FIMC-VI Portal User Guide

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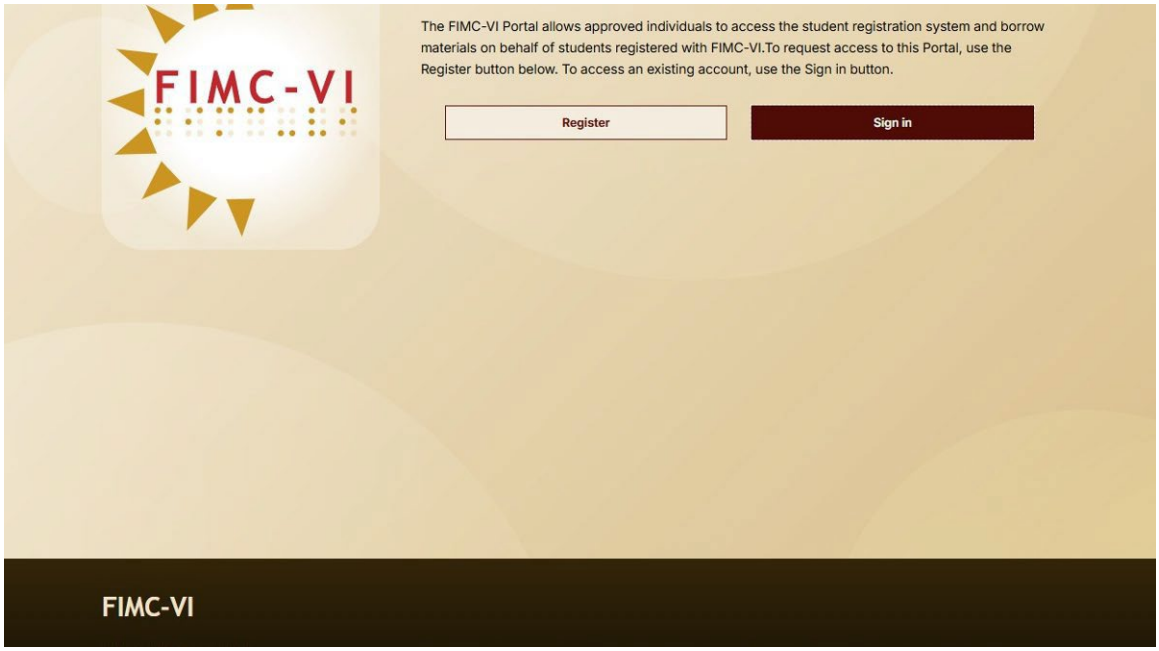
Account Management

Reset Your FIMC-VI Portal Password

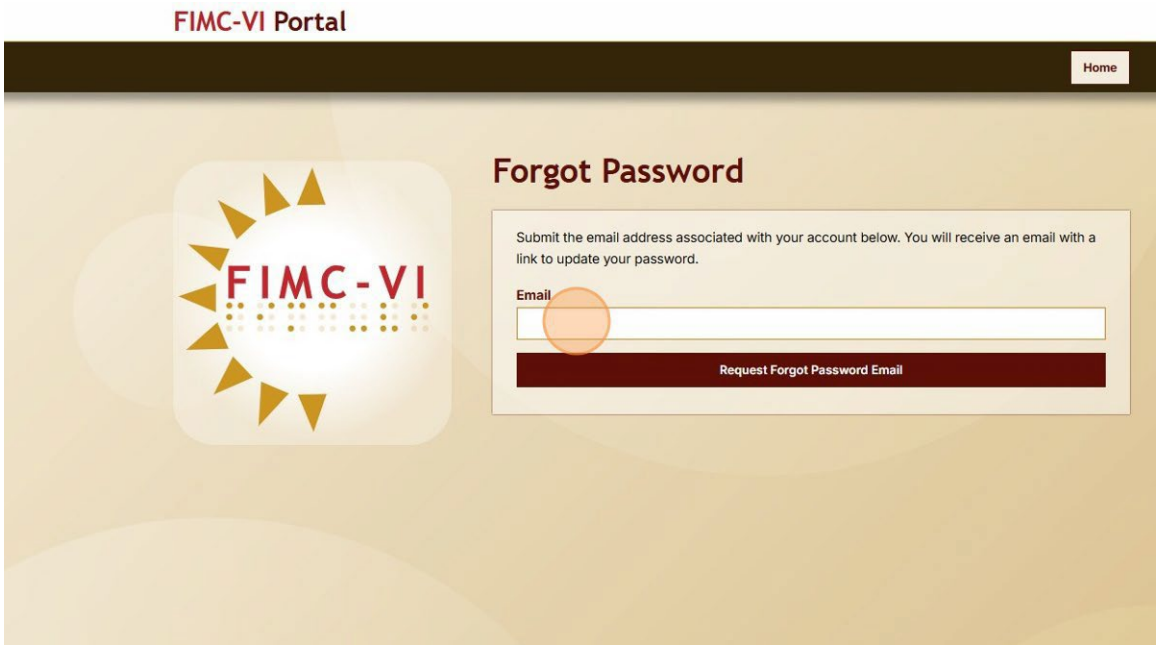
1. Navigate to https://portal.fimcvi.org



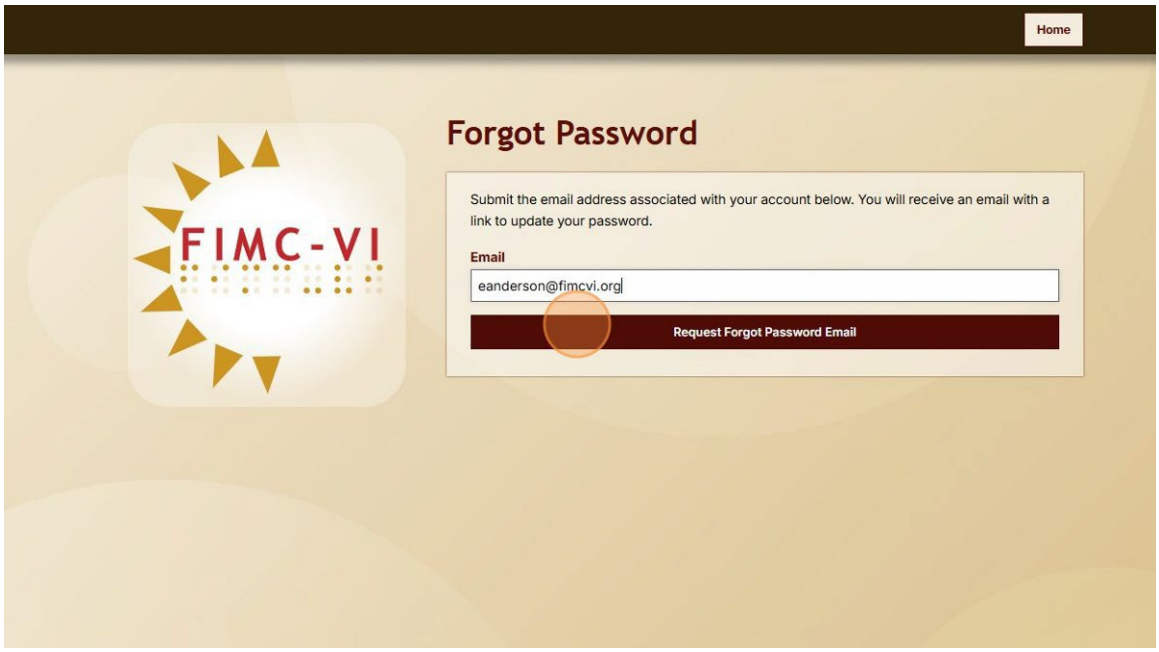
2. Select "Sign in".

3. Select "Forgot Password".

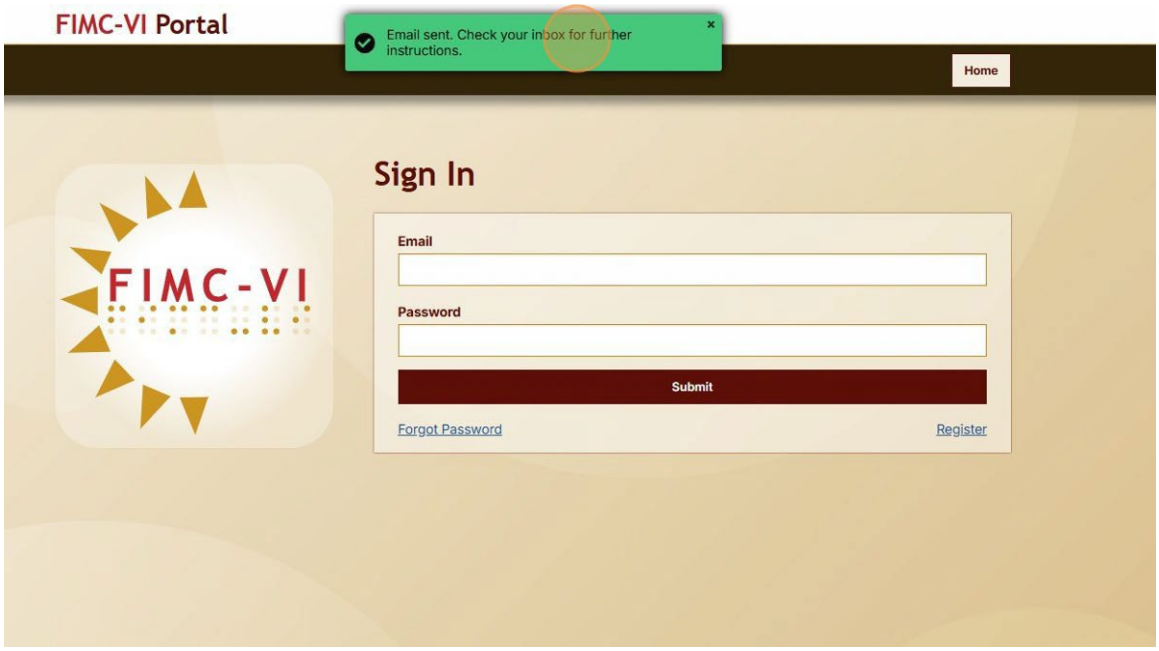
4. Type your email address.



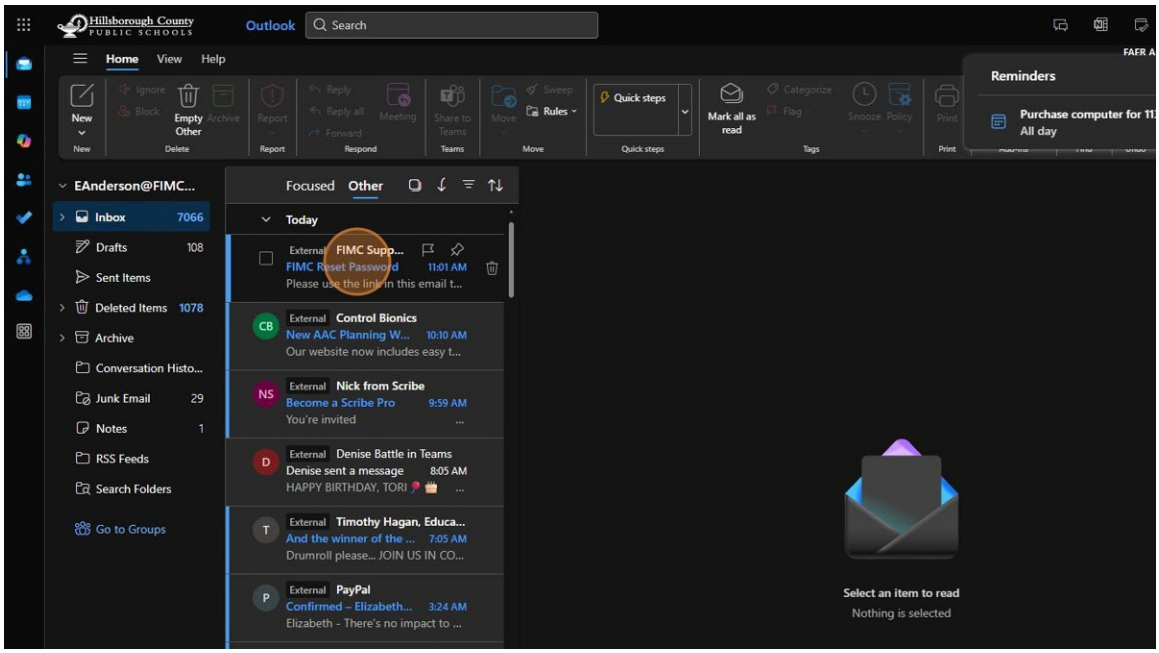
5. Select "Request Forgot Password Email".



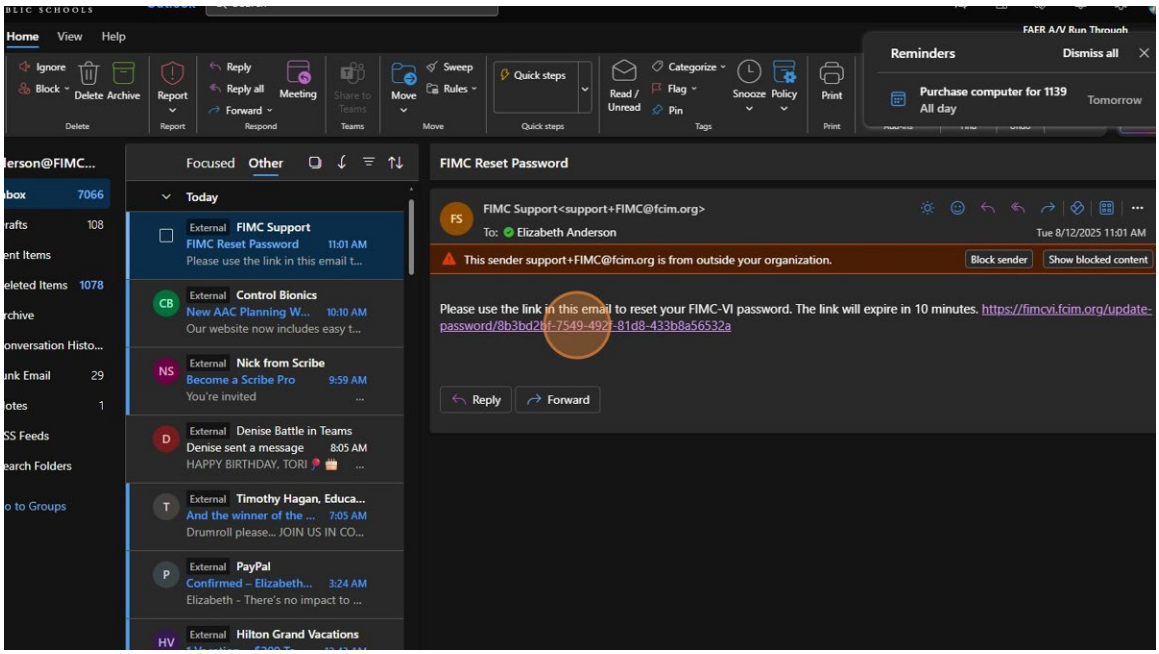
6. Notification will appear: "Email sent. Check your inbox for further instructions." You may close this notification.



