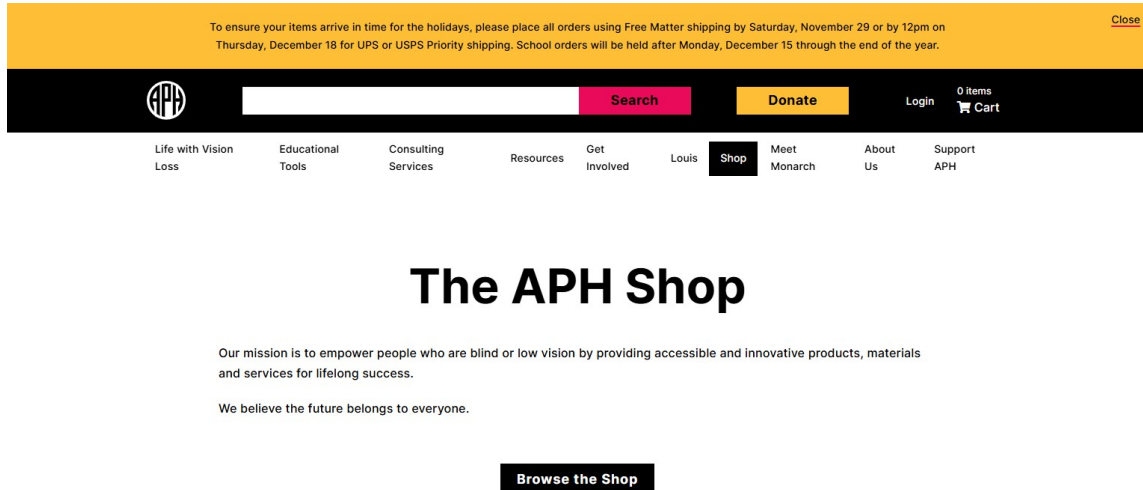
Displaying 2 Records

Access Number	Catalog Title	Patron	Student	Shipping Location	Date Checked Out	Date Returned
127329 01 0003 Volumes (0001 - 0003)	ENVISION FLORIDA MATH ALGEBRA 1 – Large Print isbn: 9781418275839	Sydney Walton	Arthur Riffle	FIMC-VI Office	09/05/2025	
128972 16 0001 Volumes (0001 - 0002)	ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK – Braille (Nemeth) isbn: 9781418365240	Logan Siegmund	Bear Feree	FIMC-VI Office	09/08/2025	

APH Requests

Identify Available Products on the APH Shop Site

1. If you would like to view APH product details and statuses, navigate to <https://www.aph.org/shop/>. Use the search field at the top of the page or select Browse the Shop to find products. You may also use the APH website to locate catalog numbers, which can be used to search in the FIMC-VI Portal.

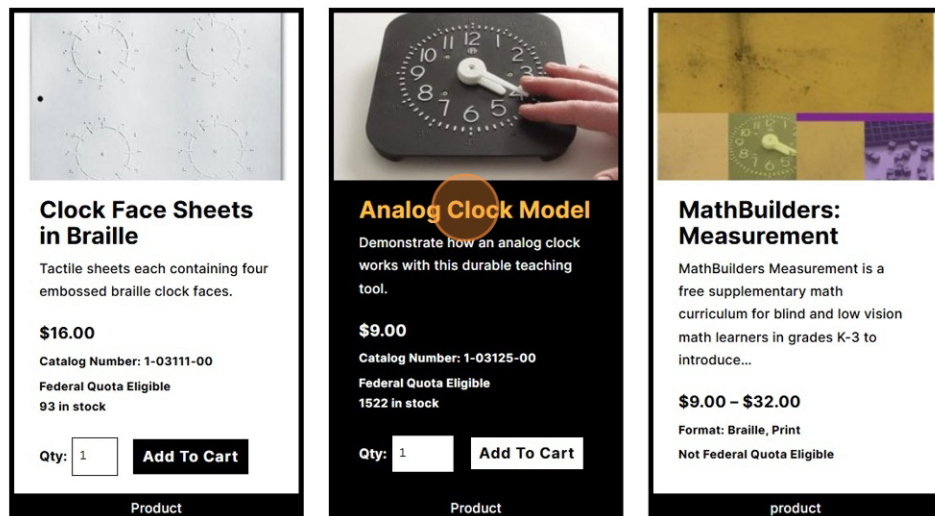


2. In the search results on the APH website, you may view brief descriptions of a product and catalog numbers. Select the product name to view more details.

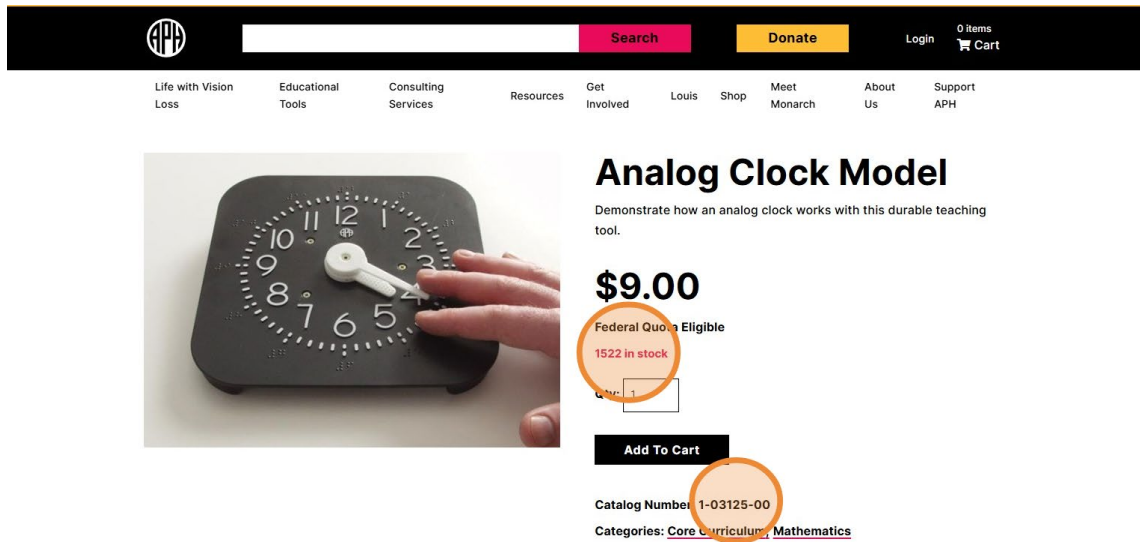
or textbooks from APH or other accessible media producers? [Go to Louis.](#)

ters [Skip filters](#) **19 results found**

(4)
s (3)
s (1)



3. On the product page, you may view availability, catalog number(s), and other details.



The screenshot shows the APH website's product page for the 'Analog Clock Model'. The header includes the APH logo, a search bar, and links for 'Donate', 'Login', and '0 Items Cart'. A navigation menu lists various services like 'Life with Vision Loss', 'Educational Tools', and 'Consulting Services'. The product image shows a black analog clock with a hand pointing to the number 4. The product title is 'Analog Clock Model', followed by a description: 'Demonstrate how an analog clock works with this durable teaching tool.' The price is '\$9.00', with a note 'Federal Quota Eligible' and '1522 in stock'. Below the price is a quantity selector set to '1' and an 'Add To Cart' button. The catalog number '1-03125-00' and categories 'Core Curriculum' and 'Mathematics' are listed at the bottom.

APH

Life with Vision Loss Educational Tools Consulting Services Resources Get Involved Louis Shop Meet Monarch About Us Support APH

Analog Clock Model

Demonstrate how an analog clock works with this durable teaching tool.

\$9.00

Federal Quota Eligible

1522 in stock

Qty: 1

Add To Cart

Catalog Number: 1-03125-00

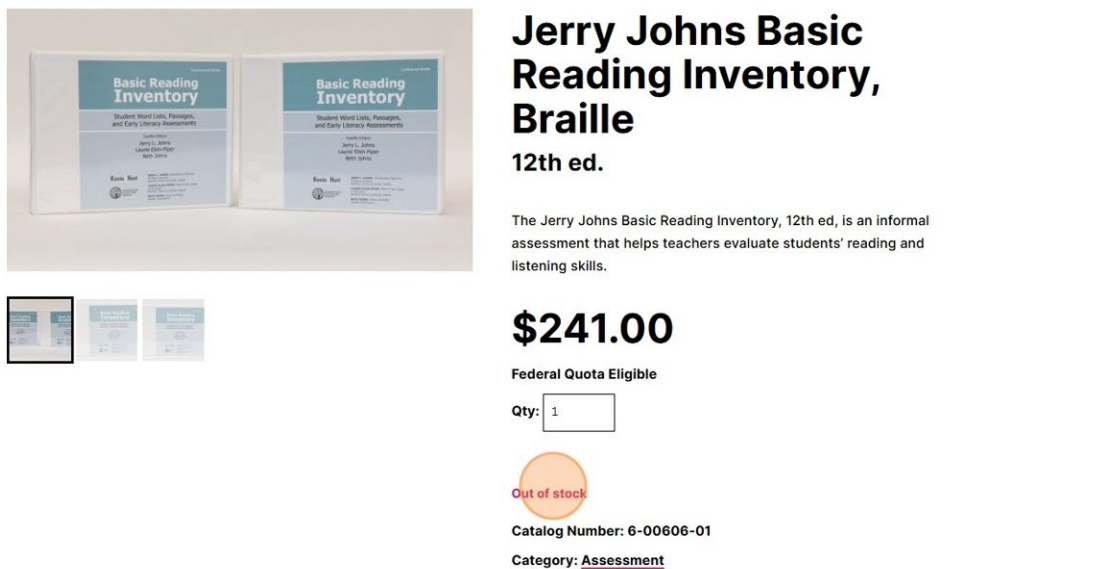
Categories: [Core Curriculum](#), [Mathematics](#)

4. Not all APH products will be in stock. For example, this item is showing as Out of Stock.

Back Order = order will be sent to APH but will take a very long time to be fulfilled

Discontinued = order will not be submitted to APH as item is discontinued

Out of Stock = order will not be submitted to APH as it is out of stock; you may submit order later if you see that APH has it back in stock



The screenshot shows the APH website's product page for the 'Jerry Johns Basic Reading Inventory, Braille, 12th ed.'. The product image shows two boxes of the inventory. The product title is 'Jerry Johns Basic Reading Inventory, Braille', followed by '12th ed.'. The description states: 'The Jerry Johns Basic Reading Inventory, 12th ed, is an informal assessment that helps teachers evaluate students' reading and listening skills.' The price is '\$241.00', with a note 'Federal Quota Eligible'. Below the price is a quantity selector set to '1'. A red circle with the text 'Out of stock' is overlaid on the page. The catalog number '6-00606-01' and category 'Assessment' are listed at the bottom.

Jerry Johns Basic Reading Inventory, Braille

12th ed.

The Jerry Johns Basic Reading Inventory, 12th ed, is an informal assessment that helps teachers evaluate students' reading and listening skills.

\$241.00

Federal Quota Eligible

Qty: 1

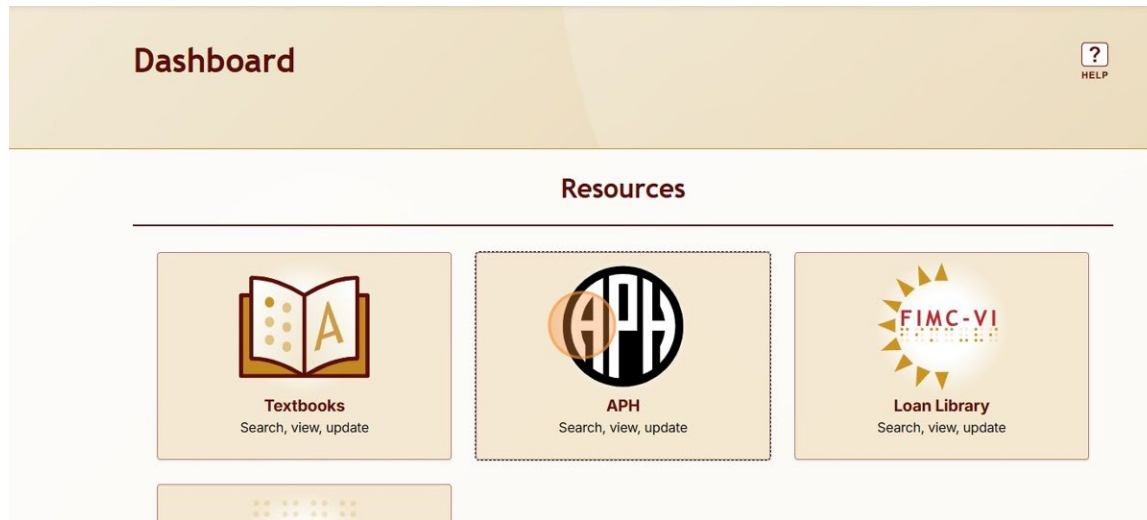
Out of stock

Catalog Number: 6-00606-01

Category: [Assessment](#)

Submit and Cancel Requests

1. Navigate to <https://www.portal.fimcvi.org/dashboard> and select the APH tile.



2. If you have the catalog number for the item, you may enter it in the Catalog Number field.

Note: catalog numbers must match the format as shown on the APH website and include dashes.