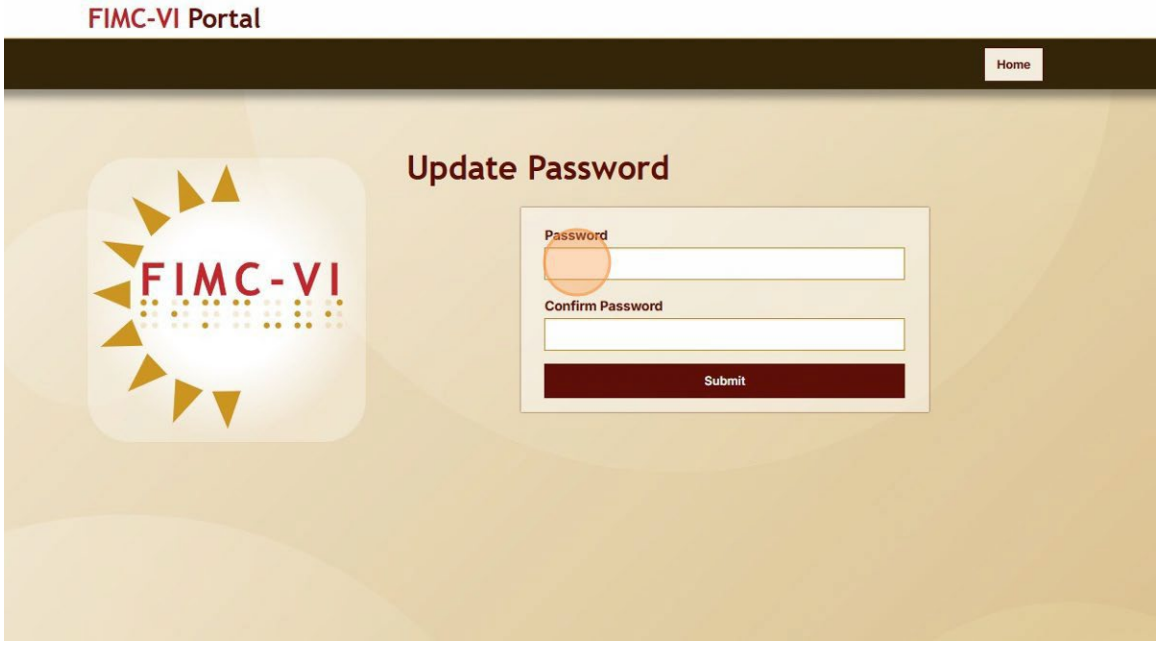
7. Open your associated email account to find and open "FIMC Reset Password" email.



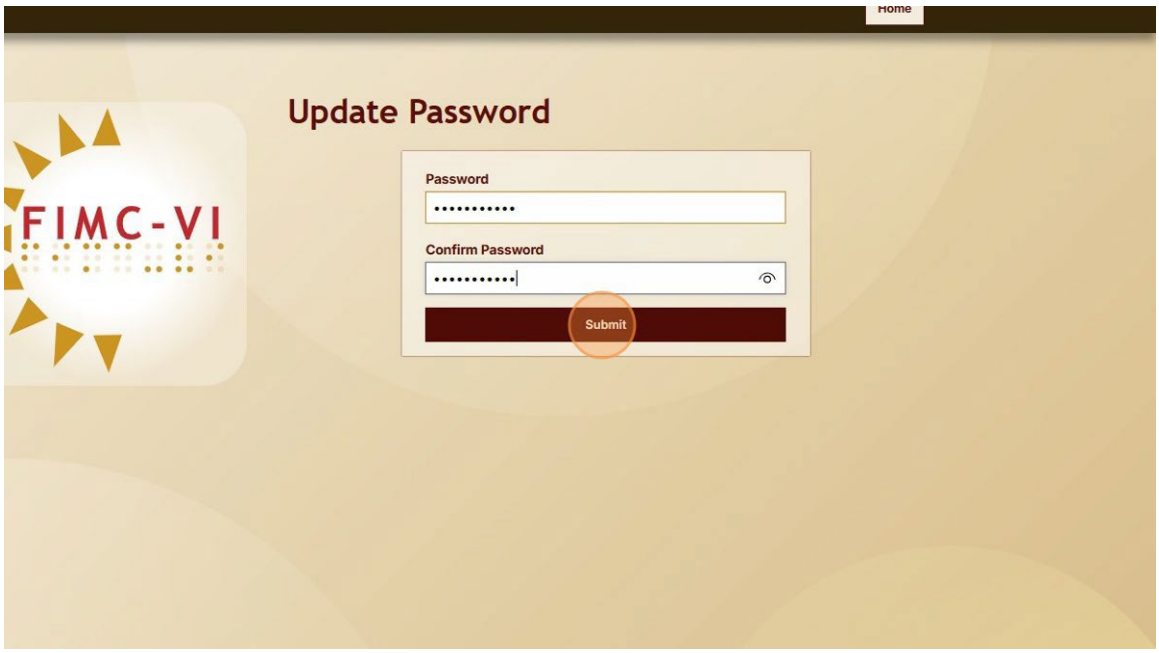
8. Select the link provided in the email.



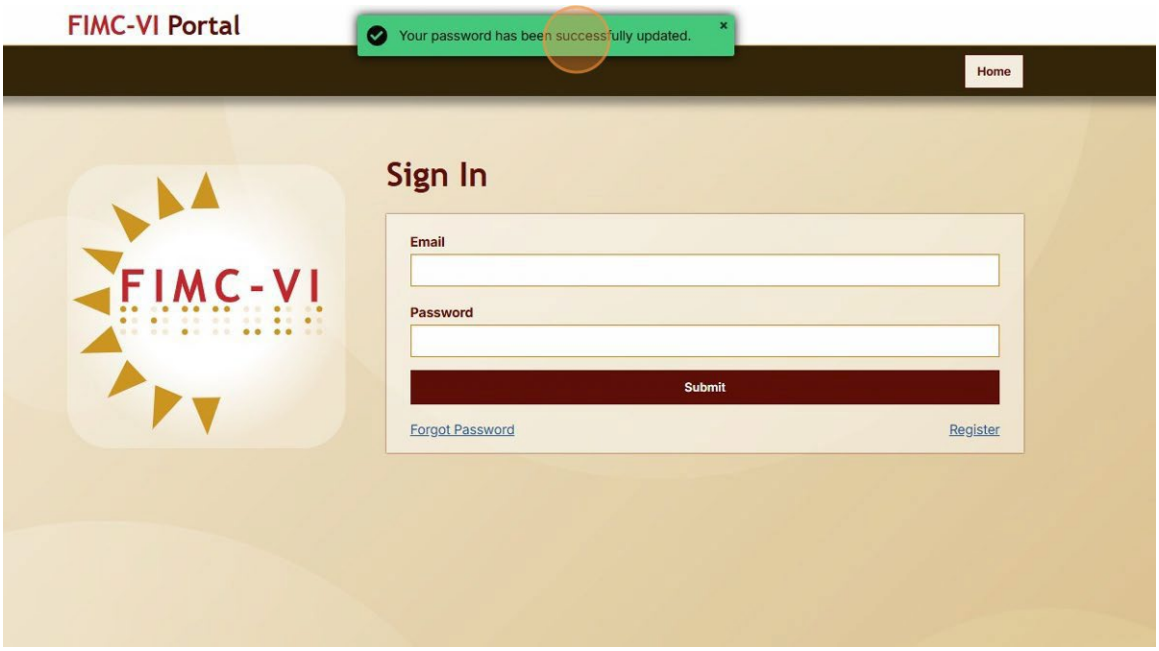
9. On the Update Password page that loads, type a new password in the Password and Confirm Password fields.



10. Select "Submit".

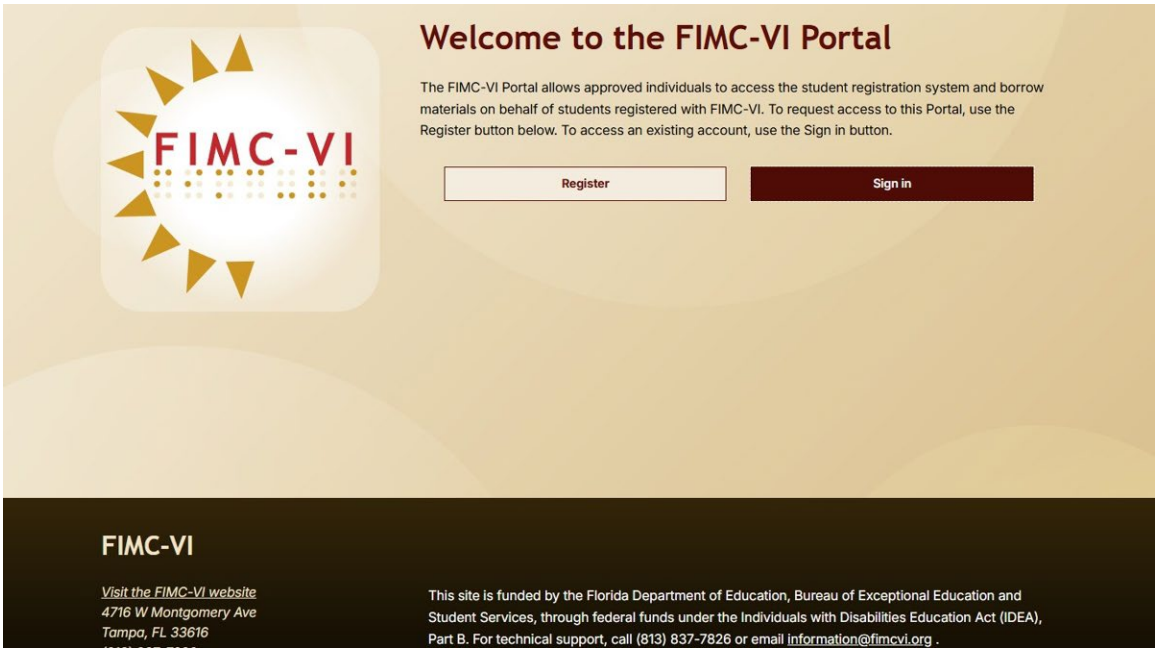


11. Notification will appear: "Your password has been successfully updated." You may close this notification and sign in to your account using the new password you created.

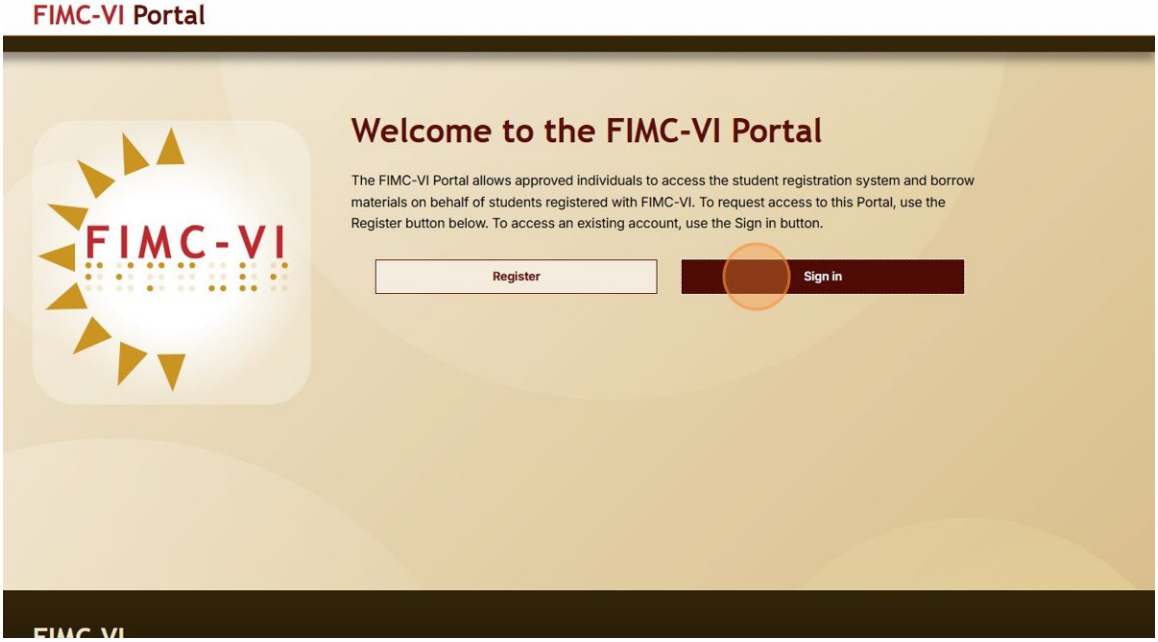


Sign In to the FIMC-VI Portal

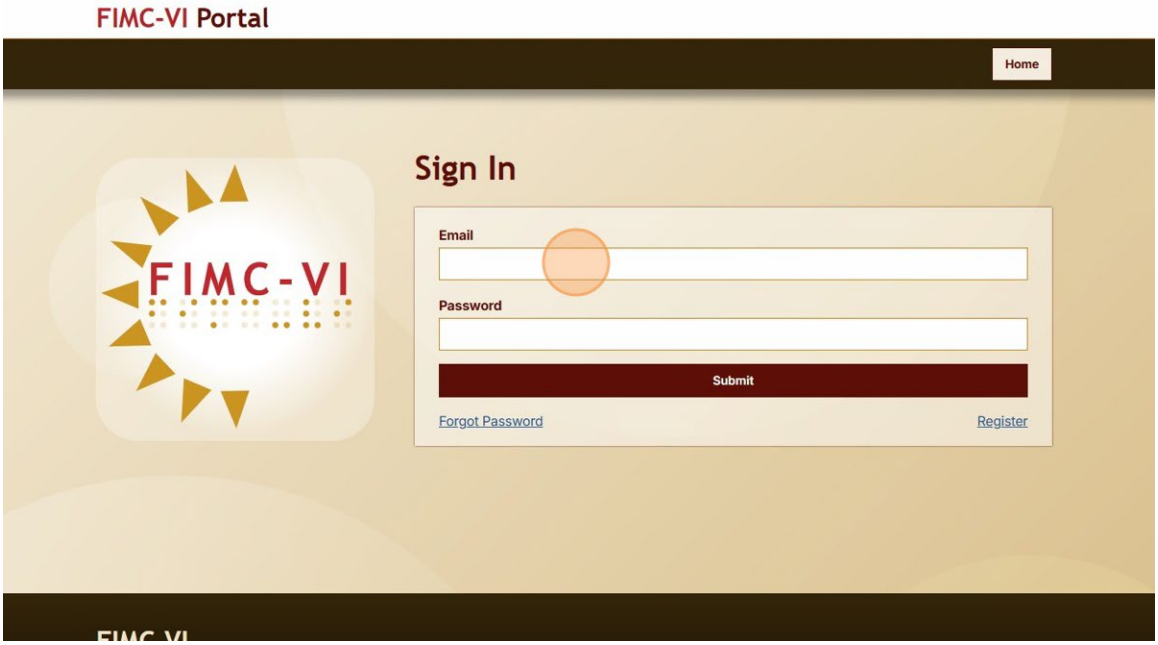
1. Navigate to https://portal.fimcvi.org



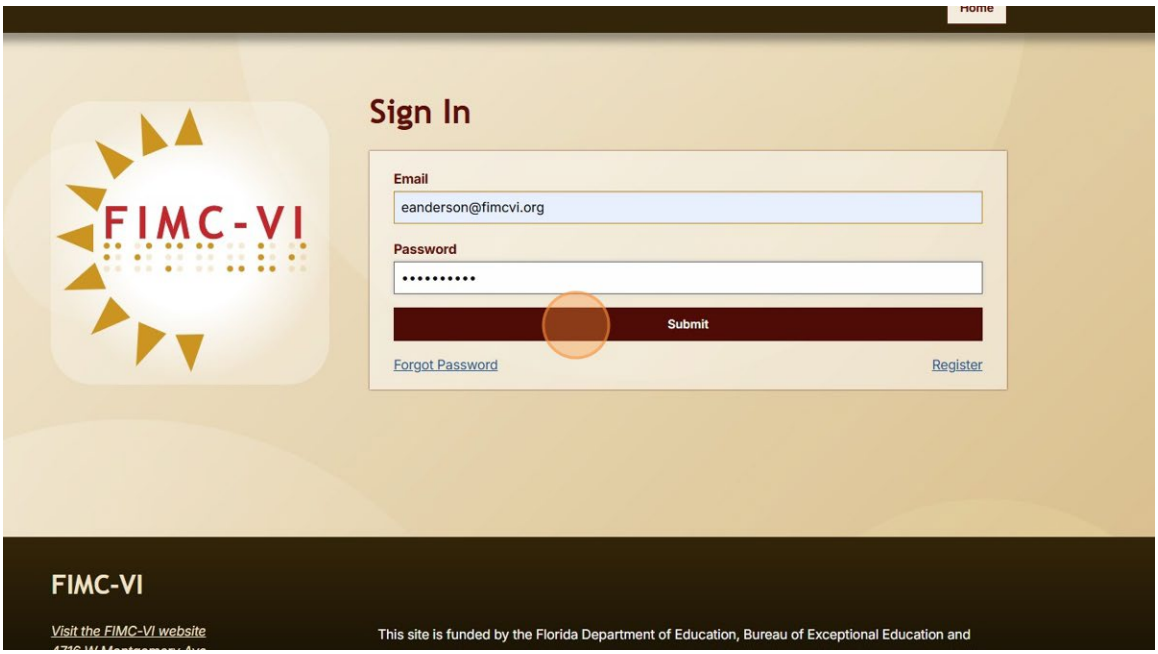
2. Select "Sign in".