The screenshot shows the 'APH' search results page. It features a search form with two input fields: 'Title Keyword' and 'Catalog Number'. The 'Catalog Number' field is highlighted with an orange circle. To the right of the 'Catalog Number' field is a 'Q Search' button. Below the search form are two buttons: 'APH Queue' and 'APH Loan History'. At the bottom of the page is a 'Search Results' section with navigation controls: 'First', 'Previous', '1 - 25 of 33', 'Next', and 'Last'.

3. Select “Search”.

APH

Please visit the APH website (<https://www.aph.org/shop/>) to view the catalog of items with current descriptions and availability. As an Ex-Officio Trustee of APH and to maximize available Federal Quota Funds, the APH products shown on this site will differ from what you see on the APH website. If you have specific questions about a product or order, please contact information@fimcvi.org .

Search the catalog

Title Keyword

1-03125-00

Q Search

APH Queue APH Loan History

Search Results

First Previous 1 - 25 of 33 Next Last

4. You may also search for products by name in the Title Keyword field, then select “Search”. Using a partial name or keyword is recommended.

Welcome!
Logan Siegmund

Dashboard

Trustee of APH and to maximize available Federal Quota Funds, the APH products shown on this site will differ from what you see on the APH website. If you have specific questions about a product or order, please contact information@fimcvi.org .

Search the catalog

stand

Catalog Number

Q Search

APH Queue APH Loan History

Search Results

Displaying 2 Records

↕ Catalog Number	↕ Title	↕ Cost	Actions
1-03206-00	ReadWrite Stand	\$ 143.88	Add to Queue
61-154-031	Setting the Stage for Tactile Understanding, Real Objects and Accessories Pack	\$ 56.40	Add to Queue

FIMC-VI

5. Locate the product you are searching for and select “Add to Queue”.

Note: if you need several copies of the same item, you must select “Add to Queue” multiple times. For example, if you need 2 ReadWrite Stands, you must select “Add to Queue” 2 times.

stand

Catalog Number

Q Search

APH Queue APH Loan History

Search Results

Displaying 2 Records

◆ Catalog Number	◆ Title	◆ Cost	Actions
1-03206-00	ReadWrite Stand	\$ 143.88	Add to Queue
61-154-031	Setting the Stage for Tactile Understanding, Real Objects and Accessories Pack	\$ 56.40	Add to Queue

FIMC-VI

6. When you are done adding items to your Queue, select “APH Queue” at the top of the Search Results.

APH

Please visit the APH website (<https://www.aph.org/shop/>) to view the catalog of items with current descriptions and availability. As an Ex-Officio Trustee of APH and to maximize available Federal Quota Funds, the APH products shown on this site will differ from what you see on the APH website. If you have specific questions about a product or order, please contact information@fimcvi.org .

Search the catalog

stand

Catalog Number

Q Search

APH Queue APH Loan History

Search Results

Displaying 2 Records

◆ Catalog Number	◆ Title	◆ Cost	Actions
1-03206-00	ReadWrite Stand	\$ 143.88	Add to Queue

7. Select the checkbox next to the product name. If you select the checkbox for multiple items, they will all be assigned to the same shipping location and student.

Welcome!
Logan Siegmund

APH

packages not received by your school or organization will be returned to APH.

Pending

Total Cost: \$ 152.88

[Select All](#) / [Deselect All](#)

☐

Analog Clock Model
\$ 9.00 (Cost)
Pending (Status)
Cancel Request

☐

ReadWrite Stand
\$ 143.88 (Cost)
Pending (Status)
Cancel Request

8. Select the shipping location for this item.

Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI. If the needed location is not showing, you may select "Add Shipping Location". When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.

[Select All](#) / [Deselect All](#)

☒

Analog Clock Model
\$ 9.00 (Cost)
Pending (Status)
Cancel Request

☐

ReadWrite Stand
\$ 143.88 (Cost)
Pending (Status)
Cancel Request

Location

FIMC

Student

Select Student

Add Shipping LocationSubmit

Processing

9. Select the student this item should be assigned to.

Note: only students who have signed parental consent to share information with APH will appear in this list.

Select All Deselect All

☒ **Analog Clock Model**
\$ 9.00 (Cost)
Pending (Status)
Cancel Request

☐ **ReadWrite Stand**
\$ 143.88 (Cost)
Pending (Status)
Cancel Request

Location: FIMC

Student: Baker Mayfield

Add Shipping Location Submit

Processing

10. Select "Submit".

Select All Deselect All

☒ **Analog Clock Model**
\$ 9.00 (Cost)
Pending (Status)
Cancel Request

☐ **ReadWrite Stand**
\$ 143.88 (Cost)
Pending (Status)
Cancel Request

Location: FIMC

Student: Baker Mayfield

Add Shipping Location Submit

Processing

11. A message will appear stating, "Successfully updated items from your Queue." You may close this message.

The screenshot shows the top of a web application. A dark header bar contains a user profile icon and name 'Welcome! Logan Siegmund' on the left, a green success message 'Successfully updated items from your Queue.' in the center, and an 'APH' button on the right. Below the header, a light beige banner displays the text 'packages not received by your school or organization will be returned to APH.' The main content area is titled 'Pending' in a large, bold font. On the right side of this area, it says 'Total Cost: \$ 143.88'. Below the title, there are links for 'Select All' and 'Deselect All'. A list of items is shown, with the first item being 'ReadWrite Stand' with a cost of '\$ 143.88 (Cost)' and a status of 'Pending (Status)'. A 'Cancel Request' button is visible next to this item. At the bottom of the page, there are two dropdown menus: 'Location' (set to 'FIMC') and 'Student' (set to 'Baker Mayfield'). Below these are two buttons: 'Add Shipping Location' and 'Submit'.

12. If you need to cancel a Pending item, select "Cancel Request".

This screenshot is similar to the one above, showing the 'Pending' page. The 'Cancel Request' button for the 'ReadWrite Stand' item is highlighted with an orange circle. The rest of the page layout, including the header, success message, total cost, and bottom navigation buttons, is identical to the previous screenshot.

13. Submitted orders will appear under Processing on the same page. If you need to cancel an order in this section, select “Cancel Request”.

Order Summary

Order Summary

Add Shipping Location

Submit

Processing

Manila Braille Transcribing Paper: 8.5 x 11 Inches, Unpunched

\$ 20.00 (Cost)

Taffy Anderson (Student)

In Review (Status)

Cancel Request

Analog Clock Model

\$ 9.00 (Cost)

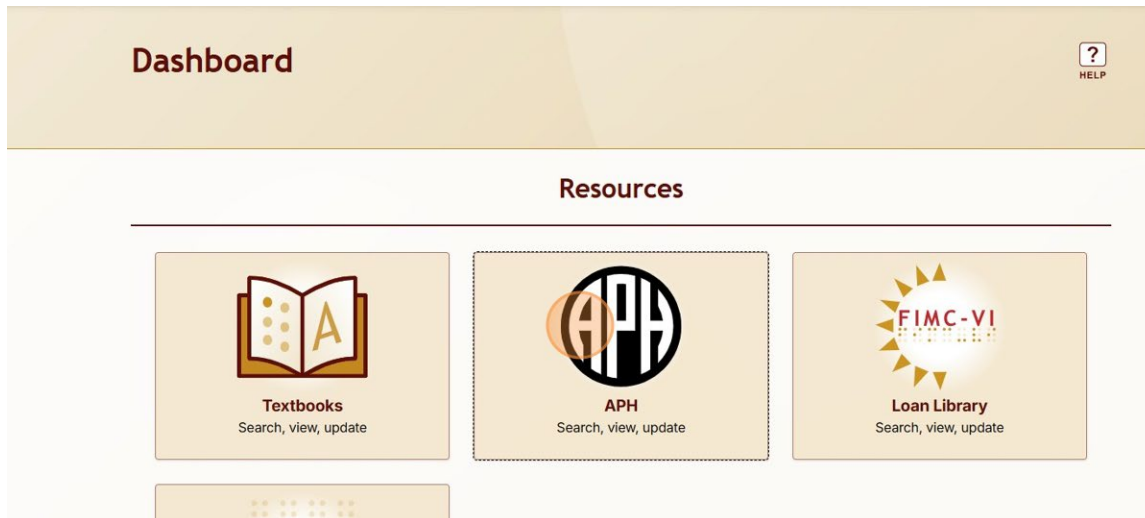
Baker Mayfield (Student)

In Review (Status)

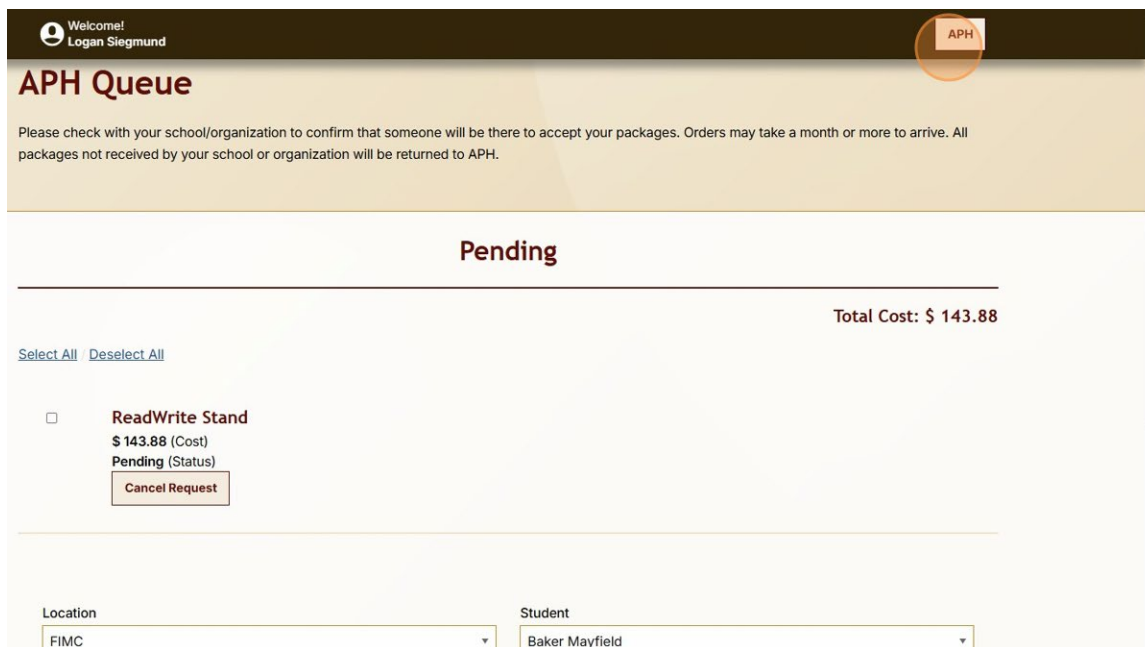
Cancel Request

View Processed APH Requests

1. Navigate to <https://www.portal.fimcvi.org/dashboard> and select the APH tile.



2. If you are already in the APH Queue, you may navigate back to the main APH page by selecting “APH” in the top right corner of the page.



- To view processed APH orders for your entire district or organization, select “APH Loan History” above the Search Results.

Please visit the APH website (<https://www.aph.org/shop/>) to view the catalog of items with current descriptions and availability. As an Ex-Officio Trustee of APH and to maximize available Federal Quota Funds, the APH products shown on this site will differ from what you see on the APH website. If you have specific questions about a product or order, please contact information@fjmcvi.org .

Search the catalog

Search Results

1 – 25 of 33

↕ Catalog Number	↕ Title	↕ Cost	Actions
1-03049-00	Snap Circuits Jr. 130 Access Kit (quantity limited by district size)	\$ 121.00	Add to Queue

- Select “Clear” and then select “Search”.

Welcome!
Logan Siegmund

Dashboard

APH Loan History

Search for Loan History

Aph Catalog Title

Shipping Locations
Select an Option

Student
Select an Option

APH Loan Status
All

Search Results

↕ Patron	↕ Student	↕ Shipping Location	↕ Order Fulfilled Date	↕ Status
No results found.				

5. A list of all APH product orders processed for your district or organization will appear, with their statuses.

Order Submitted = you will receive a shipment directly from APH for tangible materials or you will receive an email from FIMC-VI with the product link or license

Back Order = order sent to APH but will take a very long time to be fulfilled

Discontinued = order has not been submitted to APH as item is discontinued

Out of Stock = order has not been submitted to APH as it is out of stock; you may resubmit order later if you see that APH has it back in stock

Cancelled = order was not submitted to APH

Welcome! Logan Siegmund

Dashboard

Select an Option

Select an Option

All

Clear

Search

Search Results

Displaying 6 Records

Catalog Title	Patron	Student	Shipping Location	Order Fulfilled Date	Status
Tactile Town: 3-D O&M Kit	Elizabeth Anderson	A LEGEND HARRIS	FIMC-VI Office - Hillsborough	October 10, 2025	Order Submitted
Sensory Learning Kit	Logan Siegmund	Taffy Anderson	FIMC-VI Office - Hillsborough	October 29, 2025	Order Submitted
Math Drill Cards: Subtraction Facts (UEB)	Logan Siegmund	Taffy Anderson	FIMC-VI Office - Hillsborough	November 4, 2025	Order Submitted
Analog Clock Model	Logan Siegmund	Baker Mayfield	FIMC	November 4, 2025	Out Of Stock
Math Drill Cards: Addition Facts UEB	Logan Siegmund	Baker Mayfield	FIMC	November 4, 2025	Discontinued
Analog Clock Model	Logan Siegmund	Baker Mayfield	FIMC	October 29, 2025	Back Order

FIMC-VI

Visit the FIMC-VI website

This site is funded by the Florida Department of Education, Bureau of Exceptional Education and

6. You may also use filters to search the list of processed APH orders (product name, shipping location, student, or status). Select “Search” after changing any of the filters. It’s best to use one filter at a time. If an order is not appearing, select “Clear”, apply the filter, and select “Search” again.

APH Loan History

Search for Loan History

Aph Catalog Title

Shipping Locations

Student

APH Loan Status

Select an Option

Select an Option

Taffy Anderson

A LEGEND HARRIS

ABIGAIL ELAINE JOHNSON

Baker Mayfield

All

X Clear

Q Search

Search Results

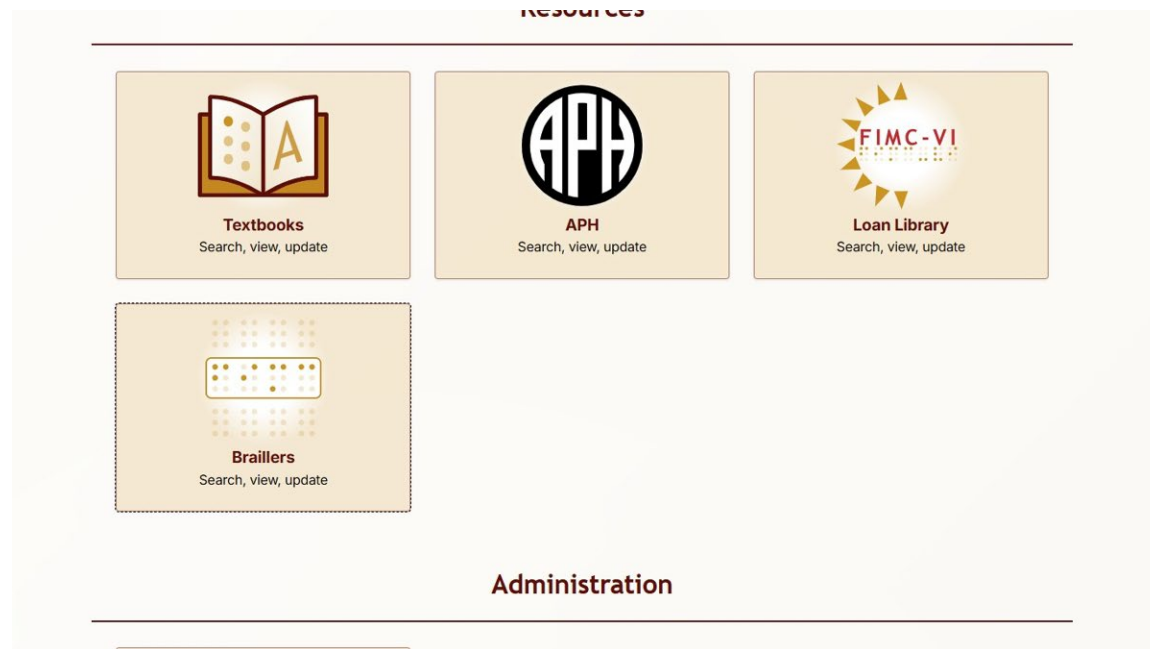
Displaying 6 Records

	Patron	Student	Shipping Location	Order Fulfilled Date	Status
D&M Kit	Elizabeth Anderson	A LEGEND HARRIS	FIMC-VI Office - Hillsborough	October 10, 2025	Order Submitted
<It	Logan Siegmund	Taffy Anderson	FIMC-VI Office - Hillsborough	October 29, 2025	Order Submitted
ubtraction Facts (UEB)	Logan Siegmund	Taffy Anderson	FIMC-VI Office - Hillsborough	November 4, 2025	Order Submitted
el	Logan Siegmund	Baker Mayfield	FIMC	November 4, 2025	Out Of Stock

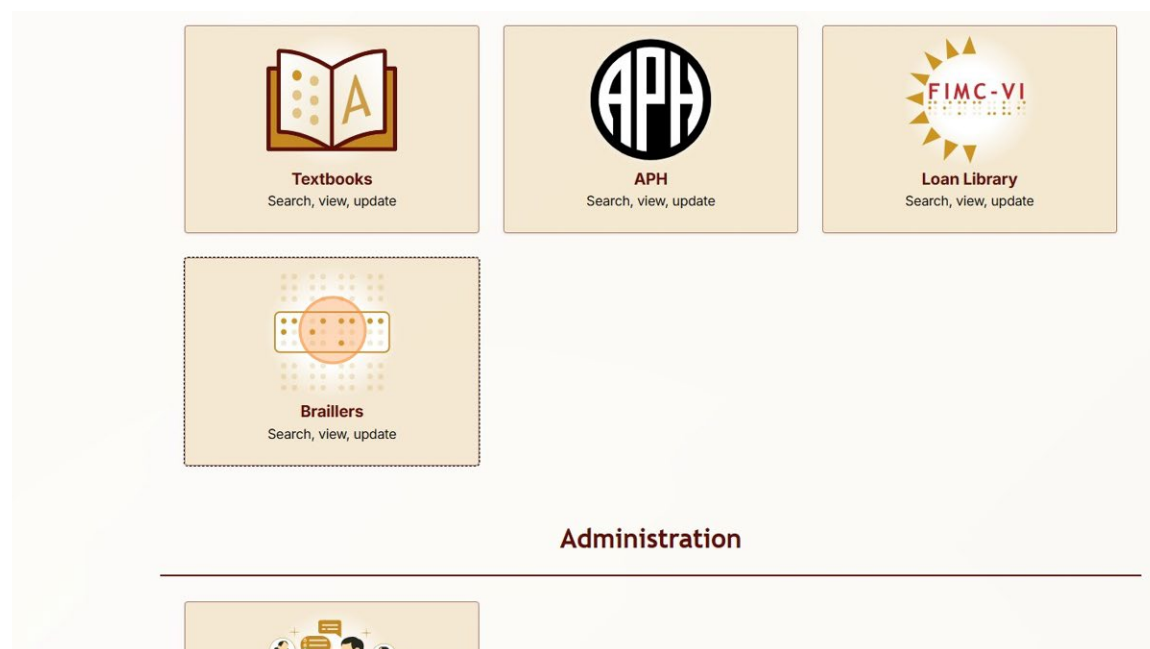
Brailier Requests

Submit and Cancel Requests

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Brailers tile.



3. FIMC-VI has two models of brailers available (Light Touch and Classic). Select "Add to Queue" or "Add to Waitlist" as appropriate.

Note: if you need several brailers, you must select "Add to Queue" multiple times. For example, if you need 2 Perkins Light Touch brailers, you must select "Add to Queue" 2 times.

If you need another type of braille that is not shown here (unimanual, Smart Braille), go to the Loan Library catalog.

Search the catalog

Title, Model, or Manufacturer Q Search

Braille Queue Braille History

Search Results

Displaying 2 Records

Title	Model	Cost	Availability	Actions
Perkins Braille	Light Touch		4 out of 13 available	Repairs Add to Queue
Perkins Braille	Classic		0 out of 2 available	Repairs Add to Waitlist

FIMC-VI

4. A message will appear stating "Successfully added item to your Queue." You may close this message.

Welcome! Logan Siegmund Successfully added item to your Queue. Dashboard

Braille Catalog

Browse and search the FIMC-VI Braille catalog to find brailers available for loan. Items can be added to your queue for checkout. If you have specific questions about an item or loan, please contact information@fimcvi.org.

Search the catalog

Title, Model, or Manufacturer Q Search

Braille Queue Braille History

Search Results

Displaying 2 Records

Title	Model	Cost	Availability	Actions
Perkins Braille	Light Touch		3 out of 13 available	Repairs Add to Queue
Perkins Braille	Classic		0 out of 2 available	Repairs Add to Waitlist

- When you are done requesting the needed brailler(s), select "Brailler Queue" above the Search Results.

Welcome!
Logan Siegmund

Dashboard

Brailler Catalog

Browse and search the FIMC-VI Brailler catalog to find braillers available for loan. Items can be added to your queue for checkout. If you have specific questions about an item or loan, please contact information@fimcvi.org.

Search the catalog

Q Search

Brailler Queue

Brailler History

Search Results

Displaying 2 Records

Title	Model	Cost	Availability	Actions
Perkins Brailler	Light Touch		3 out of 13 available	Repairs Add to Queue
Perkins Brailler	Classic		0 out of 2 available	Repairs Add to Waitlist

- Select the checkbox next to the item. If you select the checkbox for multiple items, they will all be assigned to the same shipping location and student. If you need to cancel a Pending item, select "Cancel Request".

Does your broken brailler have a **Paige Connect** attached? If so, please remove the Paige Connect and replace the brailler base prior to sending the brailler to APH for repair. Remember, repaired braillers will NOT be sent to you.

Please check Brailler Loan History for further instructions.

Pending

[Select All](#) [Deselect All](#)

☐

Perkins Brailler
Waitlist (Status)

Cancel Request

☐

Perkins Brailler
Pending (Status)
471633 (Serial #)

Cancel Request

7. Select the location this item should be sent to.

Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.

If the needed location is not showing, you may select "Add Shipping Location". When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.

Pending

[Select All](#) [Deselect All](#)

☒ **Perkins Brailier**
Waitlist (Status)
Cancel Request

☐ **Perkins Brailier**
Pending (Status)
471633 (Serial #)
Cancel Request

Location
Select Shipping Location

Student
Select Student

Add Shipping Location

Submit

8. Select the student this item should be assigned to.

Note: only students who have signed parental consent to share information with APH will appear in this list.

Pending

[Select All](#) [Deselect All](#)

☒ **Perkins Brailier**
Waitlist (Status)
Cancel Request

☐ **Perkins Brailier**
Pending (Status)
471633 (Serial #)
Cancel Request

Location
FIMC-VI Office - Hillsborough

Student
Baker Mayfield

Add Shipping Location

Submit

9. Select "Submit".

The screenshot shows a web interface titled "Pending". At the top, there are links for "Select All" and "Deselect All". Below this, there is a list of items. The first item is a "Perkins Braille" with status "Waitlist (Status)" and a "Cancel Request" button. The second item is also a "Perkins Braille" with status "Pending (Status)" and serial number "471633 (Serial #)", also with a "Cancel Request" button. At the bottom, there are two dropdown menus: "Location" (set to "FIMC-VI Office - Hillsborough") and "Student" (set to "Baker Mayfield"). Below these are two buttons: "Add Shipping Location" and "Submit". The "Submit" button is circled in orange.

10. A message will appear stating "Successfully updated items from your Queue." You may close this message.

The screenshot shows the same "Pending" page as before, but with a success message at the top: "Successfully updated items from your Queue." with a green checkmark icon and a close button (X). Below the message, there is a banner that says "Please check Braille Loan History for further instructions." The "Perkins Braille" item with status "Pending (Status)" and serial number "471633 (Serial #)" is still listed. The "Location" and "Student" dropdowns are the same. The "Submit" button is circled in orange.

11. Submitted orders will appear under Processing on the same page. If you need to cancel an order in this section, select “Cancel Request”.