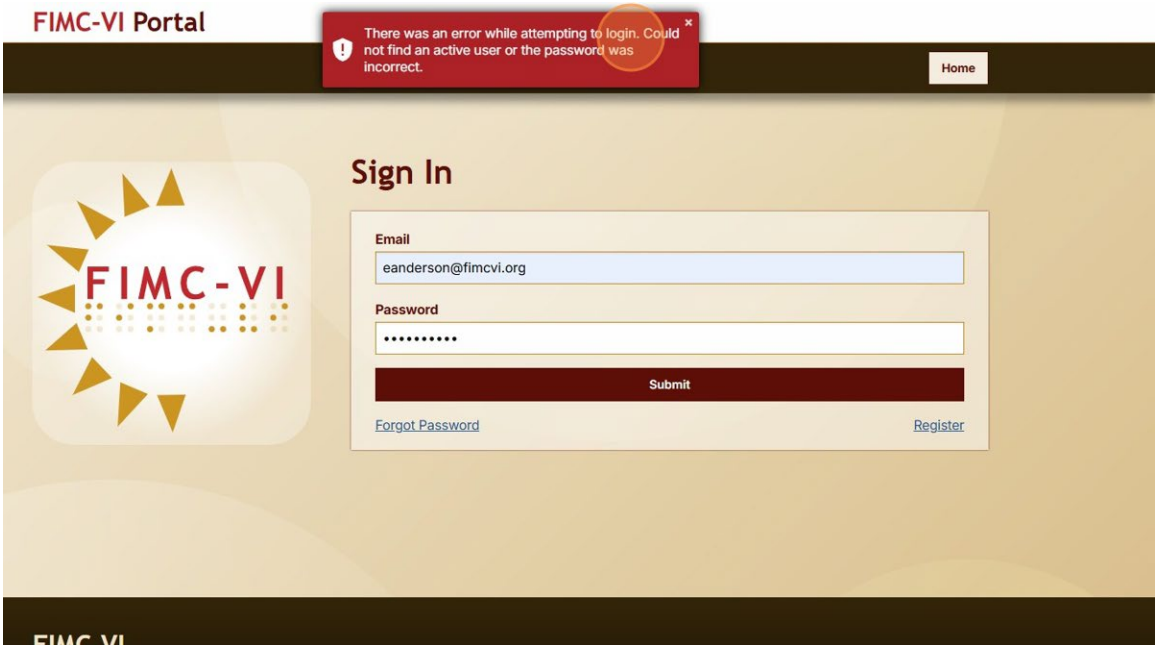
3. Enter your email and password.



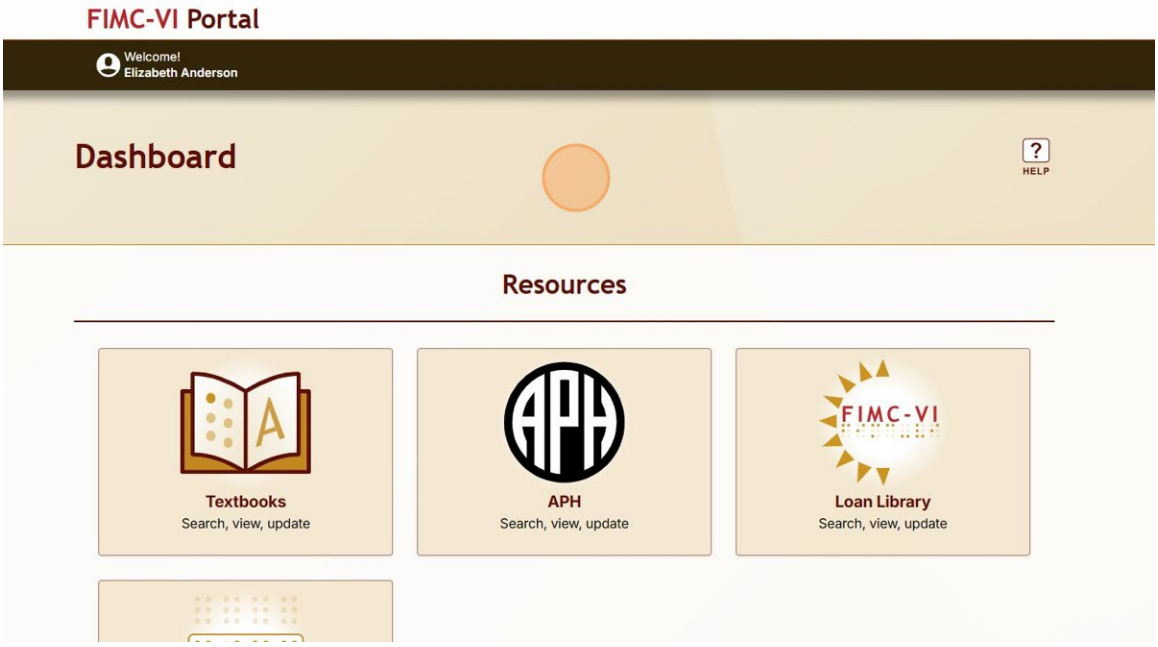
4. Select "Submit".



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.



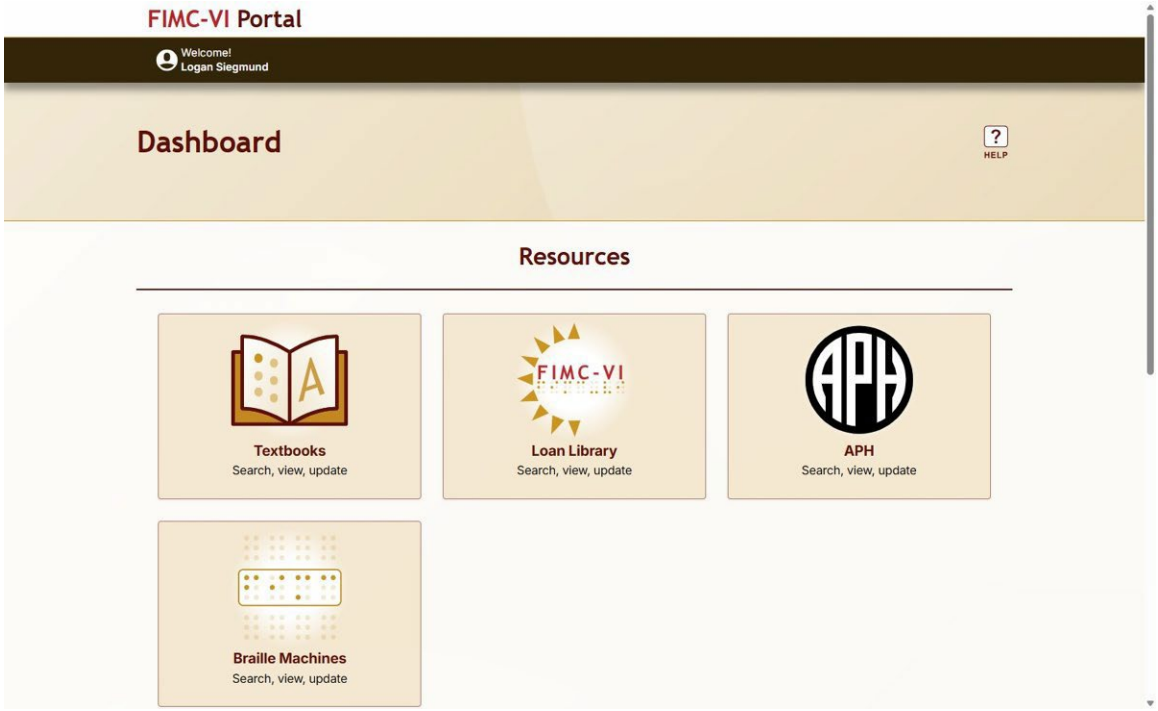
6. Once you are signed in, the Dashboard will appear.



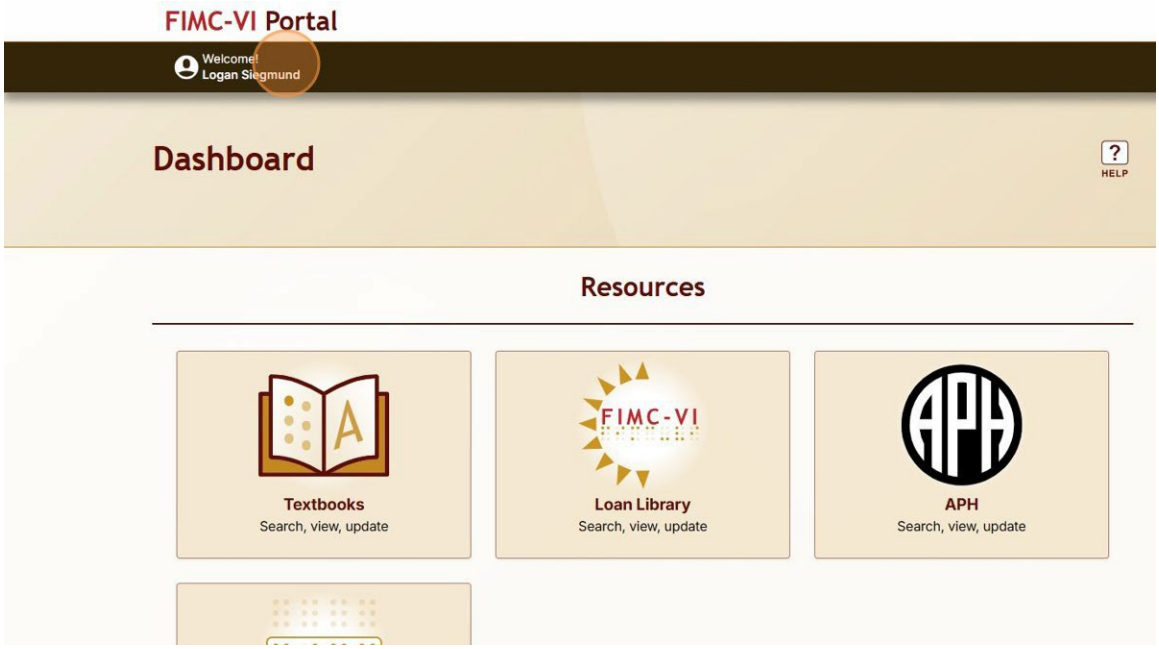
Update Your Organization in Your Profile

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.

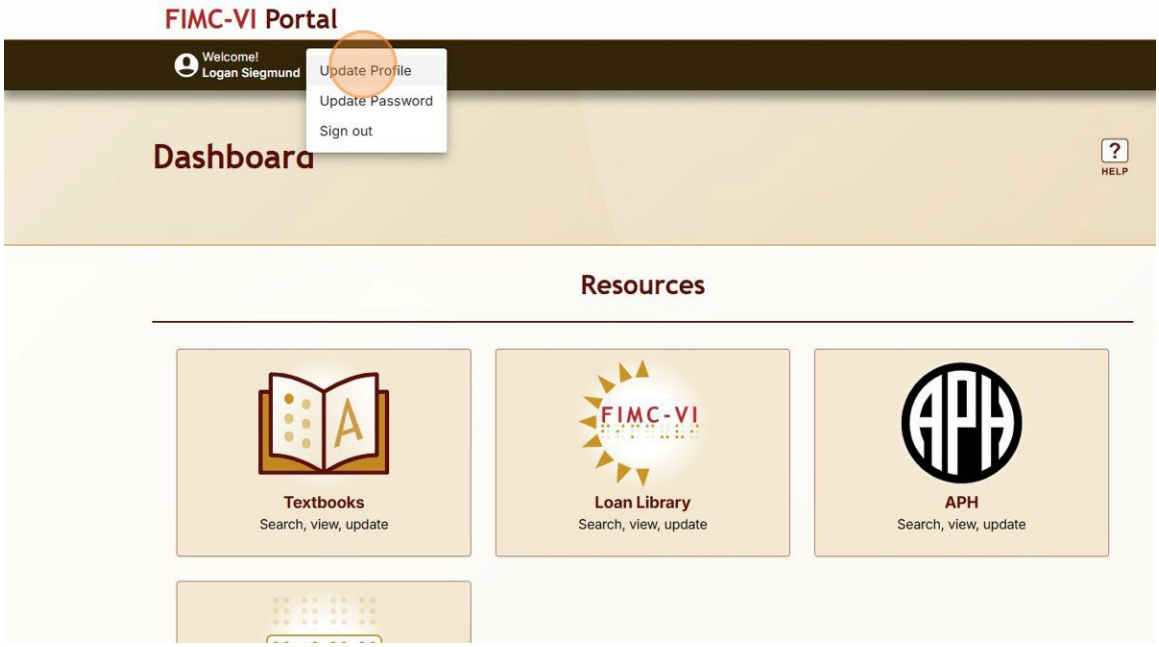
1. Navigate to https://portal.fimcvi.org/dashboard



2. Select your name in the top menu.



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

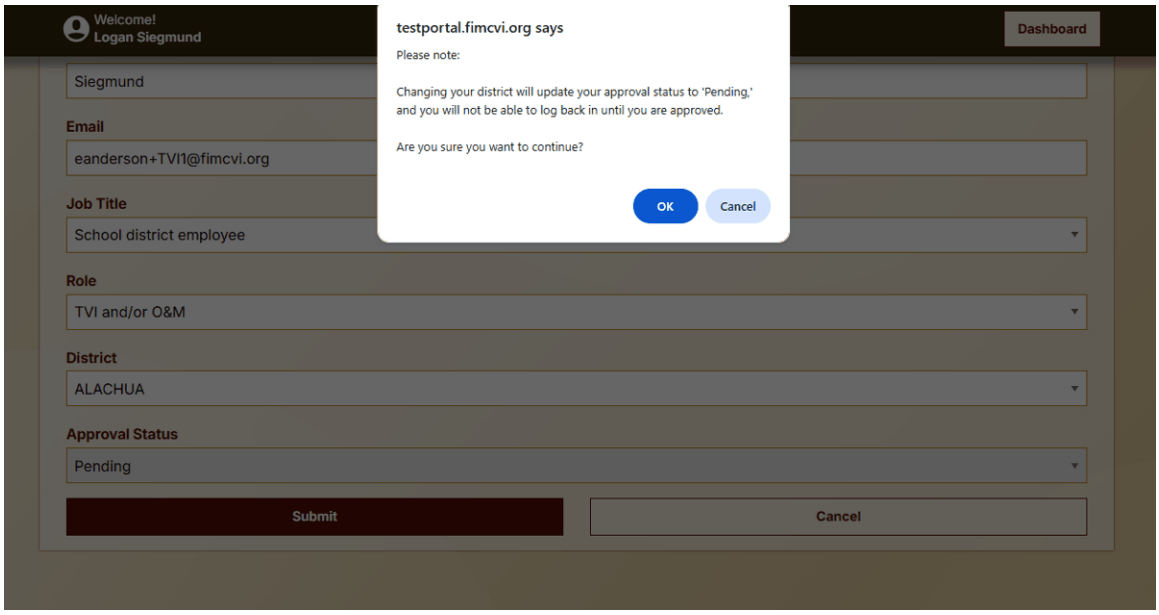


4. Change the drop downs for Job Title and Role to whichever best applies to you. NOTE: If you are updating your information to reflect a change to a different district, agency, or organization, you will not be able to sign in again until you are approved by your new administrator.