Welcome!
Logan Siegmund

Braille Catalog

Processing

Perkins Braille

Waitlist Processing (Status)

FIMC-VI Office - Hillsborough (Shipping)

Cancel Request

Perkins Braille

Ready for Processing (Status)

FIMC (Shipping)

471633 (Serial #)

Cancel Request

Perkins Braille

Ready for Processing (Status)

FIMC (Shipping)

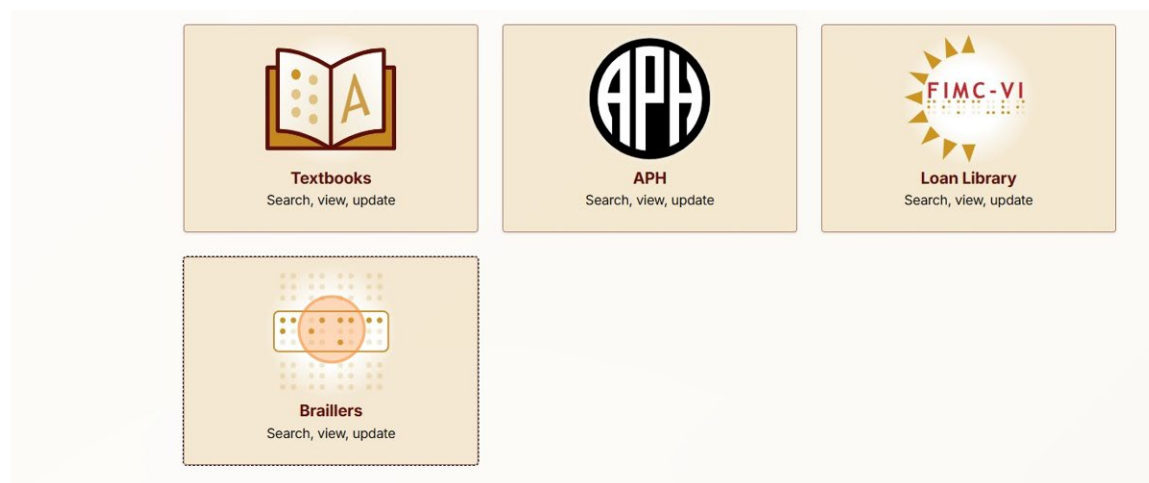
123456 (Serial #)

Cancel Request

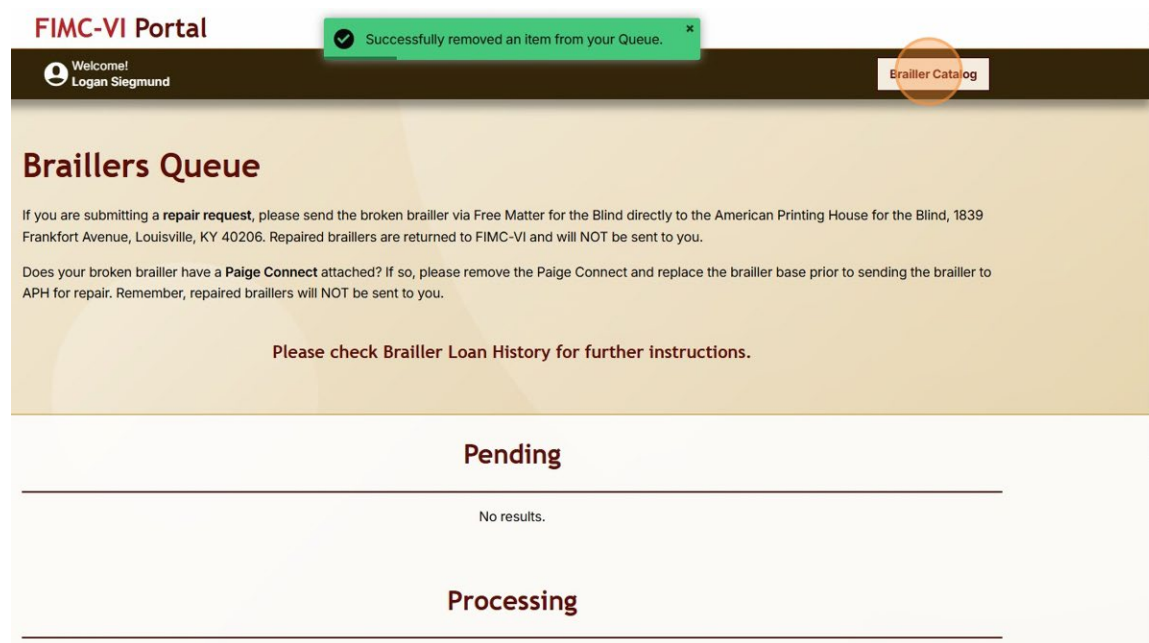
Request a Brailier Repair

This guide includes instructions on how to print the information that should be included in the box with the broken brailier when sending to APH for repair. Broken brailiers should not be sent to FIMC-VI. If a broken brailier has a Paige Connect attached, please remove the device and replace the original brailier base prior to sending for repair.

1. Select the Brailiers tile.



2. If you are already in the Brailiers Queue, you may navigate back to the main Brailier Catalog page by selecting “Brailier Catalog” in the top right corner of the page.



3. Select "Repairs" for the type of braille that needs to be repaired. If you're unsure, select Model: Classic. Light Touch brailers are generally blue and have a serial number that starts with LT.

The screenshot shows a web interface for searching a catalog. At the top, there is a search bar with the placeholder text "Title, Model, or Manufacturer" and a "Search" button. Below the search bar are two buttons: "Braille Queue" and "Braille History". The main section is titled "Search Results" and displays "Displaying 2 Records". A table lists the search results:

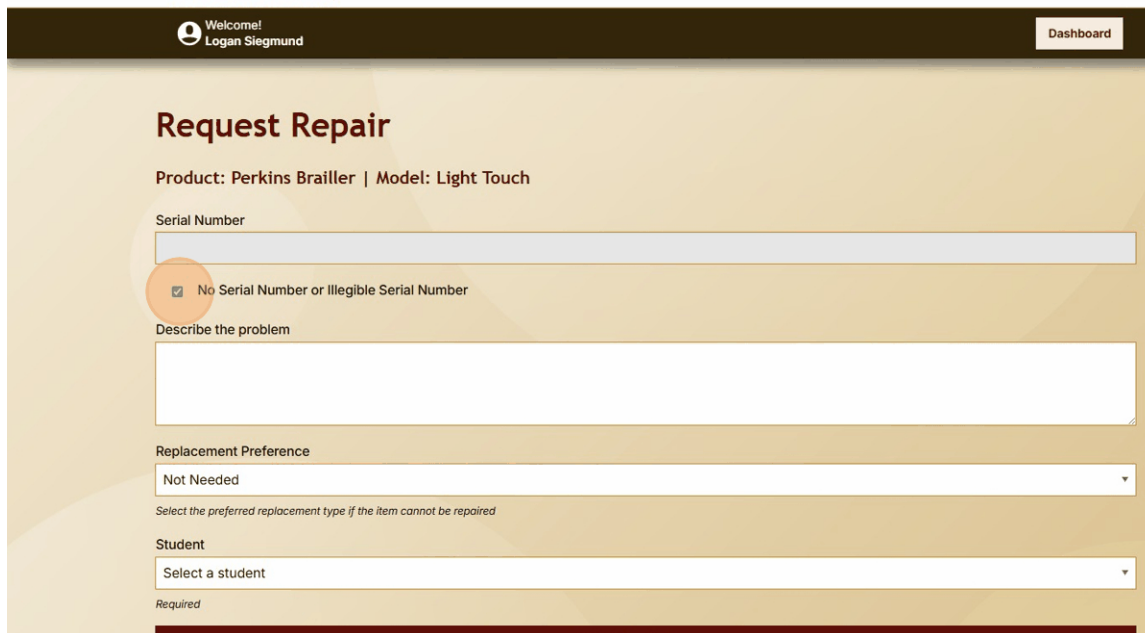
Title	Model	Cost	Availability	Actions
Perkins Braille	Light Touch		3 out of 13 available	Repairs Add to Queue
Perkins Braille	Classic		0 out of 2 available	Repairs Add to Waitlist

The "Repairs" link for the first row is circled in orange. At the bottom of the page, there is a dark blue banner with the text "FIMC-VI".

4. Enter the serial number of the braille.

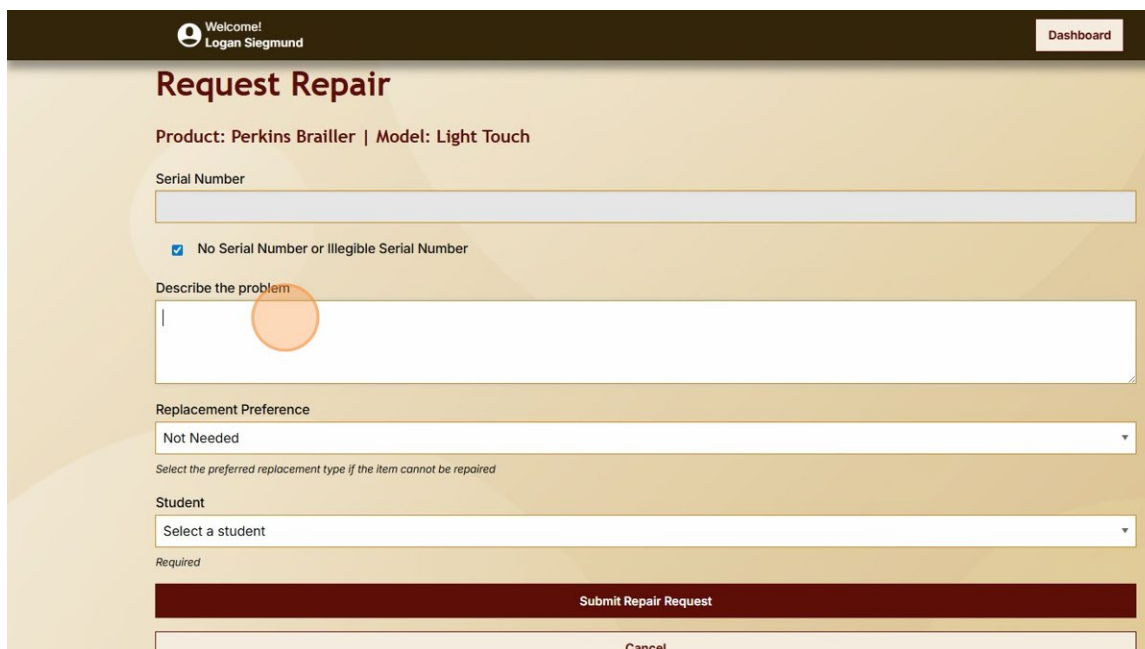
The screenshot shows a "Request Repair" form. At the top, there is a header with a user profile icon and the name "Logan Siegmund", and a "Dashboard" button. The main heading is "Request Repair". Below this, the product information is displayed: "Product: Perkins Braille | Model: Light Touch". The form includes a "Serial Number" input field, which is circled in orange. Below the input field is a checkbox labeled "No Serial Number or Illegible Serial Number". There is a text area for "Describe the problem". Below this is a "Replacement Preference" dropdown menu with "Not Needed" selected. A note below the dropdown says "Select the preferred replacement type if the item cannot be repaired". At the bottom, there is a "Student" dropdown menu with "Select a student" selected. A "Required" label is visible at the bottom left.

5. If you are unable to identify the serial number, check the box stating "No Serial Number or Illegible Serial Number".



The screenshot shows the 'Request Repair' form. At the top, there is a header bar with a user profile icon and the text 'Welcome! Logan Siegmund' on the left, and a 'Dashboard' button on the right. Below the header, the title 'Request Repair' is displayed in a large, bold font. Underneath the title, the product information 'Product: Perkins Brailier | Model: Light Touch' is shown. The 'Serial Number' field is a long, light gray input box. Below it, the checkbox 'No Serial Number or Illegible Serial Number' is checked and highlighted with an orange circle. The 'Describe the problem' field is a large, empty text area. Below that, the 'Replacement Preference' dropdown menu is set to 'Not Needed'. A small note below the dropdown reads 'Select the preferred replacement type if the item cannot be repaired'. The 'Student' dropdown menu is set to 'Select a student'. At the bottom, there is a 'Required' label and a red bar with the text 'Submit Repair Request'.

6. Enter the issue the brailier is having.



The screenshot shows the 'Request Repair' form. At the top, there is a header bar with a user profile icon and the text 'Welcome! Logan Siegmund' on the left, and a 'Dashboard' button on the right. Below the header, the title 'Request Repair' is displayed in a large, bold font. Underneath the title, the product information 'Product: Perkins Brailier | Model: Light Touch' is shown. The 'Serial Number' field is a long, light gray input box. Below it, the checkbox 'No Serial Number or Illegible Serial Number' is checked. The 'Describe the problem' field is a large, empty text area, highlighted with an orange circle. Below that, the 'Replacement Preference' dropdown menu is set to 'Not Needed'. A small note below the dropdown reads 'Select the preferred replacement type if the item cannot be repaired'. The 'Student' dropdown menu is set to 'Select a student'. At the bottom, there is a 'Required' label and a red bar with the text 'Submit Repair Request'.

7. Select one of the options regarding Replacement Preference: Not needed; Whatever is available; Classic; Light Touch.

Product: Perkins Braille | Model: Light Touch

Serial Number

☒ No Serial Number or Illegible Serial Number

Describe the problem

Space bar isn't working

Replacement Preference

Whatever is Available

Select the preferred replacement type if the item cannot be repaired

Shipping Location for Replacement

Select Shipping Location

Where should the replacement braille be shipped?

Add Shipping Location

Student

Select a student

Required

Submit Repair Request

8. Select the shipping location the replacement braille should be sent to.
- Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.

☒ No Serial Number or Illegible Serial Number

Describe the problem

Space bar isn't working

Replacement Preference

Whatever is Available

Select the preferred replacement type if the item cannot be repaired

Shipping Location for Replacement

FIMC-VI Office - Hillsborough

Where should the replacement braille be shipped?

Add Shipping Location

Student

Select a student

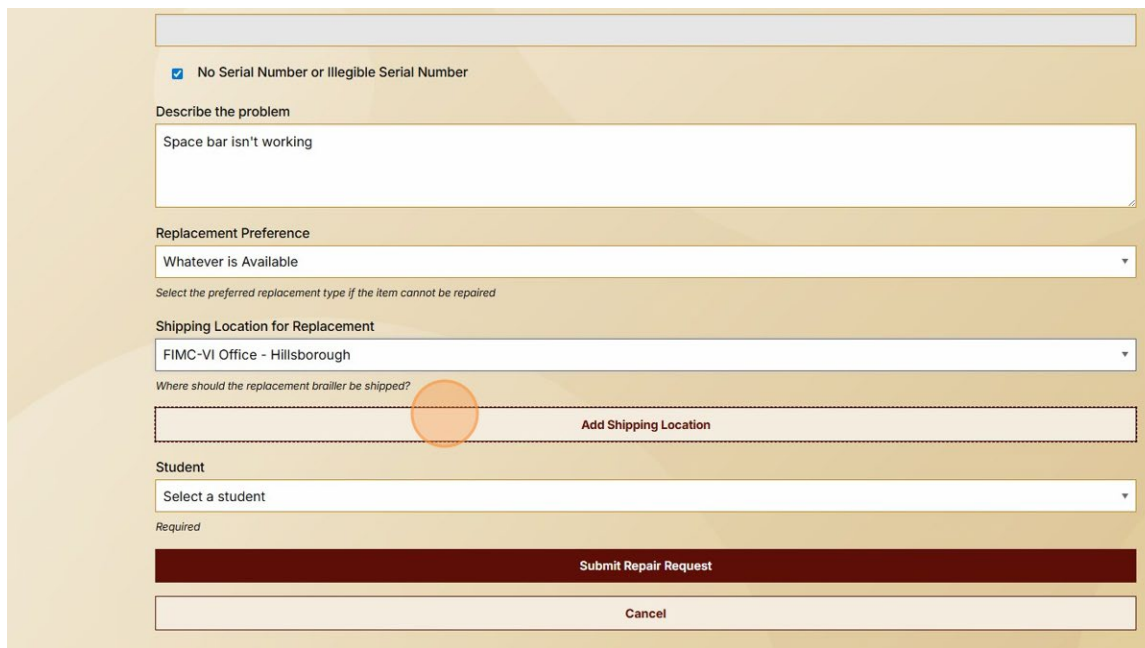
Required

Submit Repair Request

Cancel

9. You may add a shipping location if needed.

When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.

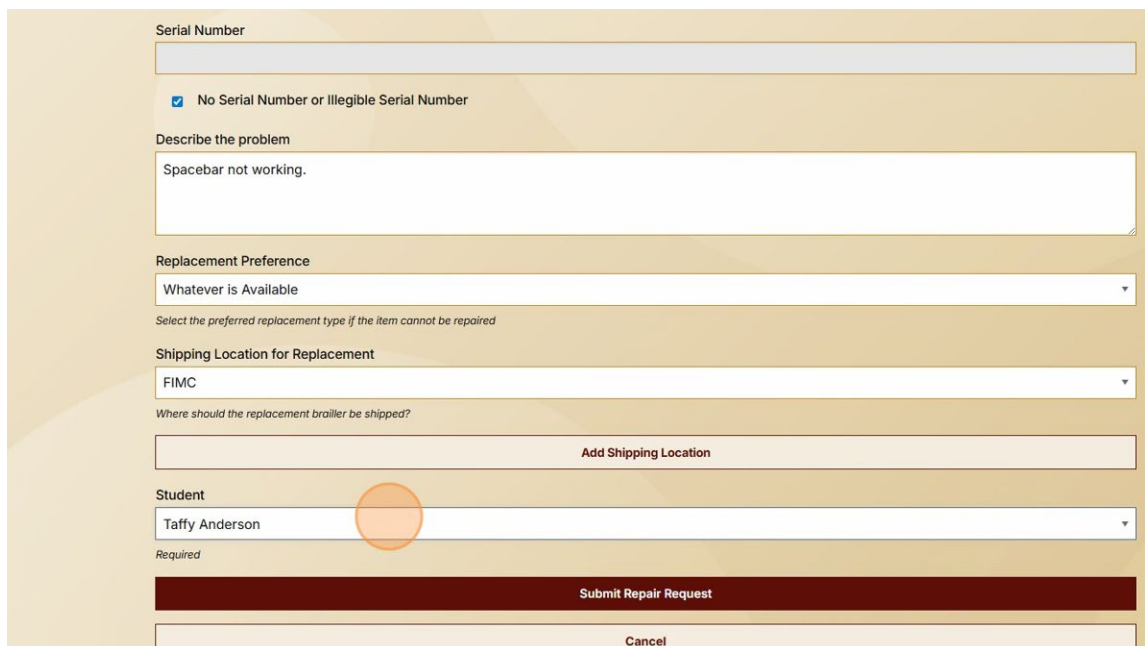


The screenshot shows a repair request form with the following fields and options:

- ☒ No Serial Number or Illegible Serial Number
- Describe the problem**
Space bar isn't working
- Replacement Preference**
Whatever is Available
- Select the preferred replacement type if the item cannot be repaired
- Shipping Location for Replacement**
FIMC-VI Office - Hillsborough
- Where should the replacement brailier be shipped?
- Add Shipping Location** (highlighted with a red circle)
- Student**
Select a student
- Required
- Submit Repair Request**
- Cancel**

10. Select the student the replacement brailier should be assigned to.

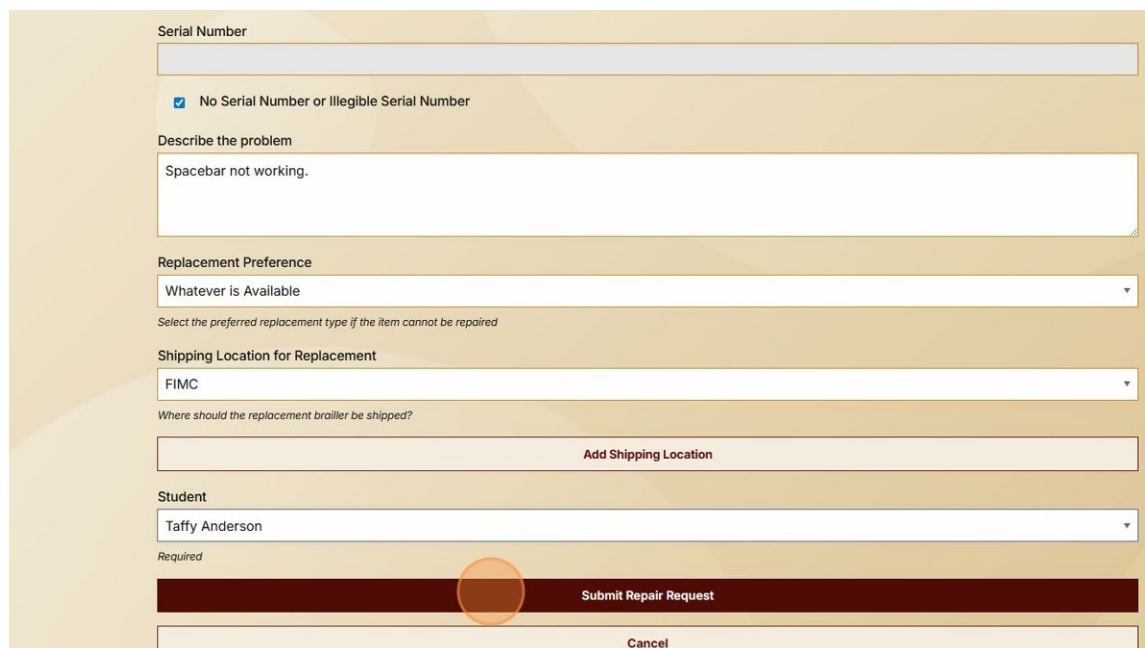
Note: only students who have signed parental consent to share information with APH will appear in this list.



The screenshot shows the same repair request form as above, but with the following changes:

- Serial Number** field is empty.
- ☒ No Serial Number or Illegible Serial Number
- Describe the problem**
Spacebar not working.
- Replacement Preference**
Whatever is Available
- Select the preferred replacement type if the item cannot be repaired
- Shipping Location for Replacement**
FIMC
- Where should the replacement brailier be shipped?
- Add Shipping Location**
- Student**
Taffy Anderson (highlighted with a red circle)
- Required
- Submit Repair Request**
- Cancel**

11. Select "Submit Repair Request".



Serial Number

☒ No Serial Number or Illegible Serial Number

Describe the problem

Spacebar not working.

Replacement Preference

Whatever is Available

Select the preferred replacement type if the item cannot be repaired

Shipping Location for Replacement

FIMC

Where should the replacement braille be shipped?

Add Shipping Location

Student

Taffy Anderson

Required

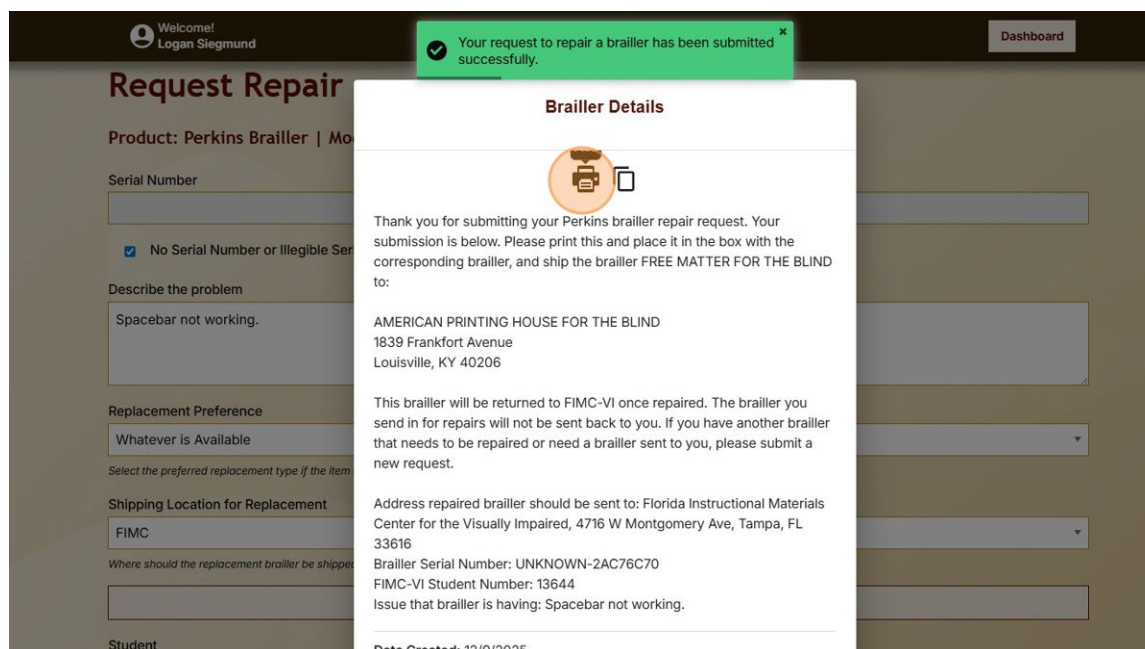
Submit Repair Request

Cancel

12. A message will appear with the information that must be printed and placed in the box with the braille prior to sending it to APH for repair. You may select the print icon on this page.

Note: Do NOT send broken brailers to FIMC-VI. Use the address provided on the printed page.

If the broken braille has a **Paige Connect** attached, please remove this device and replace the braille's original base prior to sending for repair.



Welcome! Logan Siegmund

Dashboard

Request Repair

Product: Perkins Braille | Mo

Serial Number

☒ No Serial Number or Illegible Ser

Describe the problem

Spacebar not working.

Replacement Preference

Whatever is Available

Select the preferred replacement type if the item

Shipping Location for Replacement

FIMC

Where should the replacement braille be shipped

Student

Braille Details

Thank you for submitting your Perkins braille repair request. Your submission is below. Please print this and place it in the box with the corresponding braille, and ship the braille FREE MATTER FOR THE BLIND to:

AMERICAN PRINTING HOUSE FOR THE BLIND
1839 Frankfort Avenue
Louisville, KY 40206

This braille will be returned to FIMC-VI once repaired. The braille you send in for repairs will not be sent back to you. If you have another braille that needs to be repaired or need a braille sent to you, please submit a new request.

Address repaired braille should be sent to: Florida Instructional Materials Center for the Visually Impaired, 4716 W Montgomery Ave, Tampa, FL 33616

Braille Serial Number: UNKNOWN-2AC76C70
FIMC-VI Student Number: 13644
Issue that braille is having: Spacebar not working.

Date Created: 12/9/2025

13. If you do not have access to a printer at this time, you may copy the information and paste it elsewhere to print later.

The screenshot shows a web application interface for submitting a Perkins Braille repair request. A 'Braille Details' pop-up window is centered on the screen, displaying the following information:

Braille Details

Clipboard icon

Thank you for submitting your Perkins braille repair request. Your submission is below. Please print this and place it in the box with the corresponding braille, and ship the braille FREE MATTER FOR THE BLIND to:

AMERICAN PRINTING HOUSE FOR THE BLIND
1839 Frankfort Avenue
Louisville, KY 40206

This braille will be returned to FIMC-VI once repaired. The braille you send in for repairs will not be sent back to you. If you have another braille that needs to be repaired or need a braille sent to you, please submit a new request.

Address repaired braille should be sent to: Florida Instructional Materials Center for the Visually Impaired, 4716 W Montgomery Ave, Tampa, FL 33616

Braille Serial Number: UNKNOWN-2AC76C70
FIMC-VI Student Number: 13644
Issue that braille is having: Spacebar not working.