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

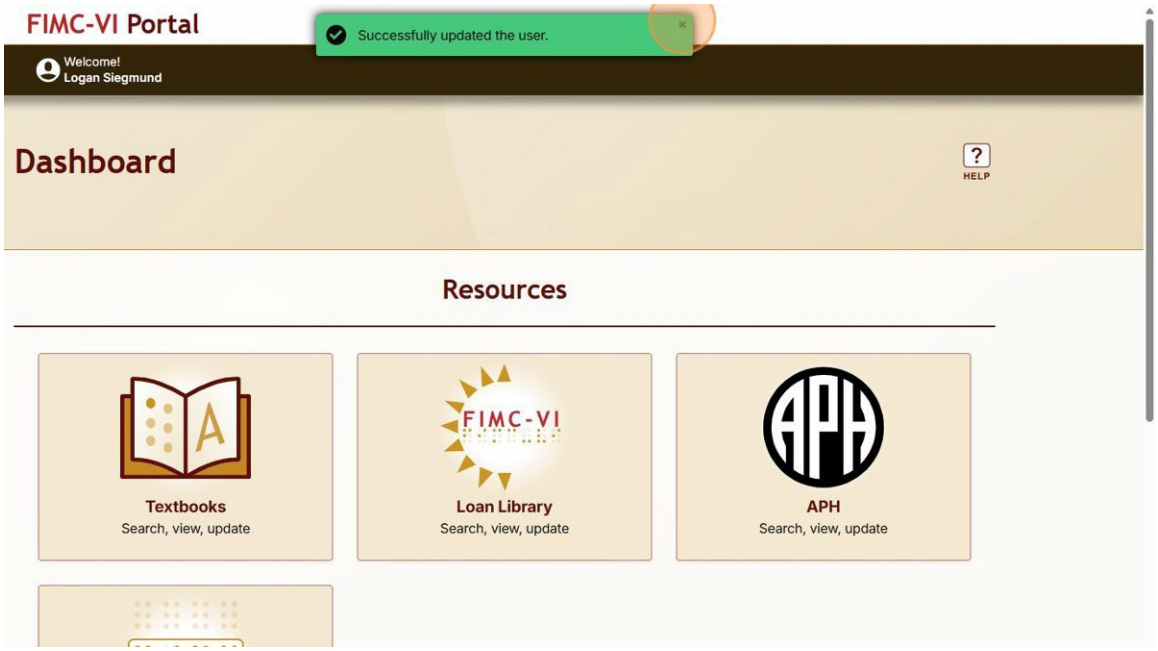
6. Select "Submit".

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.



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

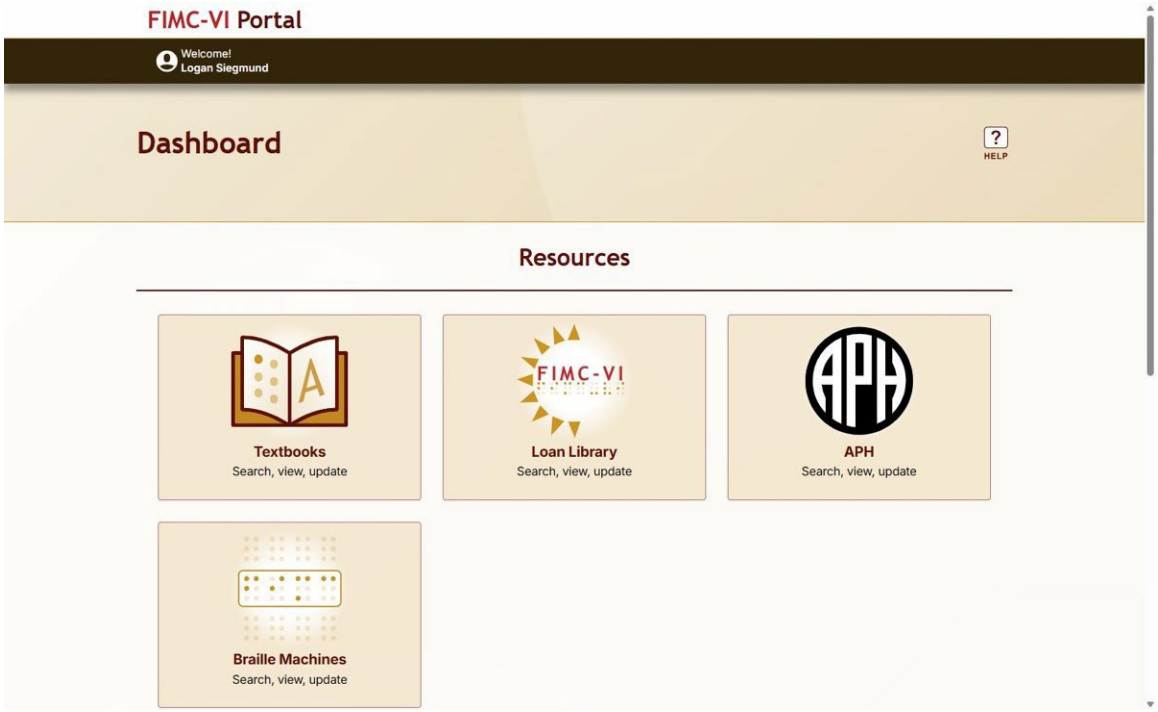
   If your update requires approval by your administrator, you will receive an email when it has been approved.



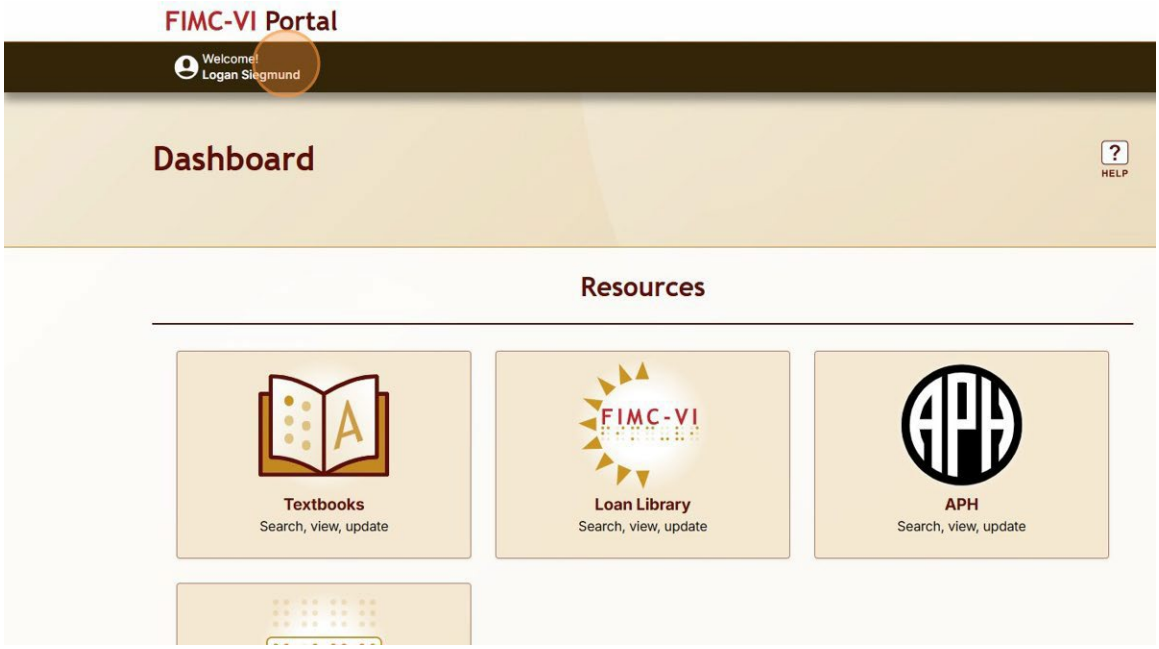
Update Your Name and Email

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.

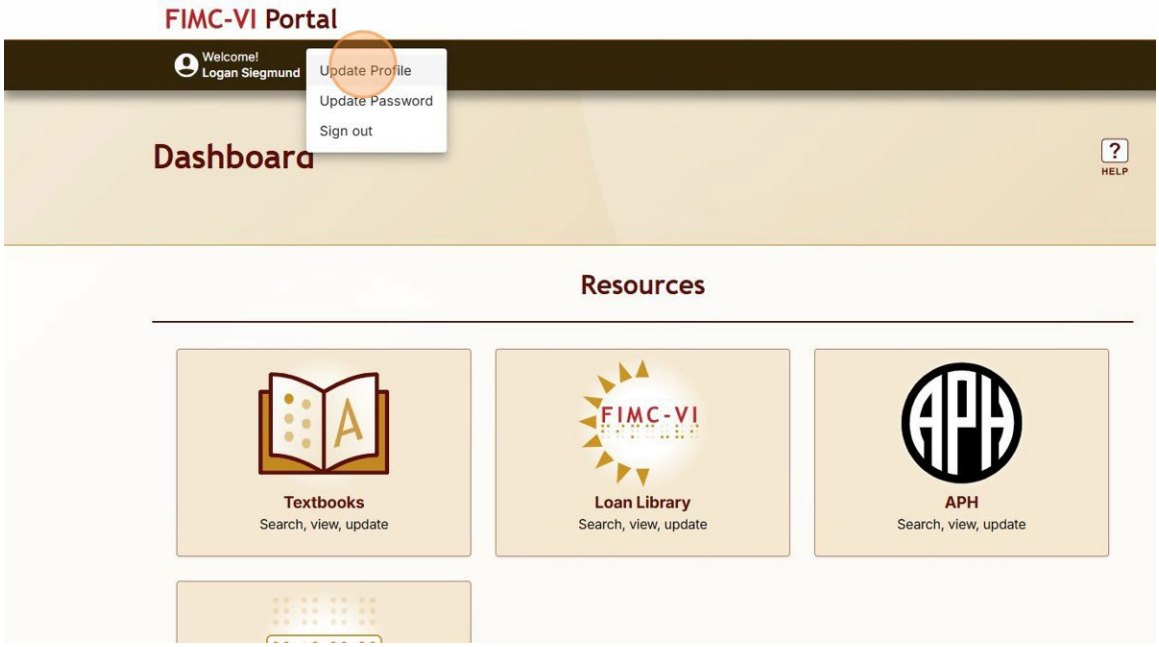
1. Navigate to https://portal.fimcvi.org/dashboard



2. Select your name in the top menu.

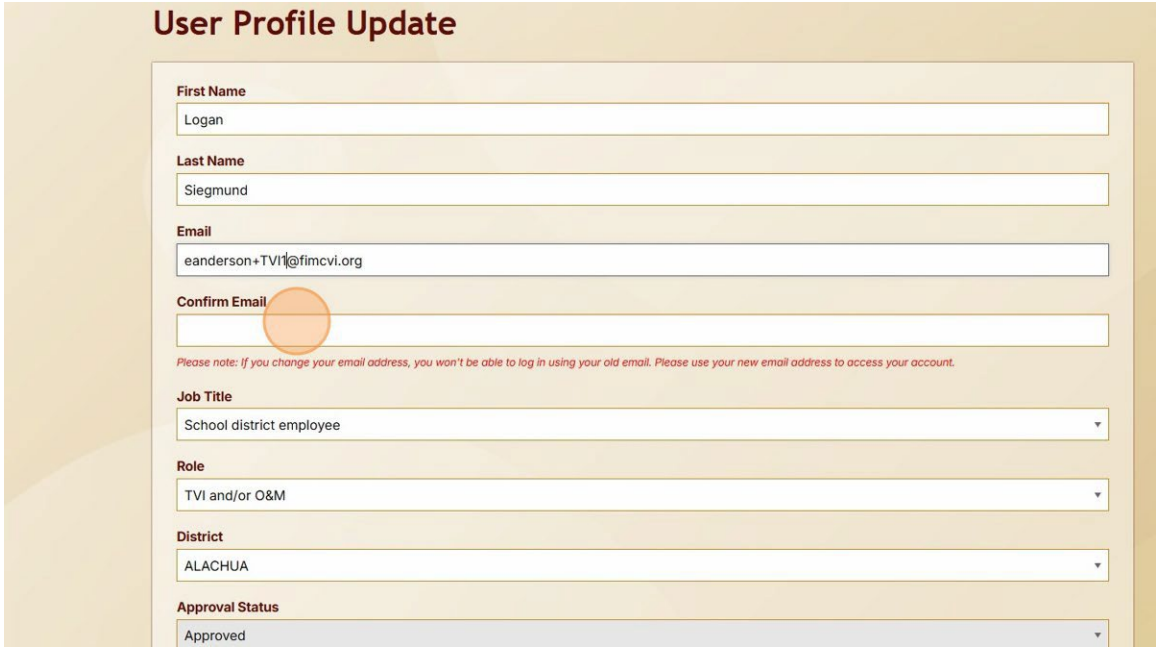


3. In the drop-down menu that appears, select "Update Profile".

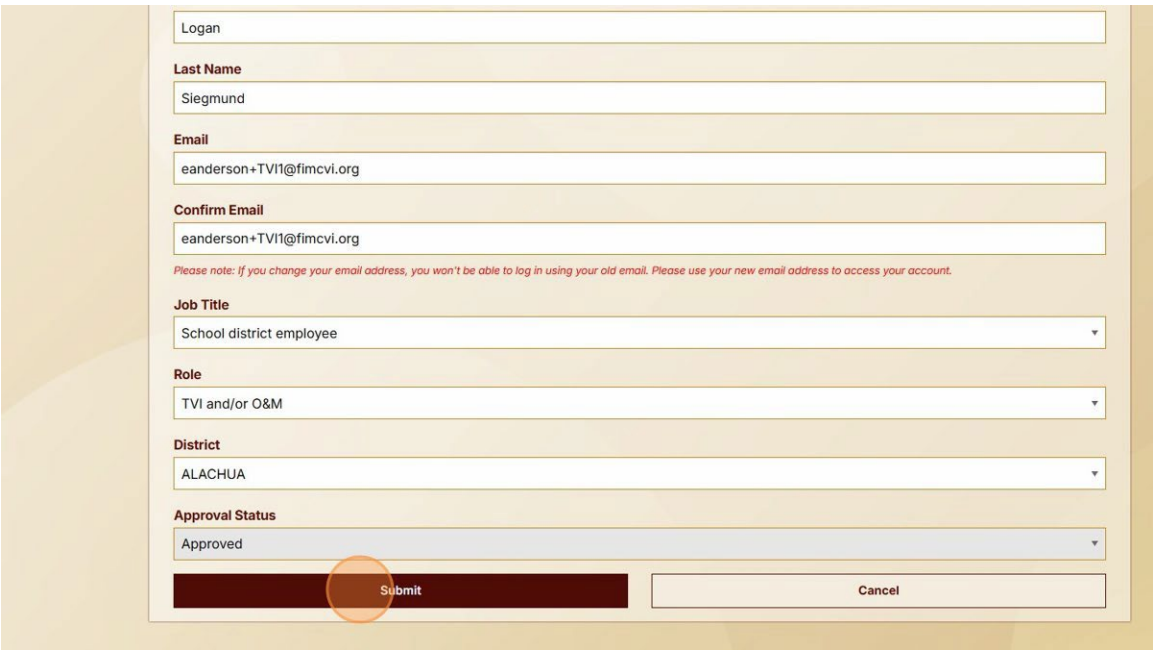


4. Type your new email address in the "Email" field.

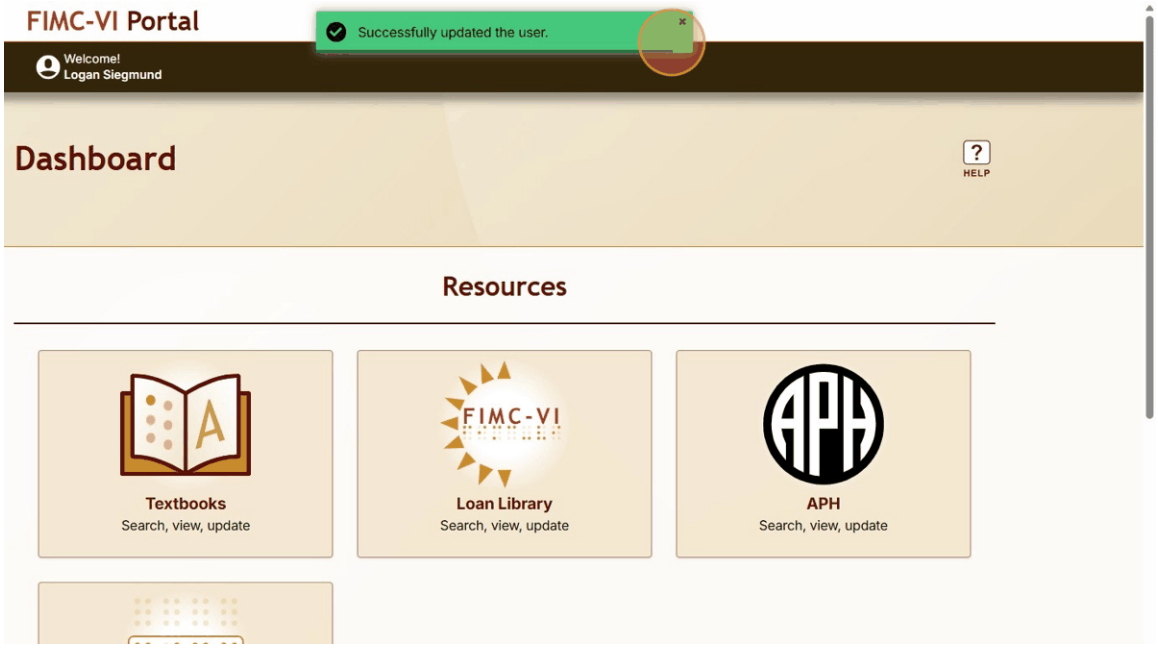
5. Retype your new email address in the "Confirm Email" field.
   NOTE: If you change your email address, you won't be able to log in using your old email. Please use your new email address to access your account.



6. Select "Submit".



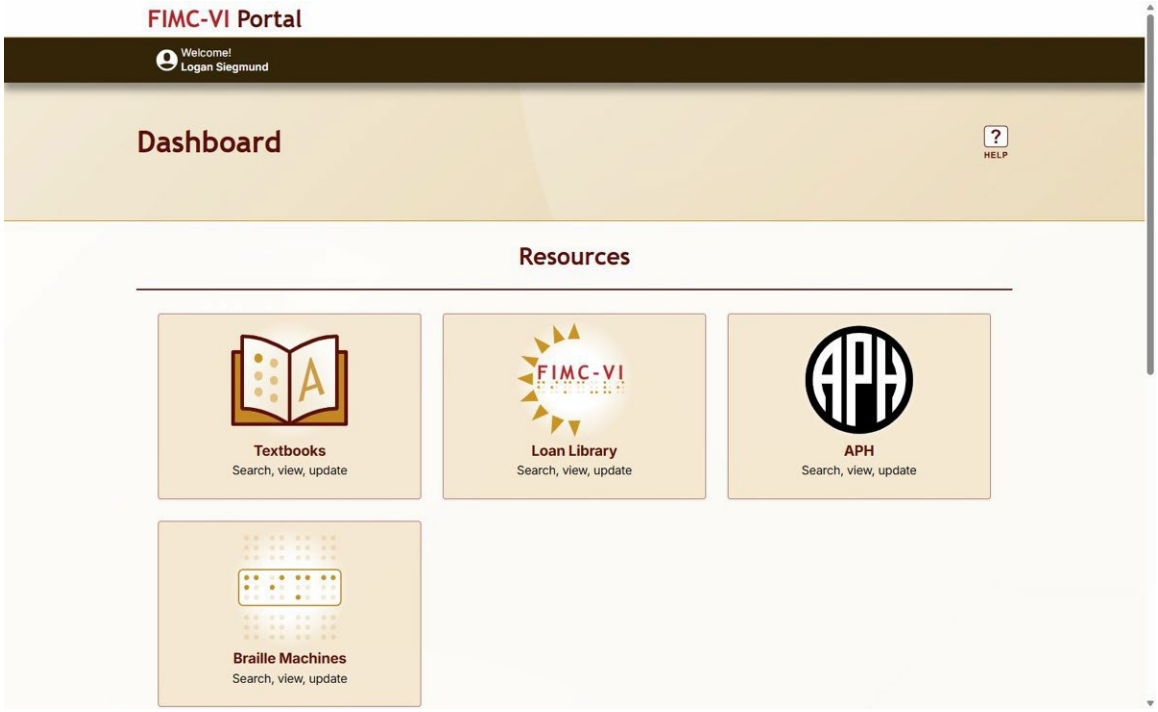
7. A message will appear indicating that your account has successfully been updated. You may close this message. If you changed your email address, you will need to use that email address the next time you log in to the FIMC-VI Portal.



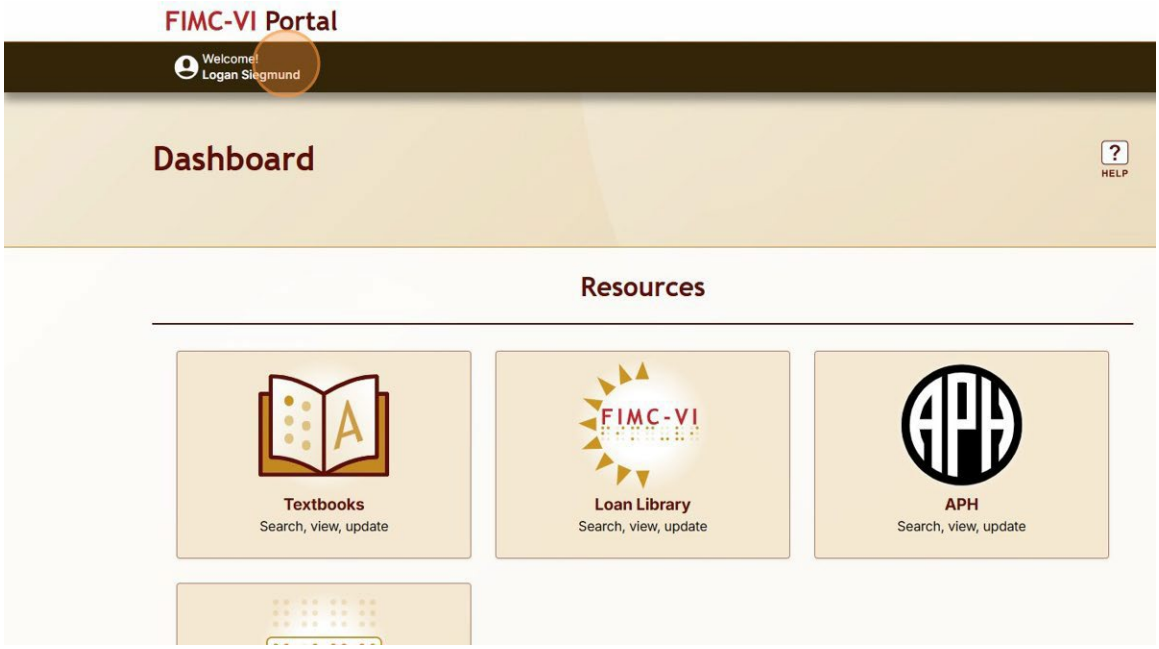
Sign Out of the FIMC-VI Portal

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.

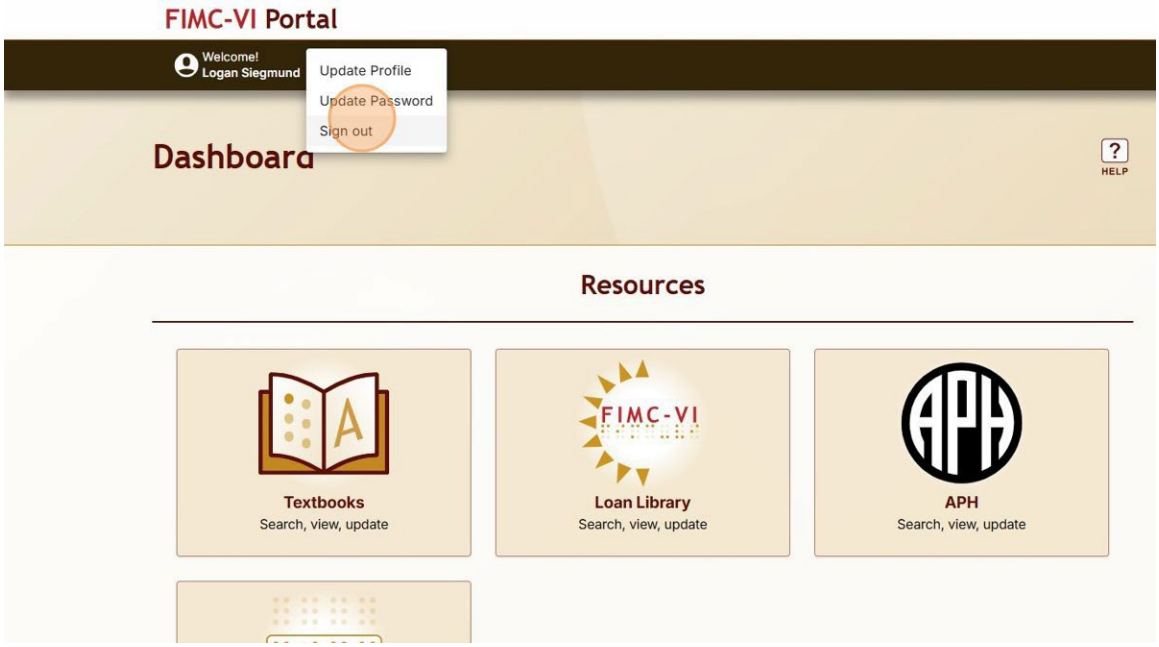
1. Navigate to https://portal.fimcvi.org/dashboard



2. Select your name in the top menu.



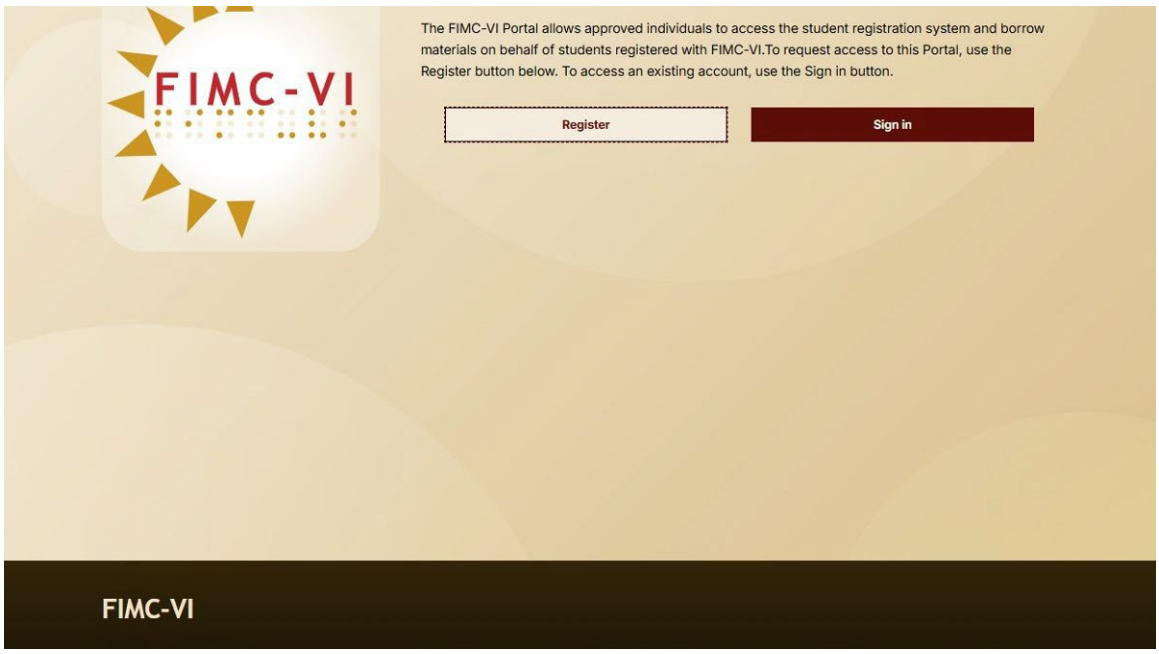
3. In the drop-down menu that appears, select "Sign out".



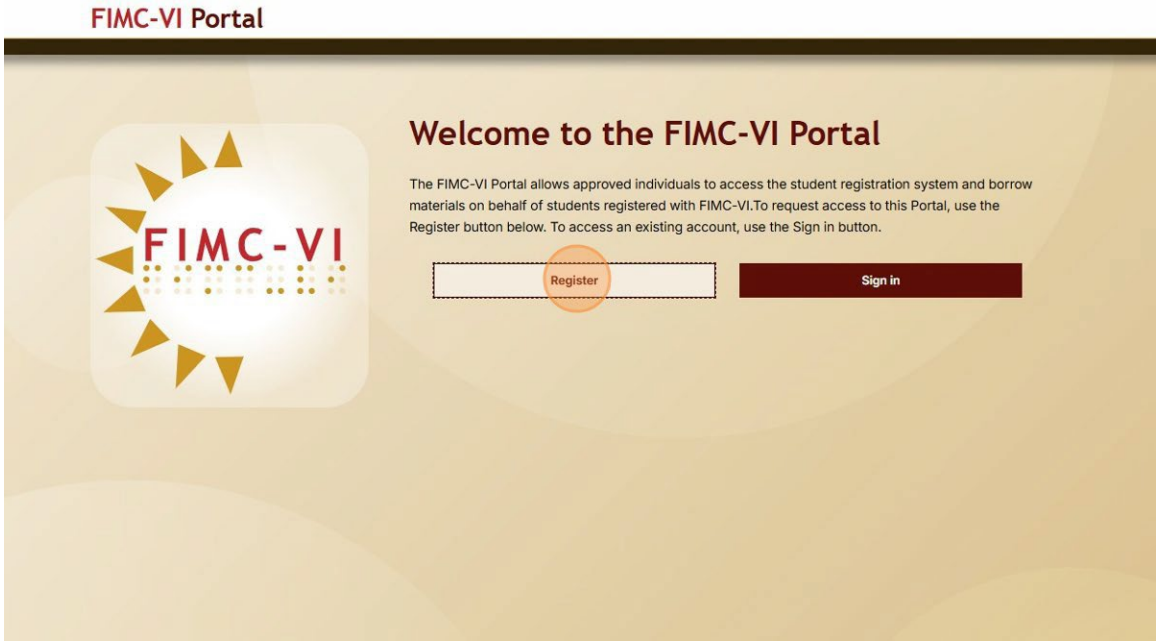
Register for FIMC-VI Portal Account

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.