Date Created: 12/9/2025

The background form shows the following fields:

- Product: Perkins Braille | Model
- Serial Number: [Empty]
- ☒ No Serial Number or Illegible Serial
- Describe the problem: Spacebar not working.
- Replacement Preference: Whatever is Available
- Shipping Location for Replacement: FIMC
- Student: [Empty]

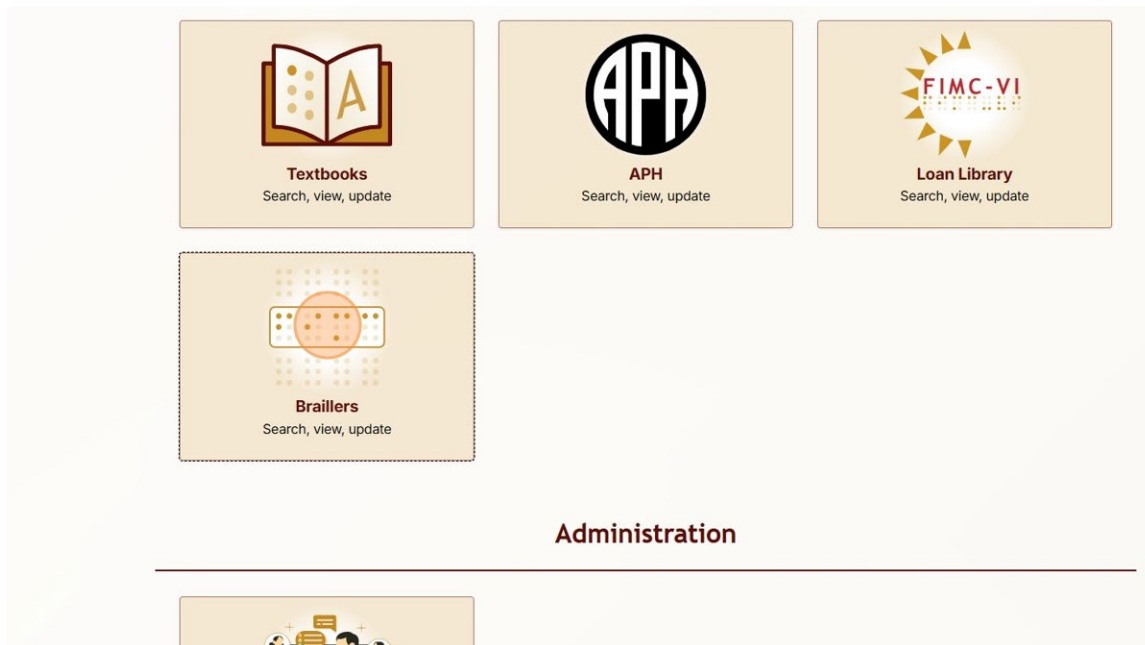
14. Once you have printed or saved the information, select “Close”.

The screenshot shows the same web application interface as the previous one, but with the 'Close' button in the bottom right corner of the 'Braille Details' pop-up window highlighted. The background form shows the following fields:

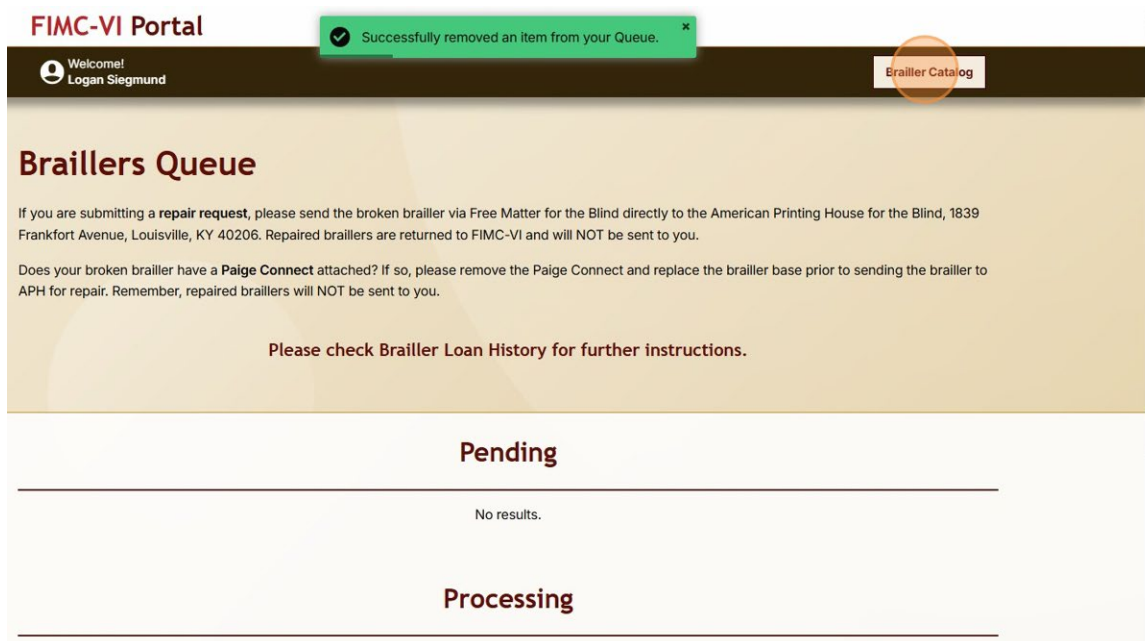
- Serial Number: [Empty]
- ☒ No Serial Number or Illegible Serial
- Describe the problem: Spacebar not working.
- Replacement Preference: Whatever is Available
- Shipping Location for Replacement: FIMC
- Student: Taffy Anderson

View Processed Braillet Requests

1. Select the Braillet tile.



2. If you are already in the Braillet Queue, you may navigate back to the main Braillet Catalog page by selecting “Braillet Catalog” in the top right corner of the page.



3. To view processed brailier requests for your entire district or organization, select “Brailier History” above the Search Results.

Brailier Catalog

Browse and search the FIMC-VI Brailier catalog to find brailiers available for loan. Items can be added to your queue for checkout. If you have specific questions about an item or loan, please contact information@fimcvl.org.

Search the catalog

Title, Model, or Manufacturer

Search Results

Displaying 2 Records

Title	Model	Cost	Availability	Actions
Perkins Brailier	Light Touch		3 out of 14 available	Repairs Add to Queue
Perkins Brailier	Classic		0 out of 2 available	Repairs Add to Waitlist

4. Always select "Clear" prior to choosing any filters or entering search terms.

Welcome!
Logan Siegmund

Brailier Catalog

Brailier History

Search Loan History

Search: Title, Model, or Serial Number

Shipping Location: Select an Option

Status: All

Loan History Results

Displaying 4 Records

Title	Serial Number	Shipping Location	Enter	Date submitted	Date Checked	Date	Status
-------	---------------	-------------------	-------	----------------	--------------	------	--------

[Export](#)
[Braille](#)
[History](#)

5. Select "Search" to view all processed Loan Library requests in your district or organization.

Welcome!
Logan Siegmund

Braille Catalog

Braille History

Search Loan History

Search
Title, Model, or Serial Number

Shipping Location
Select an Option

Status
All

X Clear

Q Search

Loan History Results

[Export
Braille
History](#)

Displaying 4 Records

Model	Serial Number	Shipping Location	Patron	Date submitted	Date Checked	Date	Status	Actions
-------	---------------	-------------------	--------	----------------	--------------	------	--------	---------

6. Under the results you may use the Sort feature to sort any field alphabetically or by date.

X Clear

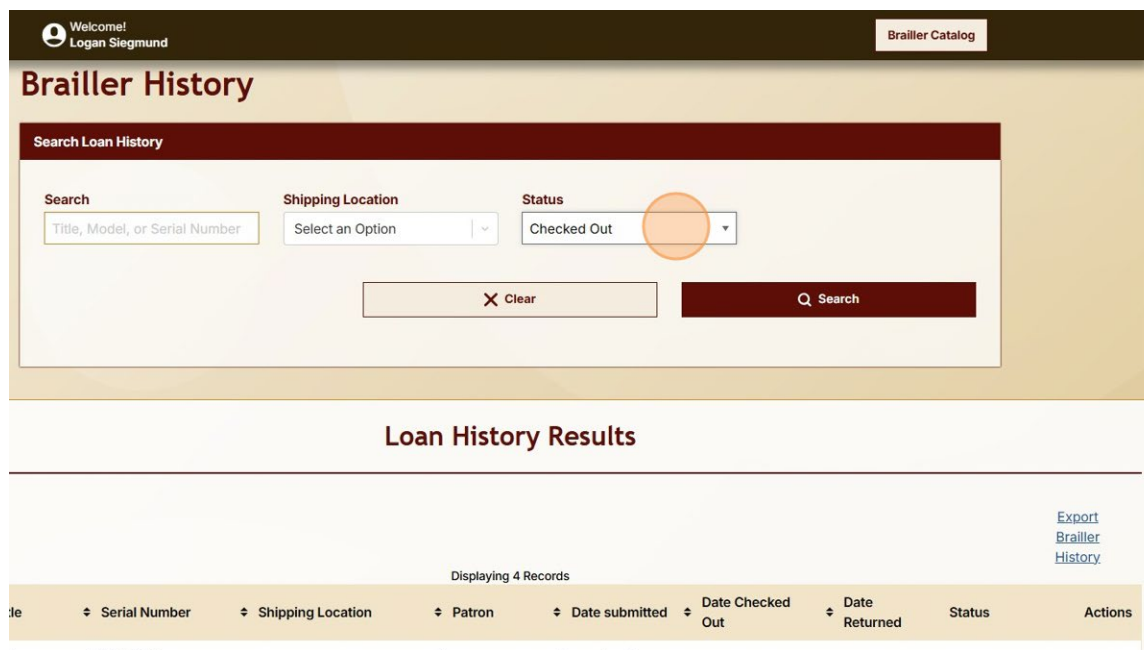
Q Search

Loan History Results

Displaying 4 Records

Model	Title	Serial Number	Shipping Location	Patron	Date submitted	Date Checked Out	Date Returned	Status
Light Touch	Perkins Braille	UNKNOWN-2AC76C70	FIMC	Logan Siegmund	December 9, 2025	January 1, 1	-	Repair - Rep
Light Touch	Perkins Braille	UNKNOWN-38FC88F1	FIMC-VI Office - Hillsborough	Logan Siegmund	December 8, 2025	January 1, 1	-	Repair - Rep
Light Touch	Perkins Braille	123456	FIMC	Logan Siegmund	December 4, 2025	December 4, 2025	-	Repair - Rep
Light Touch	Perkins Braille	471633	FIMC	Logan Siegmund	December 9, 2025	December 9, 2025	-	ReadyForCr

- You may also search by item, shipping location, or status. Be sure to select "Clear" prior to changing any of these filters. It's best to use one filter at a time. If an order is not appearing, select "Clear", apply the filter, and select "Search" again.



Welcome! Logan Siegmund Braille Catalog

Braille History

Search Loan History

Search: Shipping Location: Status:

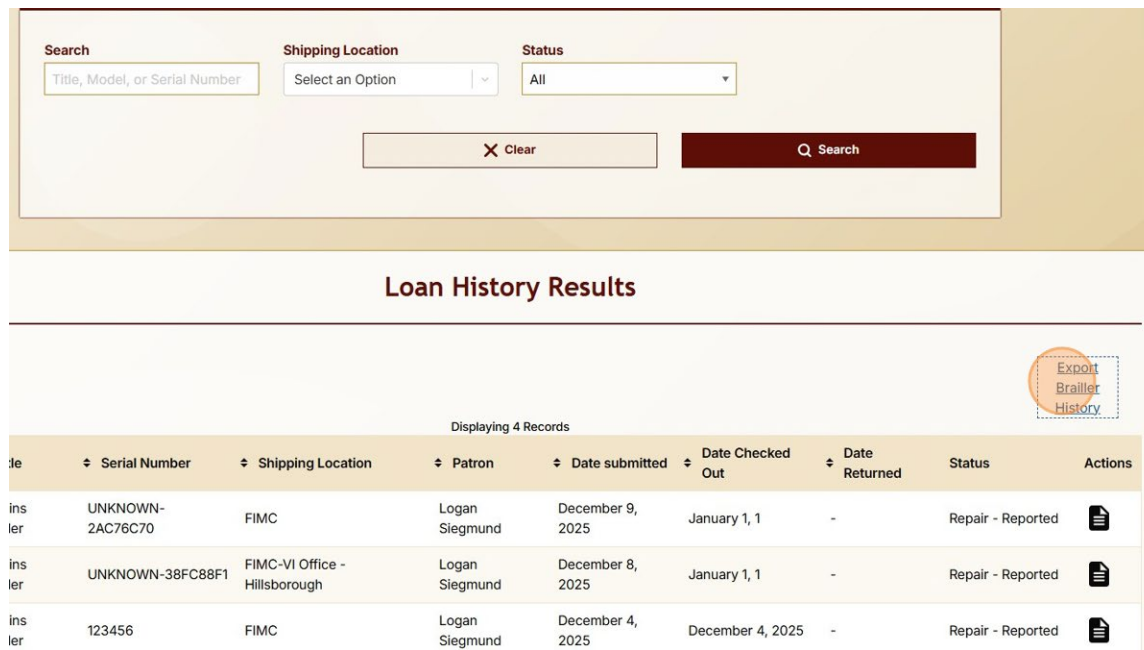
Loan History Results

Export Braille History

Displaying 4 Records

Item	Serial Number	Shipping Location	Patron	Date submitted	Date Checked Out	Date Returned	Status	Actions
ins	UNKNOWN-2AC76C70	FIMC	Logan Siegmund	December 9, 2025	January 1, 1	-	Repair - Reported	
ins	UNKNOWN-38FC88F1	FIMC-VI Office - Hillsborough	Logan Siegmund	December 8, 2025	January 1, 1	-	Repair - Reported	
ins	123456	FIMC	Logan Siegmund	December 4, 2025	December 4, 2025	-	Repair - Reported	

- You may export the results to an Excel spreadsheet by selecting "Export Braille History".