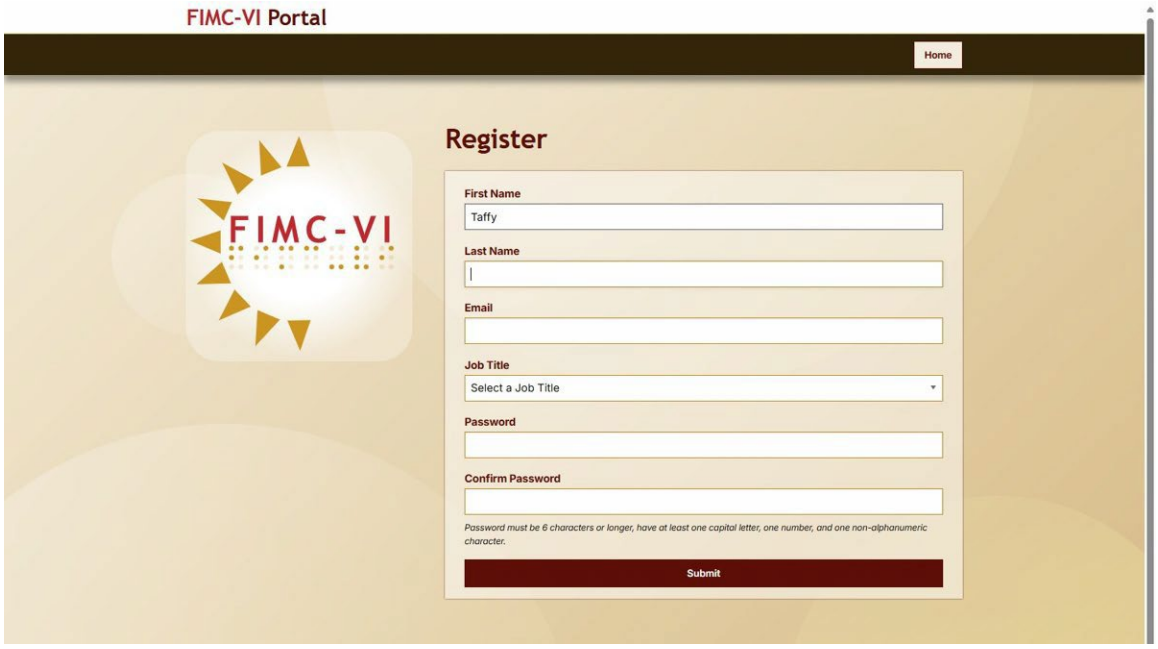
1. Navigate to https://portal.fimcvi.org



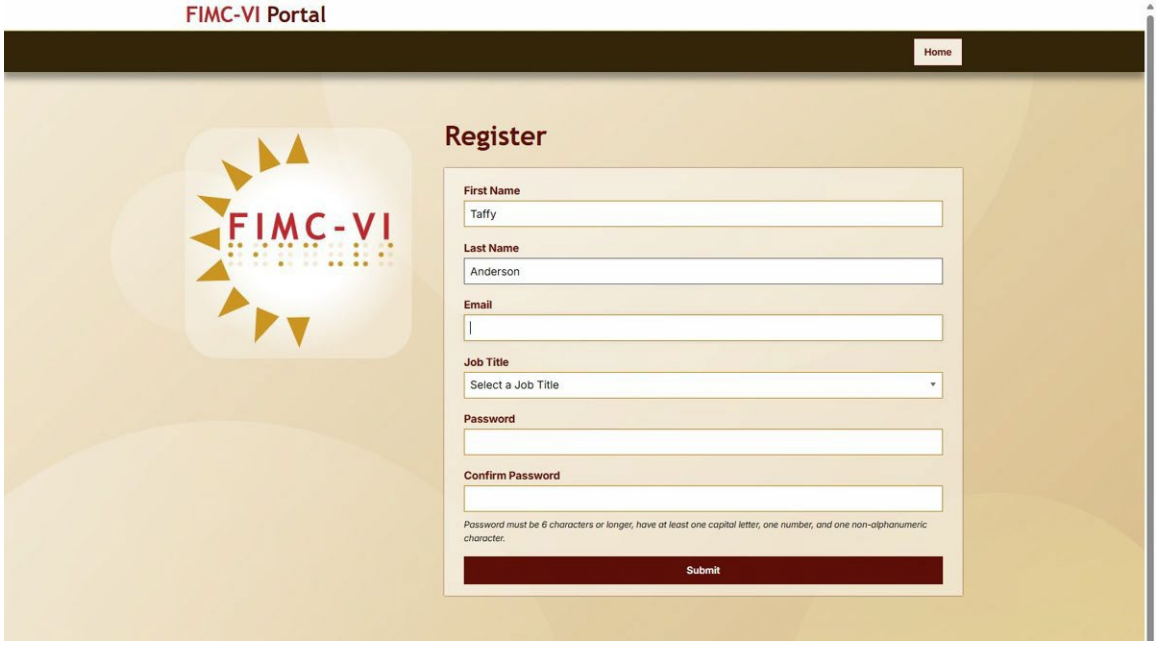
2. Select "Register"



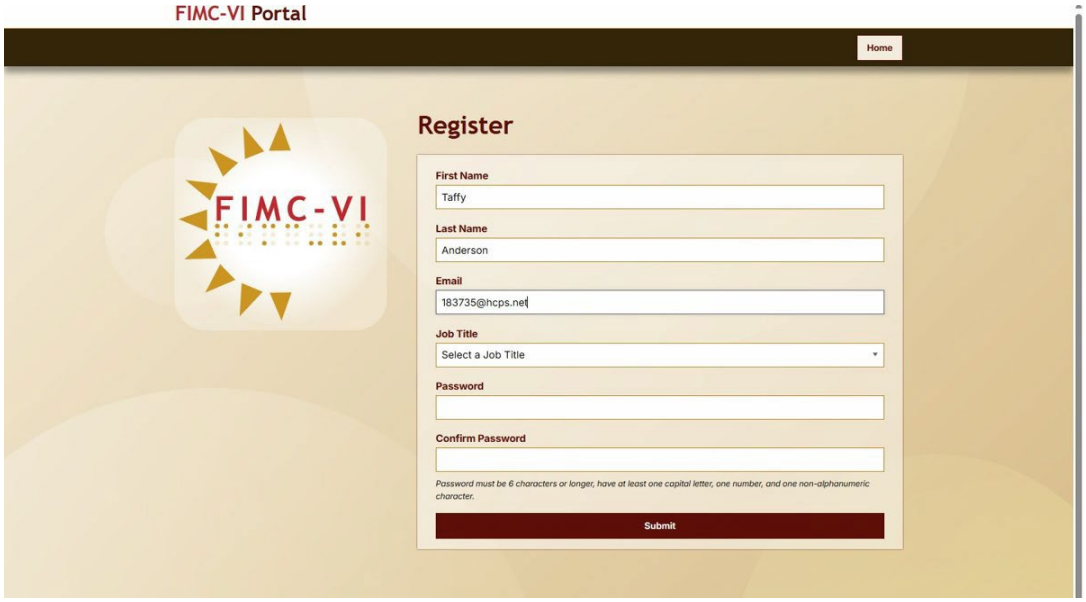
3. Type your first name.



4. Type your last name.



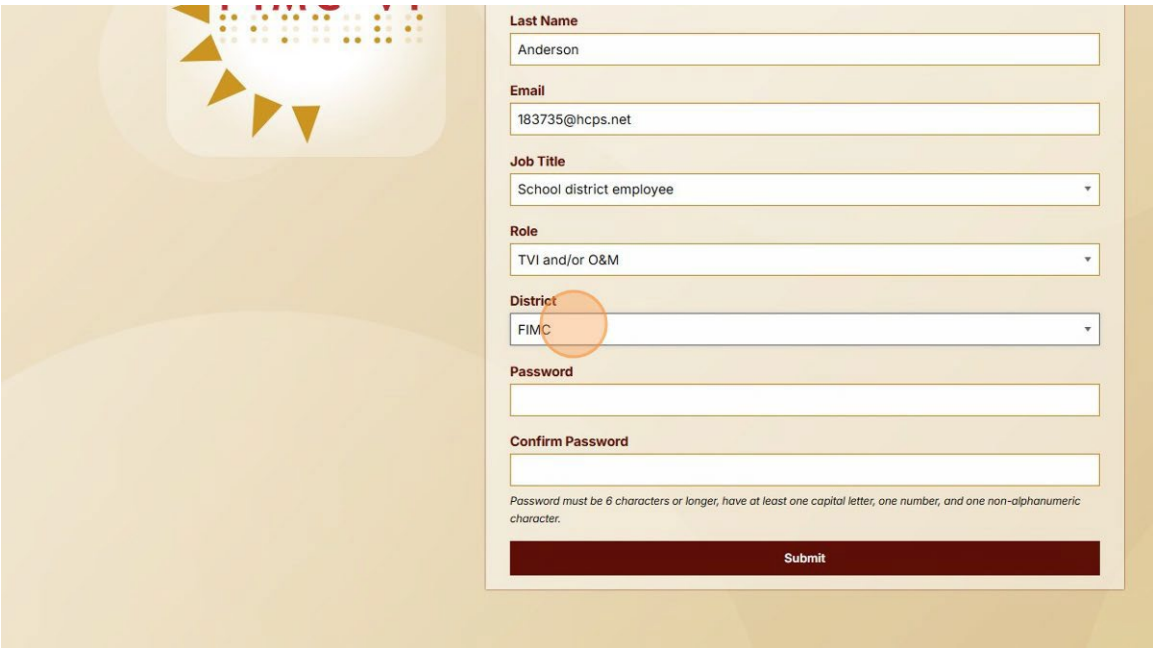
5. Type your email address.
   NOTE: You may only access ONE organization's account with an email address. If you serve multiple organizations, you **must** use a different email address for each account. You may use a separate work email address or modify an existing email by adding "+name of additional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



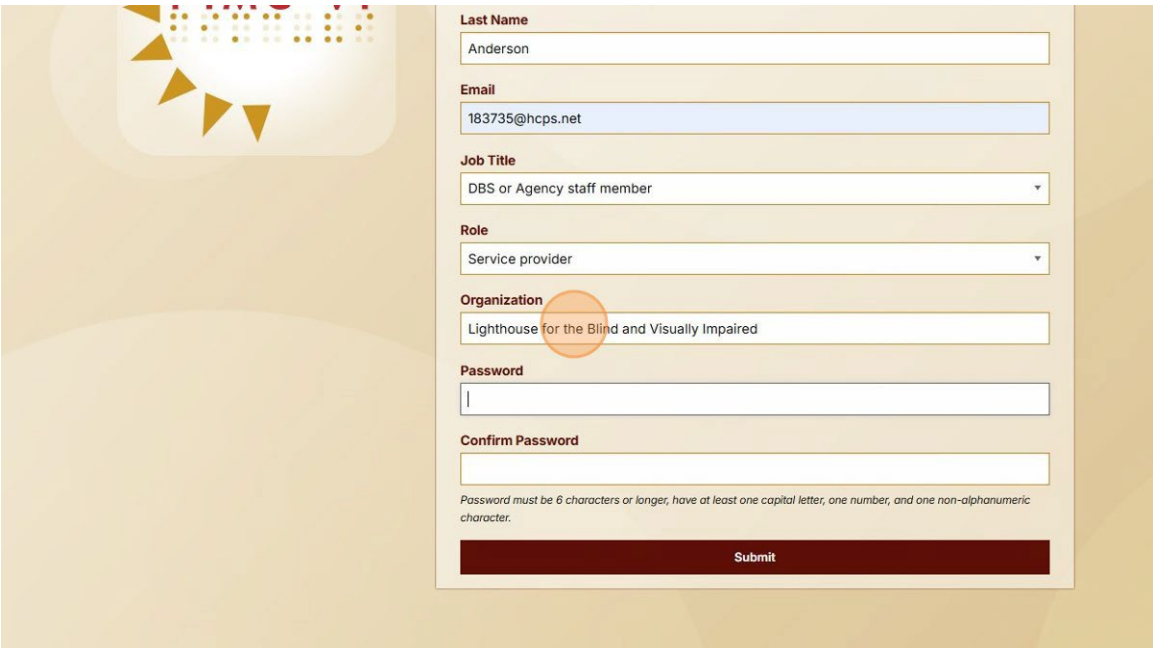
6. Select the Job Title that best applies to you.

7. Select the Role that best applies to you.

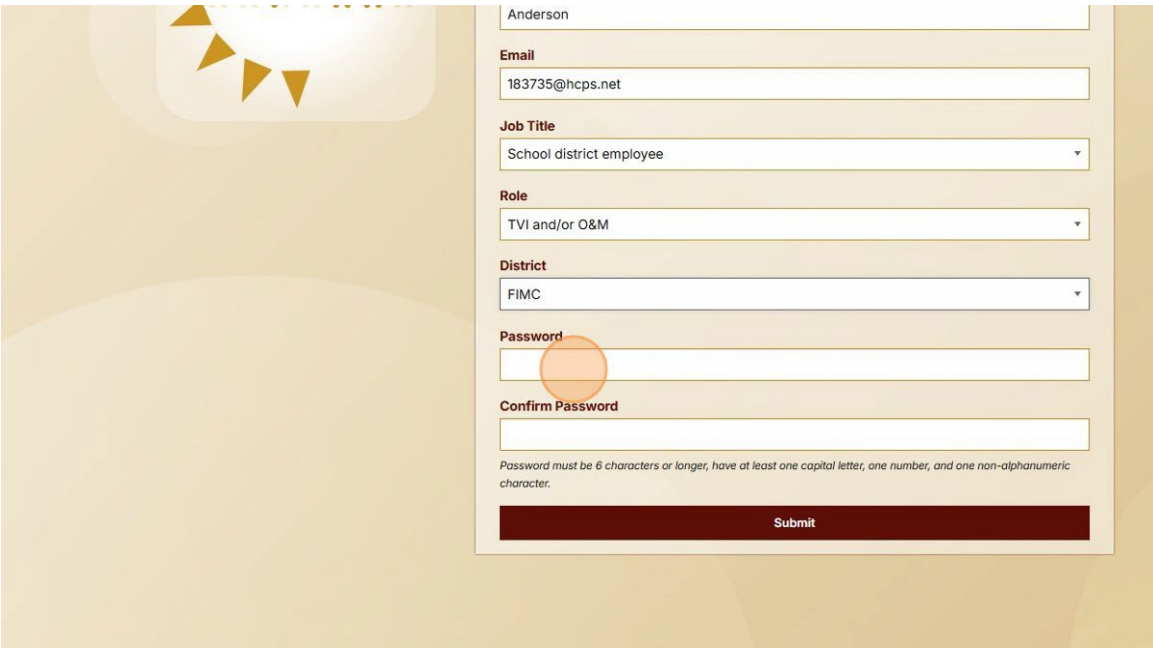
8. If available, select the District that best applies to you.



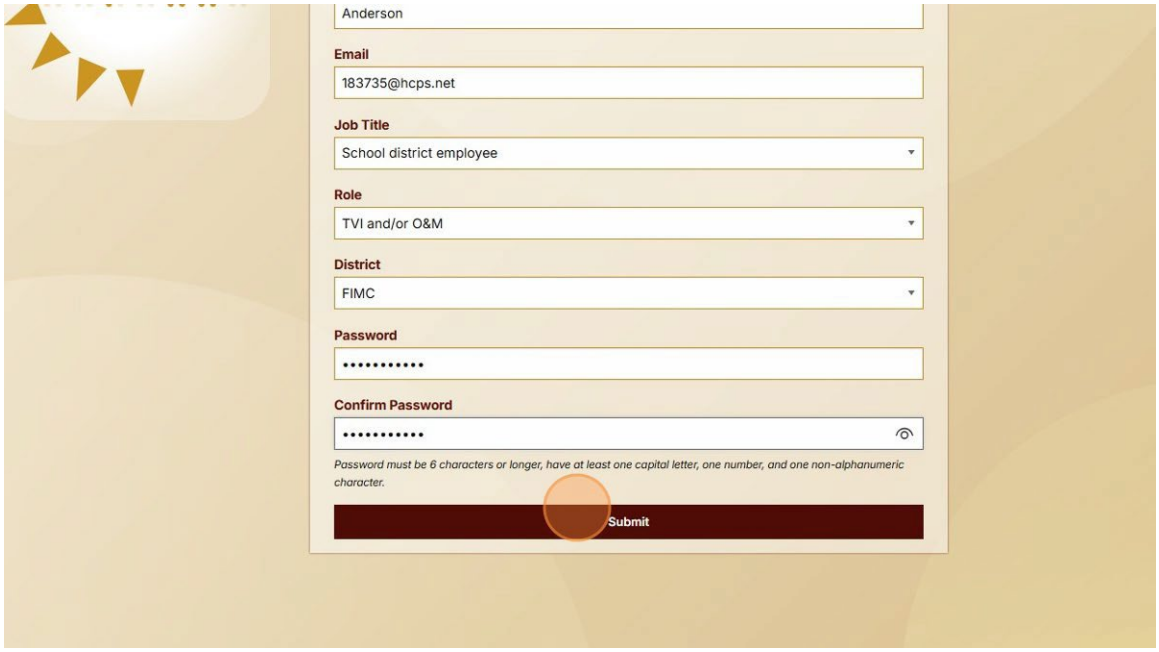
9. If available, enter the name of your Organization (school or agency).



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

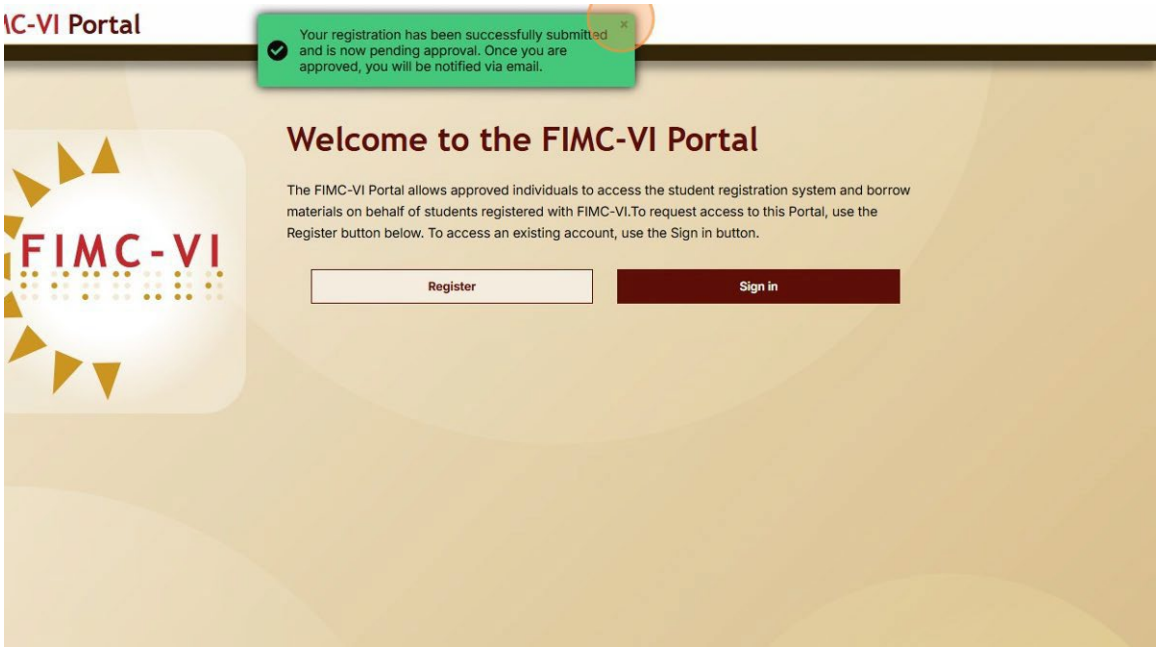


11. Select “Submit”.

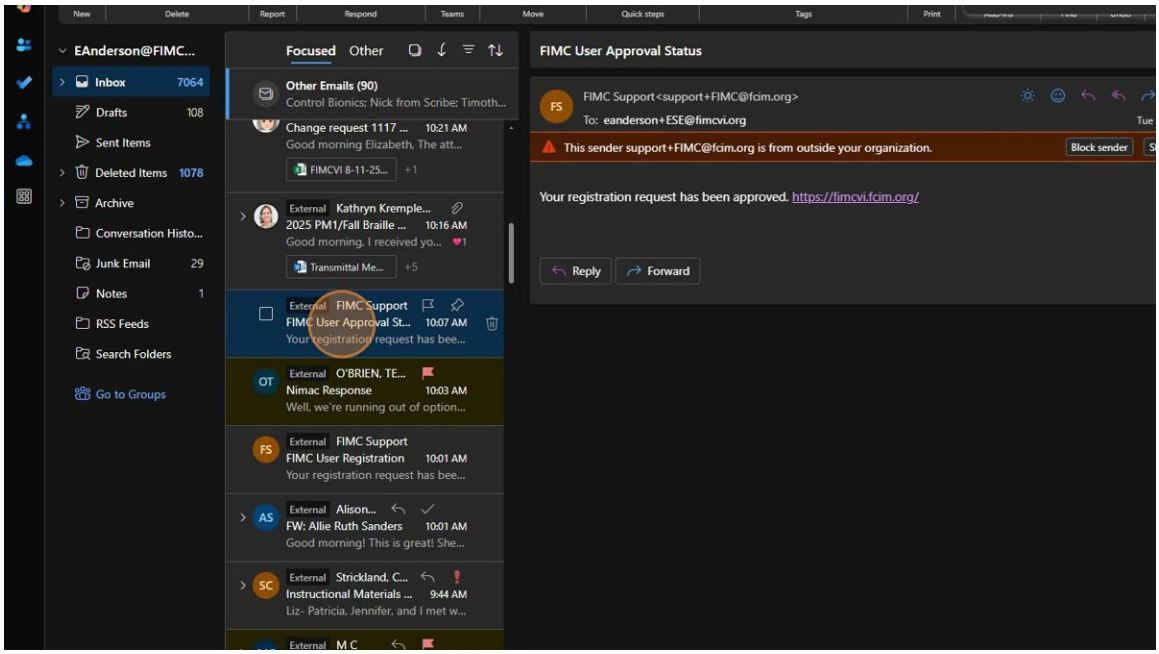


12. A registration confirmation message will appear, which you may close. An email will be sent to you when your registration is approved.

    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.

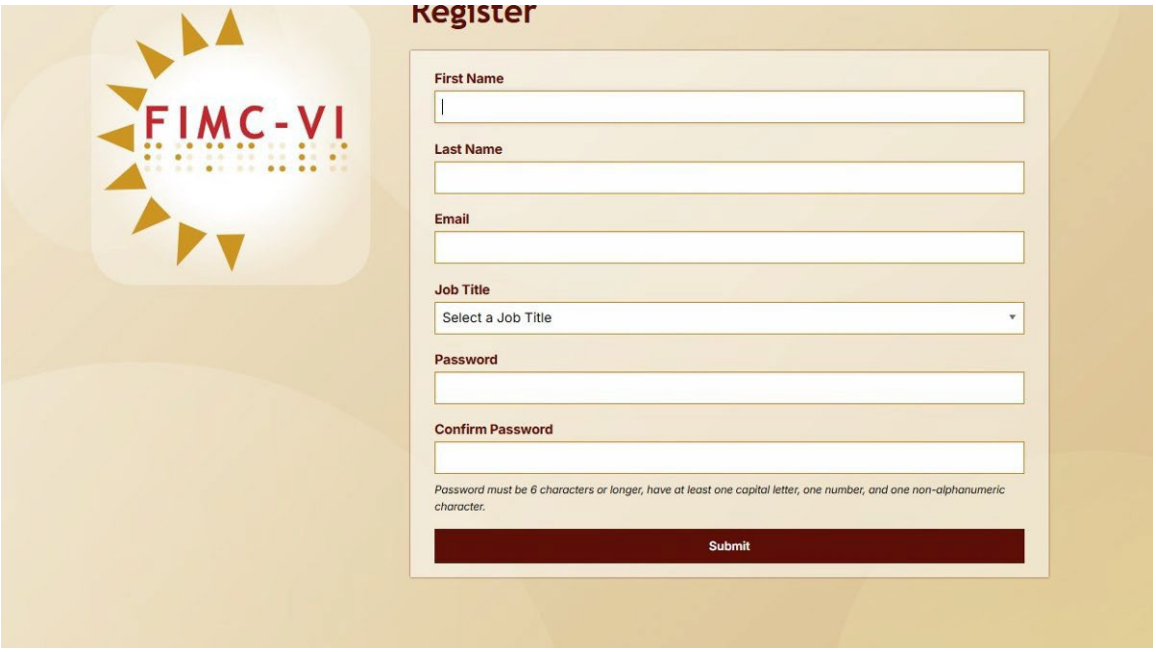


13. Confirmation emails come from FIMC Support (support+FIMC@fcim.org).

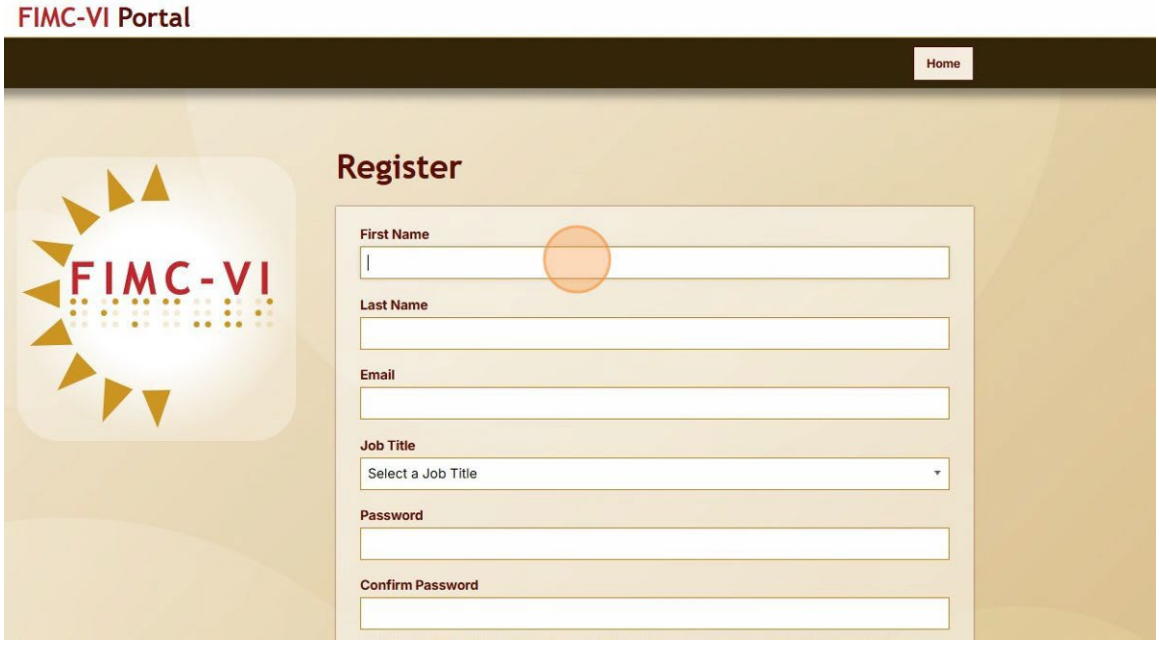


Register for FIMC-VI Portal Account - ESE Directors

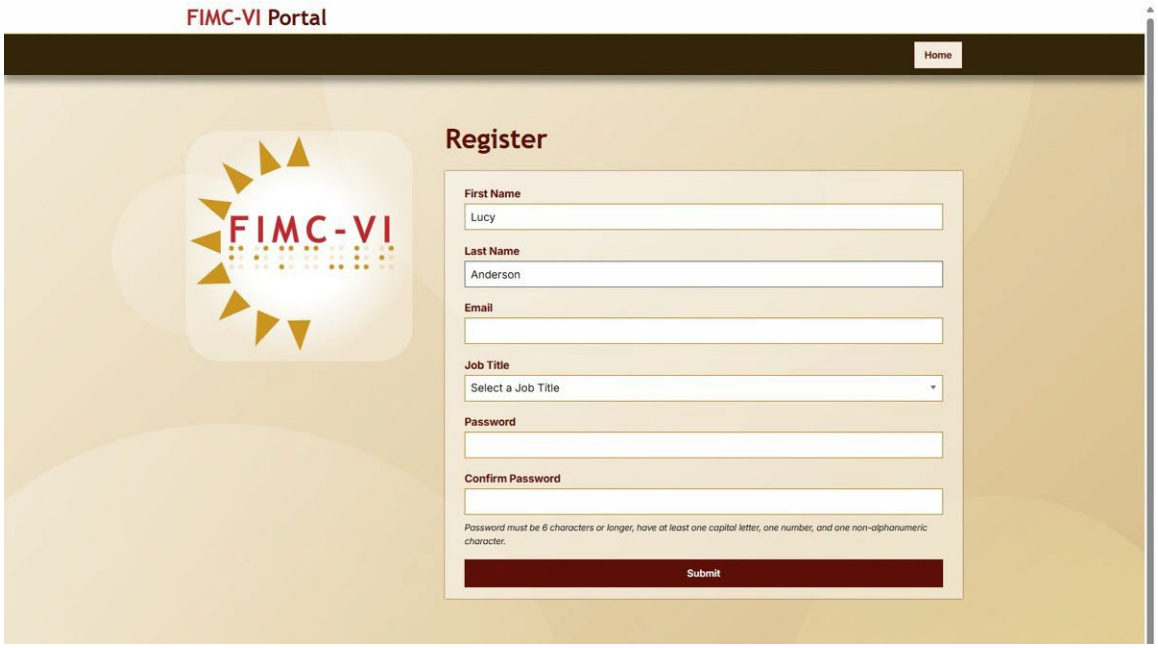
1. Navigate to https://portal.fimcvi.org/register



2. Type your first name.



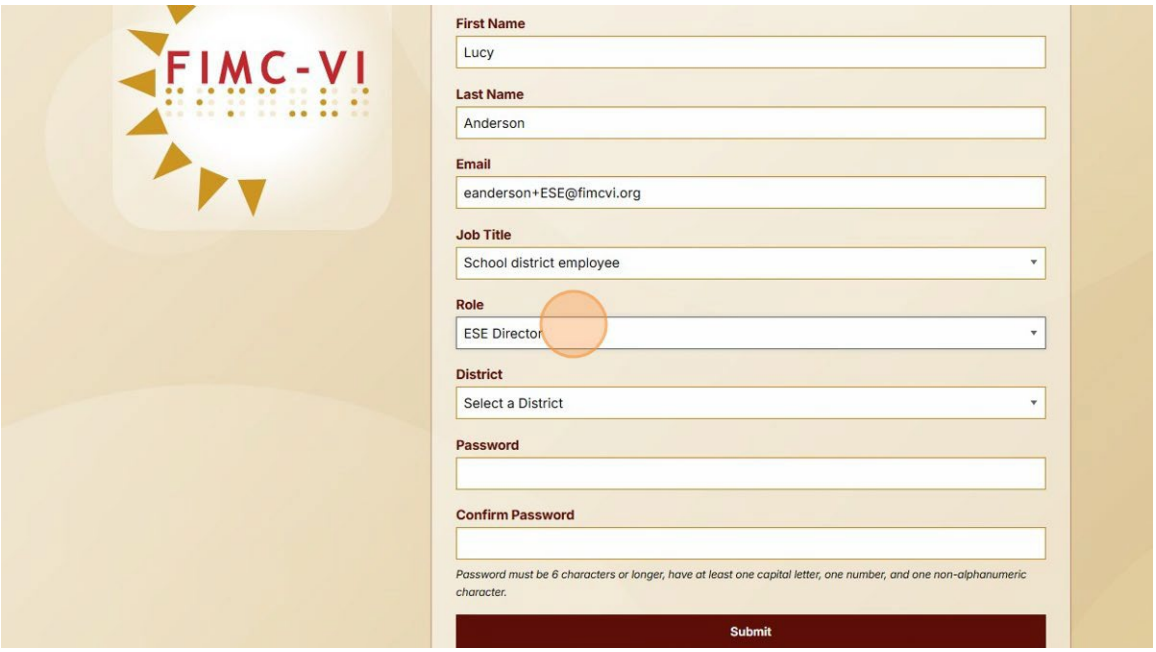
3. Type your last name.