Search: Shipping Location: Status:

Loan History Results

Export Braille History

Displaying 4 Records

Item	Serial Number	Shipping Location	Patron	Date submitted	Date Checked Out	Date Returned	Status	Actions
ins	UNKNOWN-2AC76C70	FIMC	Logan Siegmund	December 9, 2025	January 1, 1	-	Repair - Reported	
ins	UNKNOWN-38FC88F1	FIMC-VI Office - Hillsborough	Logan Siegmund	December 8, 2025	January 1, 1	-	Repair - Reported	
ins	123456	FIMC	Logan Siegmund	December 4, 2025	December 4, 2025	-	Repair - Reported	

- To view the information that must be printed and included in the box with a broken braille being sent for repair, select the page icon under Actions.

Loan History Results							
Displaying 4 Records							
le	Serial Number	Shipping Location	Patron	Date submitted	Date Checked Out	Date Returned	Status
ins ler	UNKNOWN-2AC76C70	FIMC	Logan Siegmund	December 9, 2025	January 1, 1	-	Repair - Reported
ins ler	UNKNOWN-38FC88F1	FIMC-VI Office - Hillsborough	Logan Siegmund	December 8, 2025	January 1, 1	-	Repair - Reported
ins ler	123456	FIMC	Logan Siegmund	December 4, 2025	December 4, 2025	-	Repair - Reported
ins ler	471633	FIMC	Logan Siegmund	December 9, 2025	December 9, 2025	-	ReadyForCheckout

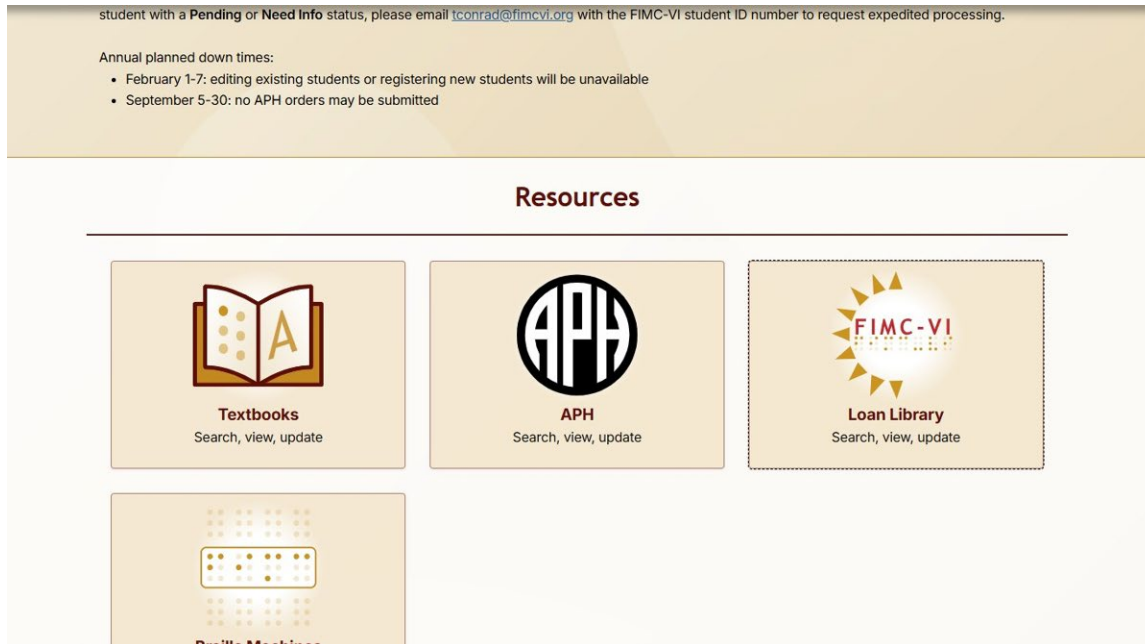
- The braille repair information will appear.

Thank you for submitting your Perkins braille repair request. Your submission is below. Please print this and place it in the box with the corresponding braille, and ship the braille FREE MATTER FOR THE BLIND to: AMERICAN PRINTING HOUSE FOR THE BLIND 1839 Frankfort Avenue Louisville, KY 40206 This braille will be returned to FIMC-VI once repaired. The braille you send in for repairs will not be sent back to you. If you have another braille that needs to be repaired or need a braille sent to you, please submit a new request. Address repaired braille should be sent to: Florida Instructional Materials Center for the Visually Impaired, 4716 W Montgomery Ave, Tampa, FL 33616 Braille Serial Number: UNKNOWN-2AC76C70 FIMC-VI Student Number: 13644 Issue that braille is having: Spacebar not working. Date Created: 12/9/2025							
le	Serial Number	S	Patron	Date submitted	Date Checked Out	Date Returned	Status
ins ler	UNKNOWN-2AC76C70	FIM				-	Repair - Reported
ins ler	UNKNOWN-38FC88F1	FIM				-	Repair - Reported
ins ler	123456	FIM			2025	-	Repair - Reported
ins ler	471633	FIM			2025	-	ReadyForCheckout

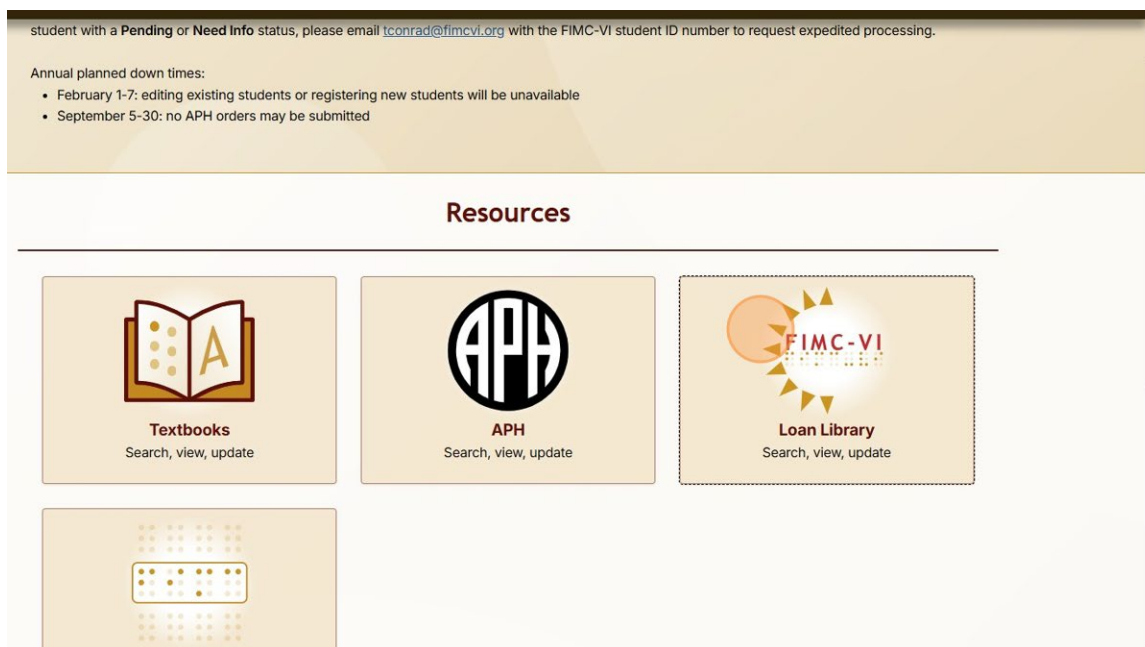
Loan Library Requests

Submit and Cancel Requests

1. Navigate to <https://portal.fimcvi.org/dashboard>



2. Select the Loan Library tile.



3. Type in the search terms field(s) and select “Search”. You may also leave the search field blank and select “Search” to view the entire inventory.

Note: the Catalog Number field is only for APH products and should match the catalog number on the APH website.

The screenshot shows the FIMC-VI Portal interface. At the top, there is a dark header with the FIMC-VI Portal logo, a user profile for Logan Siegmund, and a Dashboard link. Below the header is the 'Loan Library Catalog' section. It includes a search bar with a placeholder 'Product Name, Author, or Key words' and a 'Catalog Number' field. A 'Search' button is to the right. Below the search bar are two buttons: 'Loan Library Queue' and 'Loan Library History'. The 'Search Results' section is visible below, showing navigation links: 'First', 'Previous', '1 – 25 of 517', 'Next', and 'Last'.

4. Locate the desired product and if available, select "Add to Queue".
- Note: if you need multiples of one item, you must select “Add to Queue” multiple times. For example, if you need 2 Geometro kits, you must select “Add to Queue” 2 times.

The screenshot shows the search results for 'Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille'. The search bar at the top contains 'Catalog Number' and a 'Search' button. Below the search bar are two buttons: 'Loan Library Queue' and 'Loan Library History'. The 'Search Results' section is visible below, showing 'Displaying 3 Records'. The first result is 'Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille', which is '2 of 2 Available'. To the right of the product name is a blue 'Add to Queue' button. Below the product name is a list of details: '77 (Access Number)', '5-17683-00 (Catalog Number)', 'Albert H Brigance (Author)', 'Hard Copy (Media Format)', 'October 13, 2022 (Date of Purchase)', '\$1370.00 (Cost)', 'This product is a widely used academic assessment that has been adapted for the use of learners with limited or no vision. The assessment has a series of subtests that capture a learner's ability to complete math and reading/English Language Arts (ELA) exercises. It is intended for use as a standalone, one-time assessment to measure the learner's abilities on a given day, or as a progress monitoring assessment to track the learner's growth over time. (Description)', 'assessment, psychological (Keywords)', and 'Ninety (Loan Terms)'.

5. If the item is unavailable, select "Add to Waitlist".

Logan Siegmund

Dashboard

6-DOT Braille Label Maker

7 of 10 Available [Add to Queue](#)

2000 (Access Number)
Technology (Media Format)
June 19, 2017 (Date of Purchase)
\$ 699.00 (Cost)
The 6dot Braille Label Maker is ergonomically designed to be portable and easy to use anywhere. It has a built-in Braille keyboard that supports all grades of Braille in virtually every language. The powered embossing makes for high quality Braille labels that are easy to read. The QWERTY keyboard enables non-Brailist to generate labels too! An automatic cutter provides effortlessly clean label cuts without the need for scissors. (Description)
Braille, labels, brailier (Keywords)
Dell Keyboard KB212-B (Related Items)
Sixty (Loan Terms)

7 Keys to Comprehension How to Help your Kids Read It and Get It!

Unavailable [Add to Waitlist](#)

28 (Access Number)
978-0761515494 (Catalog Number)
Susan Zimmerman Chryse Hutchins (Author)
Hard Copy (Media Format)
November 1, 2018 (Date of Purchase)
\$ 15.00 (Cost)
It's simple: If children don't understand what they read, they will never embrace reading. 7 Keys to Comprehension gives parents--those who aren't "already using this valuable program--practical, thoughtful advice about the seven simple thinking strategies that proficient readers use: *Connecting reading to their background knowledge, *Creating sensory images, * Asking questions, * Drawing inferences, *Determining what's important, * Synthesizing ideas, * Solving problems (Description)
reading, ELA, language arts, compensatory, literacy (Keywords)
Ninety (Loan Terms)

6. Select "Loan Library Queue" above the Search Results.

Loan Library Catalog

Browse and search the FIMC-VI Loan Library catalog to find educational materials, technology, assessments, and professional resources available for loan. Items can be added to your queue for checkout. If you have specific questions about an item or loan, please contact information@fimcvi.org.

Search the catalog

[Q Search](#)

[Loan Library Queue](#)

[Loan Library History](#)

Search Results

First

Previous

1 - 25 of 517

Next

Last

6-DOT Braille Label Maker

7 of 10 Available [Add to Queue](#)

7. Select the checkbox next to the item you want to check out. You may select multiple items at a time. Any selected titles will be shipped to the same location.

The screenshot shows the top of a web application. At the top left, a user is logged in as 'Logan Siegmund'. Two green notification banners at the top state 'Successfully removed an item from your Queue.' with close buttons. Below the header, the page title 'Pending' is centered. Underneath, there are links for 'Select All' and 'Deselect All'. Two items are listed, each with an unchecked checkbox:

- Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille**
5-17683-00 (Catalog #)
Pending (Status)
Cancel Request
- 7 Keys to Comprehension How to Help your Kids Read It and Get It!**
978-0761515494 (Catalog #)
Waitlist (Status)
Cancel Request

8. Select the location this title should be sent to.

Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.

This screenshot shows the same 'Pending' page, but with the checkboxes for both items selected. At the bottom of the page, there is a 'Location' dropdown menu. The dropdown is open, and the option 'FIMC-VI Office - Hillsborough' is highlighted with an orange circle. Below the dropdown is a button labeled 'Add Shipping Location'.

9. If the needed location is not showing, you may select "Add Shipping Location". When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.

[Select All](#) [Deselect All](#)

☒ **Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille**
5-17683-00 (Catalog #)
Pending (Status)
[Cancel Request](#)

☒ **7 Keys to Comprehension How to Help your Kids Read It and Get It!**
978-0761515494 (Catalog #)
Waitlist (Status)
[Cancel Request](#)

Location

FIMC-VI Office - Hillsborough

Add Shipping Location

Submit

10. Once the correct location is indicated, select "Submit".

☒ **Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille**
5-17683-00 (Catalog #)
Pending (Status)
[Cancel Request](#)

☒ **7 Keys to Comprehension How to Help your Kids Read It and Get It!**
978-0761515494 (Catalog #)
Waitlist (Status)
[Cancel Request](#)

Location

FIMC-VI Office - Hillsborough

Add Shipping Location

Submit

Processing

11. A message will appear stating "Successfully updated items from your Queue." You may close this message.

Welcome!
Logan Siegmund

Successfully updated items from your Queue. x

Loan Library

Pending

[Select All](#) [Deselect All](#)

☐ **7 Keys to Comprehension How to Help your Kids Read It and Get It!**
978-0761515494 (Catalog #)
Waitlist (Status)
[Cancel Request](#)

Location
FIMC-VI Office - Hillsborough

[Add Shipping Location](#)

[Submit](#)

Processing

12. The item(s) will appear on the Queue page under Processing, with a status of Ready for Checkout or Waitlist Processing.

Welcome!
Logan Siegmund

Loan Library

[Add Shipping Location](#)

[Submit](#)

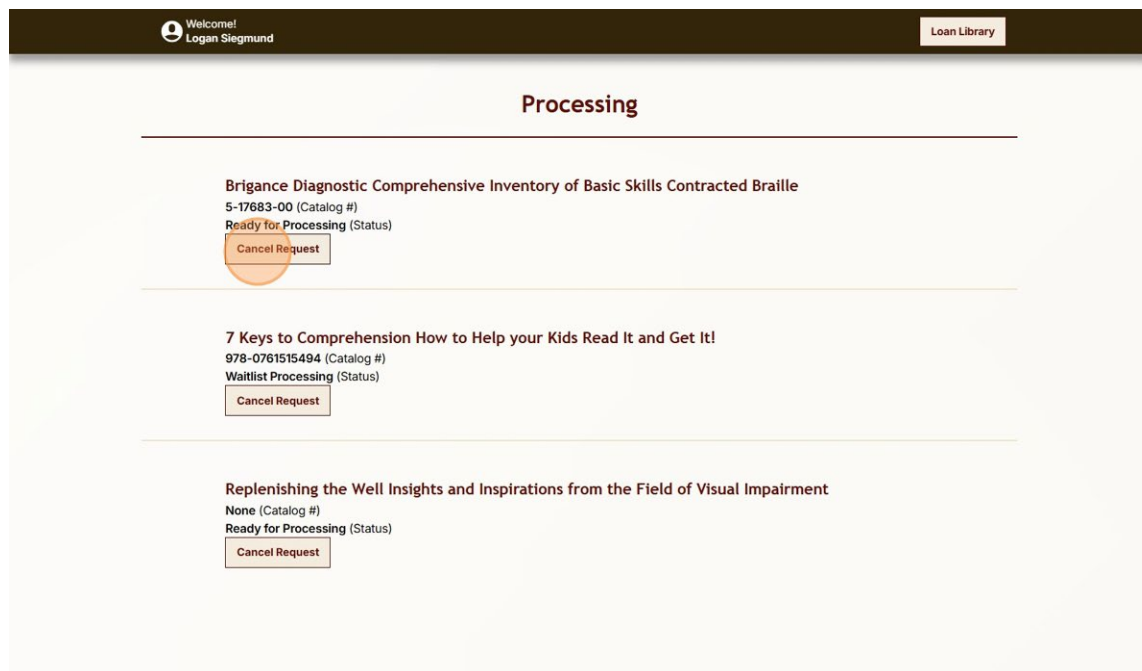
Processing

Brigance Diagnostic Comprehensive Inventory of Basic Skills Contracted Braille
5-17683-00 (Catalog #)
Ready for Processing (Status)
[Cancel Request](#)

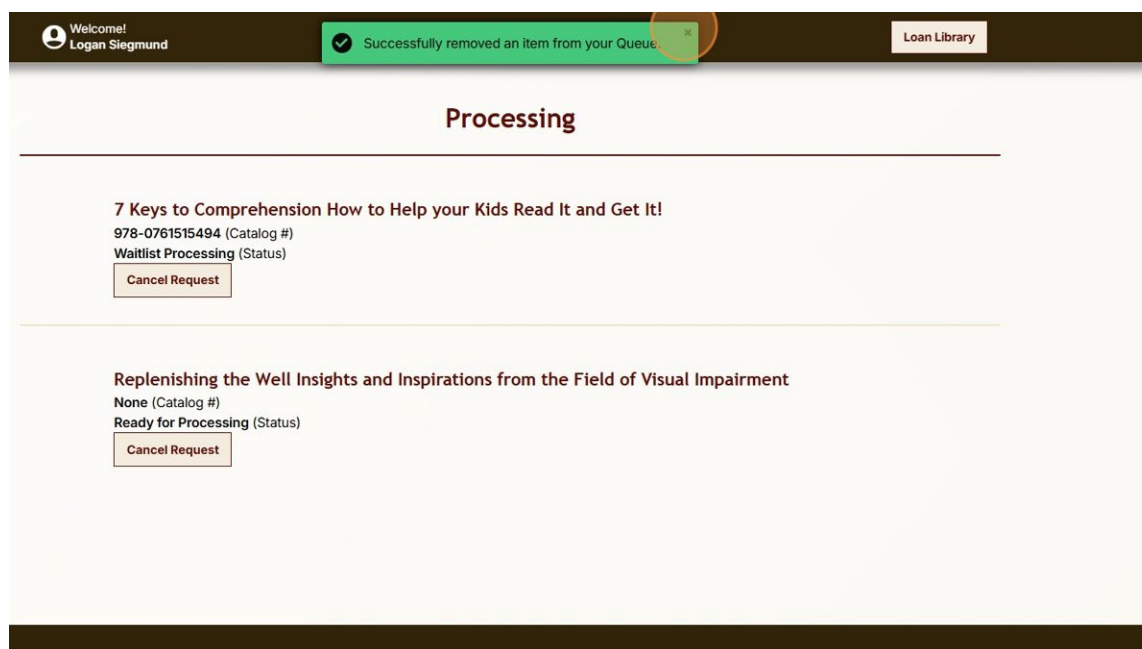
7 Keys to Comprehension How to Help your Kids Read It and Get It!
978-0761515494 (Catalog #)
Waitlist Processing (Status)
[Cancel Request](#)

Replenishing the Well Insights and Inspirations from the Field of Visual Impairment
978-0761515494 (Catalog #)
Waitlist Processing (Status)
[Cancel Request](#)

13. Orders that appear in the Queue under Pending or Processing may be cancelled by selecting "Cancel Request".



14. A message will appear stating "Successfully removed an item from your Queue." You may close this message.



View Processed Loan Library Requests

1. Select the Loan Library tile.

Textbooks, APH products, and brailers may only be requested for students who are in **Approved** status. If you need to request these materials for a student with a **Pending** or **Need Info** status, please email tconrad@fimcvi.org with the FIMC-VI student ID number to request expedited processing.

Annual planned down times:

- February 1-7: editing existing students or registering new students will be unavailable
- September 5-30: no APH orders may be submitted

Resources



Textbooks
Search, view, update



APH
Search, view, update



FIMC-VI
Loan Library
Search, view, update



2. Select "Loan Library History" above the Search Results.

Loan Library Catalog

Browse and search the FIMC-VI Loan Library catalog to find educational materials, technology, assessments, and professional resources available for loan. Items can be added to your queue for checkout. If you have specific questions about an item or loan, please contact information@fimcvi.org.

Search the catalog

Search Results

1 - 25 of 517

6-DOT Braille Label Maker 8 of 10 Available [Add to Queue](#)

3. Always select "Clear" prior to choosing any filters or entering search terms.

Loan Library History

Search Loan History

Search
Title, Catalog Number, or Barco

Patron
Select an Option

Shipping Location
Select an Option

Due Date

Status
Select an Option

Is Overdue
Select an Option

X Clear

Q Search

Loan History Results

Displaying 25 Records

[Export Loan Library Loans](#)

4. Select "Search" to view all processed Loan Library requests in your district or organization.

Loan Library History

Search Loan History

Search
Title, Catalog Number, or Barco

Patron
Select an Option

Shipping Location
Select an Option

Due Date

Status
Select an Option

Is Overdue
Select an Option

X Clear

Q Search

Loan History Results

Displaying 25 Records

[Export Loan Library Loans](#)

5. Under the results you may use the Sort feature to sort any field alphabetically or by date.

Welcome!
Logan Siegmund

Loan Library

Loan History Results

Displaying 25 Records [Export Loan Library Loans](#)

↕ Catalog Number	↕ Title	↕ Serial Number	↕ Patron	↕ Shipping Location	↕ Date Checked Out	↕ Due Date	↕ Date Returned
59462 PAR	A Paraeducator's Handbook for Working with Students Who are Visually Impaired		TVI agency	FIMC-VI	December 4, 2025	March 4, 2026	-
978-0761515494	7 Keys to Comprehension How to Help your Kids Read It and Get It!		Fimc Admin	EPIPHANY SCHOOL	December 2, 2025	March 2, 2026	December 4, 2025
	6-DOT Braille Label Maker	60482	Fimc Admin	CHARLOTTE ACADEMY	December 2, 2025	January 31, 2026	-
1	Some New Product		Faith Jenkins	FIMC	December 2, 2025	January 1, 2026	-
1	Some New Product		Fimc Admin	BISHOP MCLAUGHLIN CATHOLIC HIGH SCHOOL	December 2, 2025	January 31, 2026	December 2, 2025
1	Some New Product		Fimc Admin	BISHOP MCLAUGHLIN CATHOLIC HIGH SCHOOL	December 2, 2025	January 1, 2026	December 2, 2025

6. You may also search by item, patron, shipping location, due date, status, or overdue status. Be sure to select "Clear" prior to changing any of these filters. It's best to use one filter at a time.

Loan Library History

Search Loan History

Search
Title, Catalog Number, or Barco

Status
Select an Option

Patron
Select an Option
Fimc Admin
TVI agency
Faith Jenkins
Logan Siegmund
Andrea Wallace

Shipping Location
Select an Option

Due Date

Clear

Q Search

Loan History Results

Displaying 25 Records [Export Loan Library Loans](#)

↕ Catalog Number	↕ Title	↕ Serial	↕ Patron	↕ Shipping Location	↕ Date Checked	↕ Due	↕ Date
------------------	---------	----------	----------	---------------------	----------------	-------	--------

7. Once you have set filters, select "Search".

If an order is not appearing, select "Clear", apply the filter, and select "Search" again.

Loan Library History

Search Loan History

Search

Patron

Shipping Location

Due Date

Status

Is Overdue

Loan History Results

Displaying 25 Records

[Export Loan Library Loans](#)

Title	Serial Number	Patron	Shipping Location	Date Checked Out	Due Date	Date Returned	Status
-------	---------------	--------	-------------------	------------------	----------	---------------	--------

8. You may export the results to an Excel spreadsheet by selecting "Export Loan Library Loans".

Welcome!
Logan Siegmund

Loan Library

Loan History Results

Displaying 7 Records

[Export Loan Library Loans](#)

Title	Serial Number	Patron	Shipping Location	Date Checked Out	Due Date	Date Returned	Status
Keys to Comprehension How to Help your Kids Read It and Get It!		Logan Siegmund	BEACHLAND ELEMENTARY SCHOOL			-	Wait List
Enriching the Well Insights and Inspirations from the World of Visual Impairment		Logan Siegmund	LAKE MARION CREEK MIDDLE SCHOOL			-	Ready For Processing
Safe Blind Pocket Communicator		Logan Siegmund	LAKE MARION CREEK MIDDLE SCHOOL			-	Processing
Hand in Hand: It Can Be Done		Logan Siegmund	LAKE MARION CREEK MIDDLE SCHOOL			-	Processing
Hand in Hand: Essentials of Communication and Orientation and Mobility for Your Students Who Are Deaf-Blind Vol II		Logan Siegmund	LAKE MARION CREEK MIDDLE SCHOOL			-	Processing
Enriching the Well Insights and Inspirations from the		Logan	LAKE MARION CREEK				

Who to Contact if You Need Assistance

- Technical issues with the FIMC-VI Portal, email information@fimcvi.org or call 813-837-7826
- Student or User registration and management, contact Tiffany Conrad at tconrad@fimcvi.org
- Textbook requests, contact Denise Battle at dbattle@fimcvi.org
- APH requests, contact Colleen Mulcahey at cmulcahey@fimcvi.org
- Braille requests and repairs, contact Julie Stamper at jstamper@fimcvi.org
- Loan Library requests, contact Andrea Wallace at awallace@fimcvi.org or Colleen Mulcahey at cmulcahey@fimcvi.org