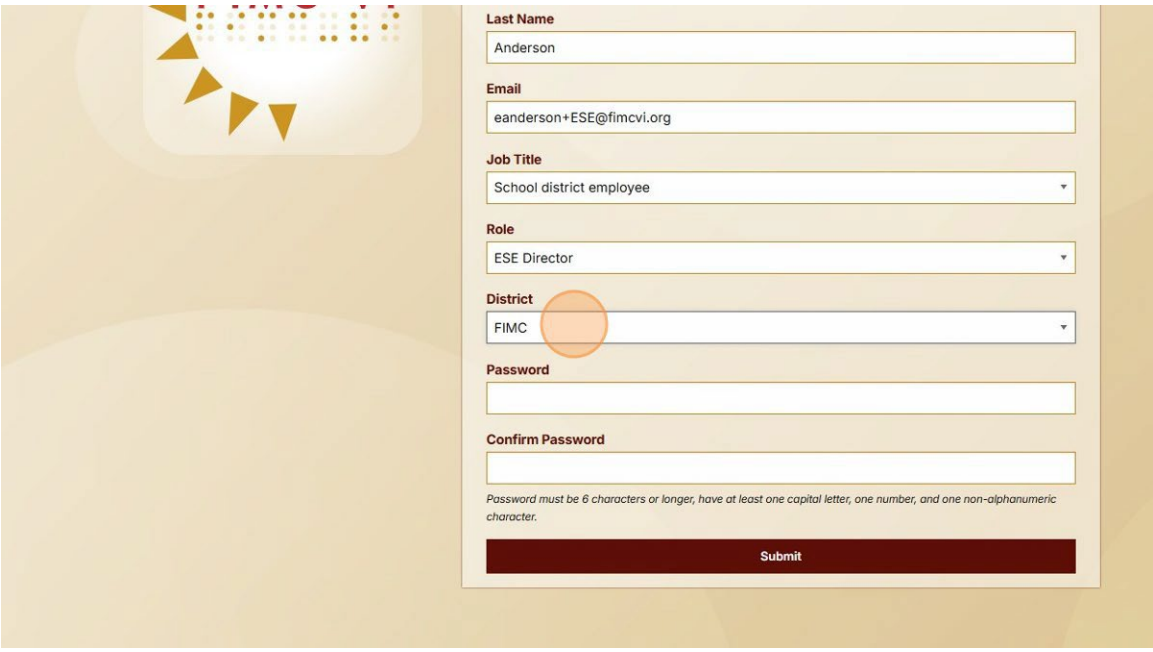
4. Type your work email address.

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

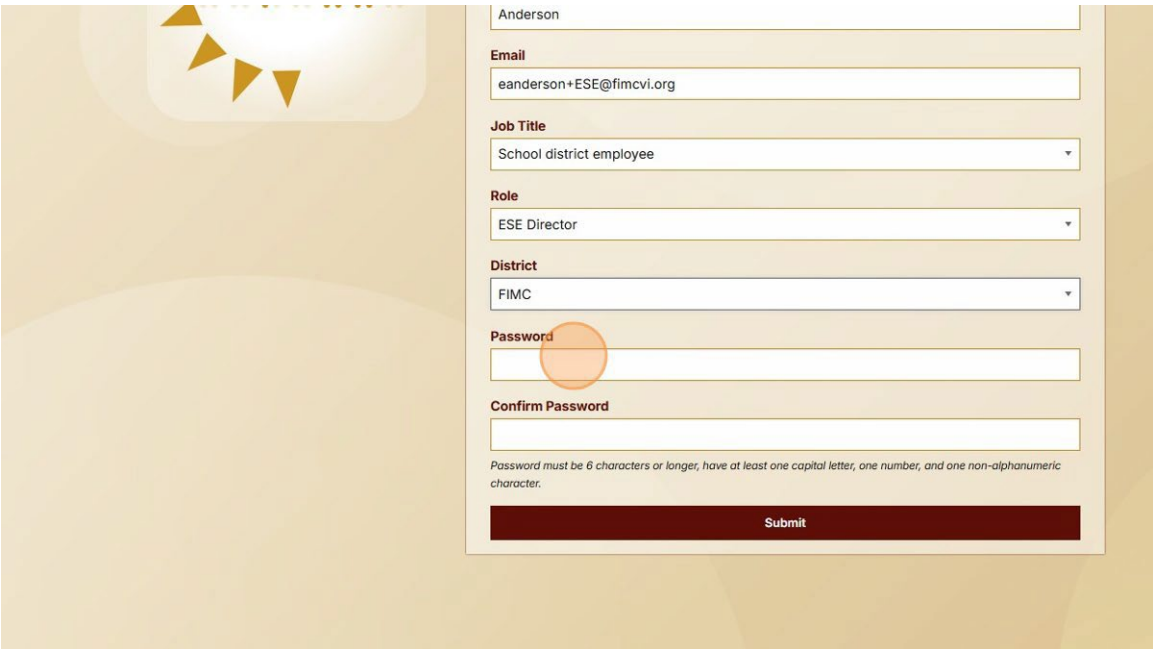
6. Under Role, select the "ESE Director" option.



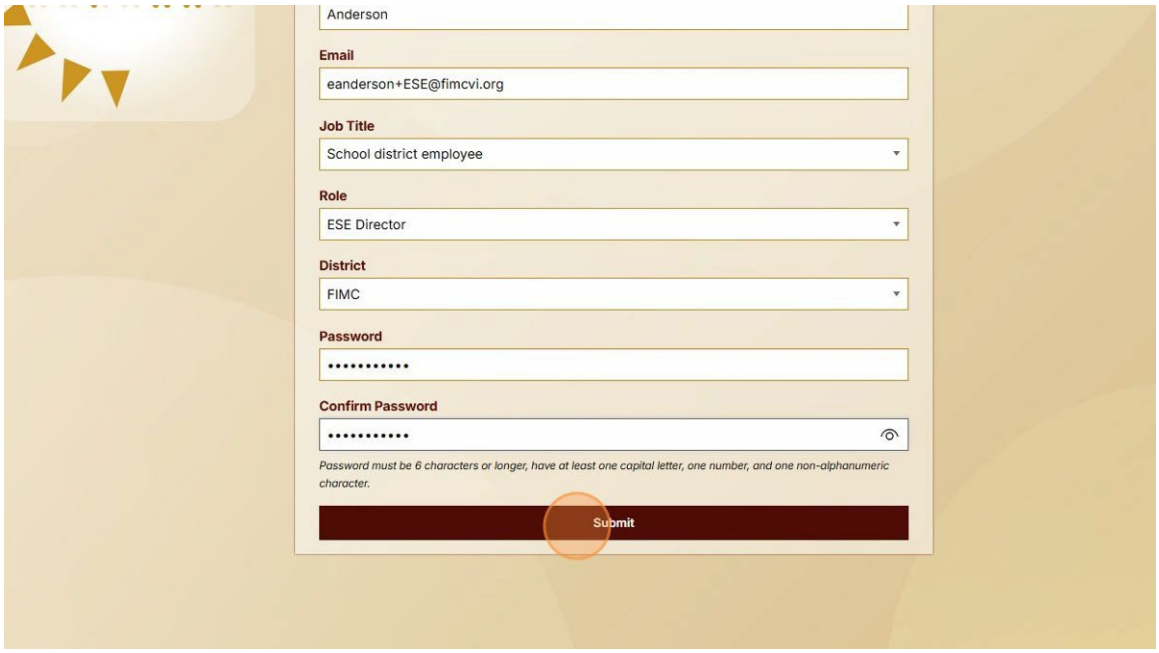
7. Under District, select the district you represent.



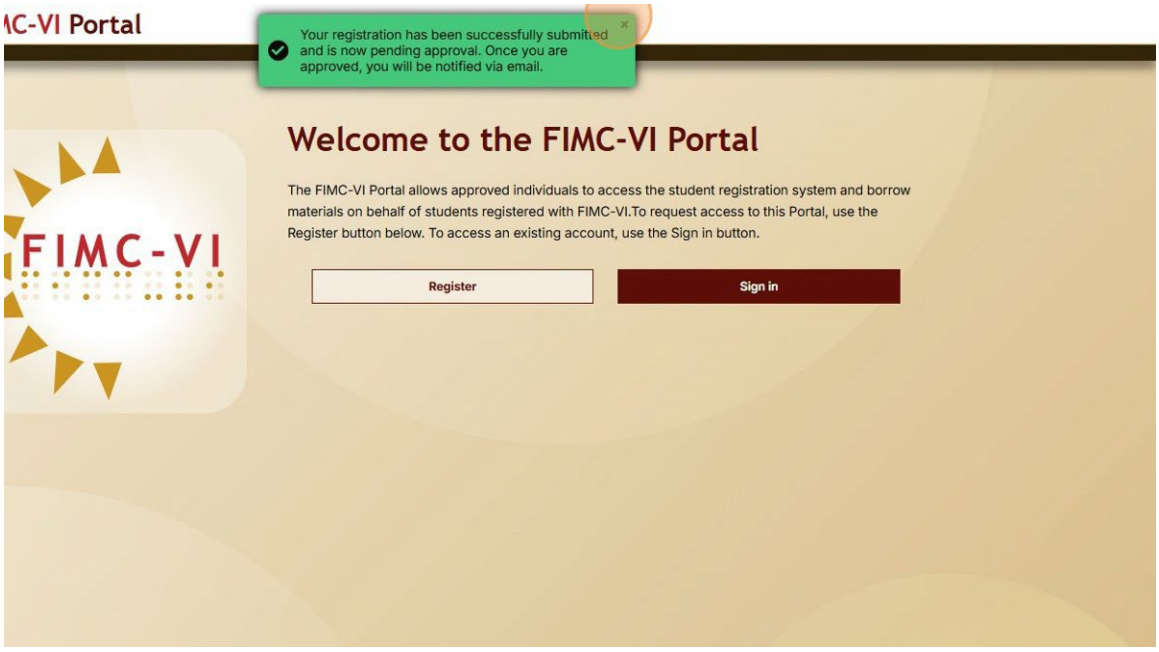
8. Create and type a password.



9. Type the same password and select Submit.



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

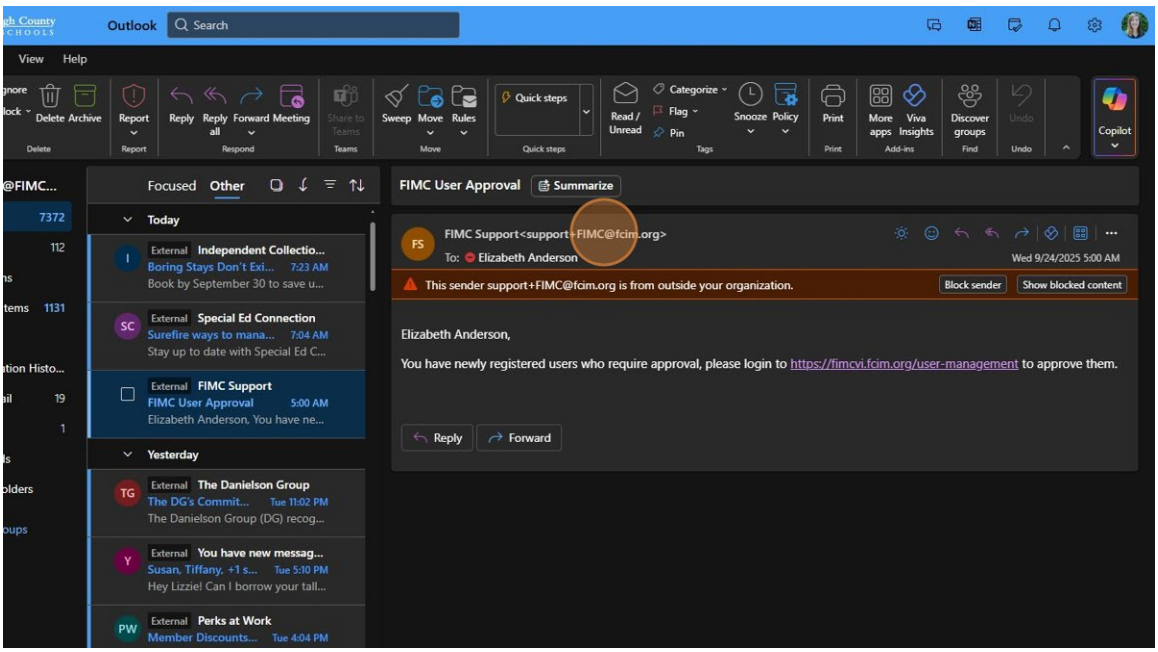


User Management – Year-Round and During Annual Census

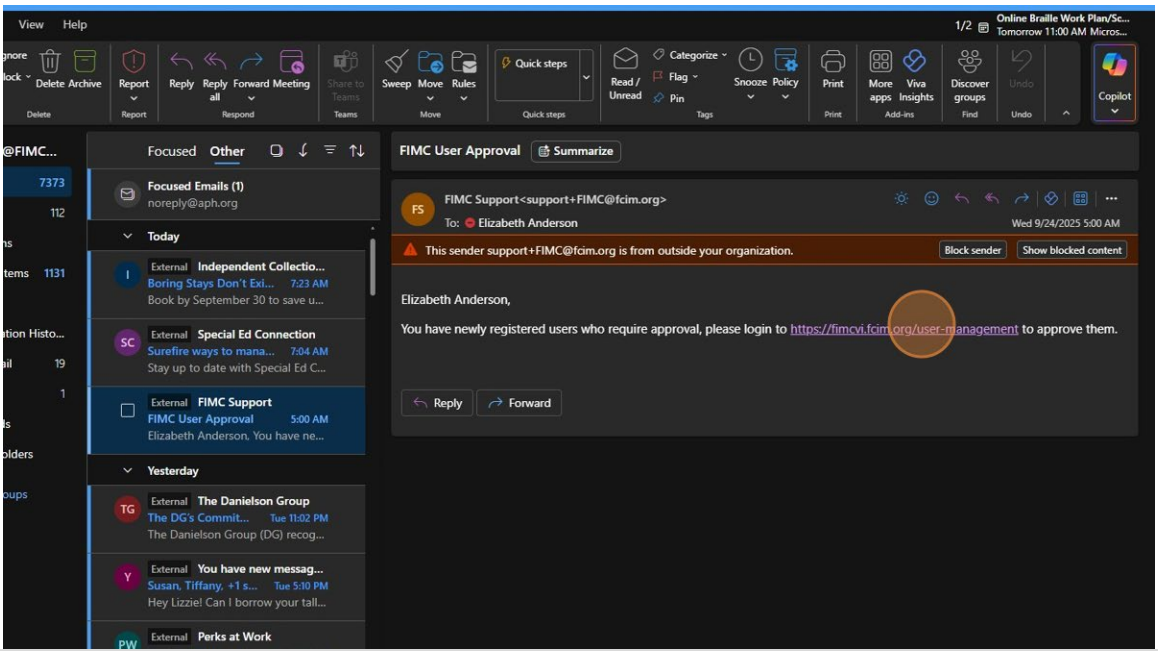
Approve New Users - ESE Directors and Administrators

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.

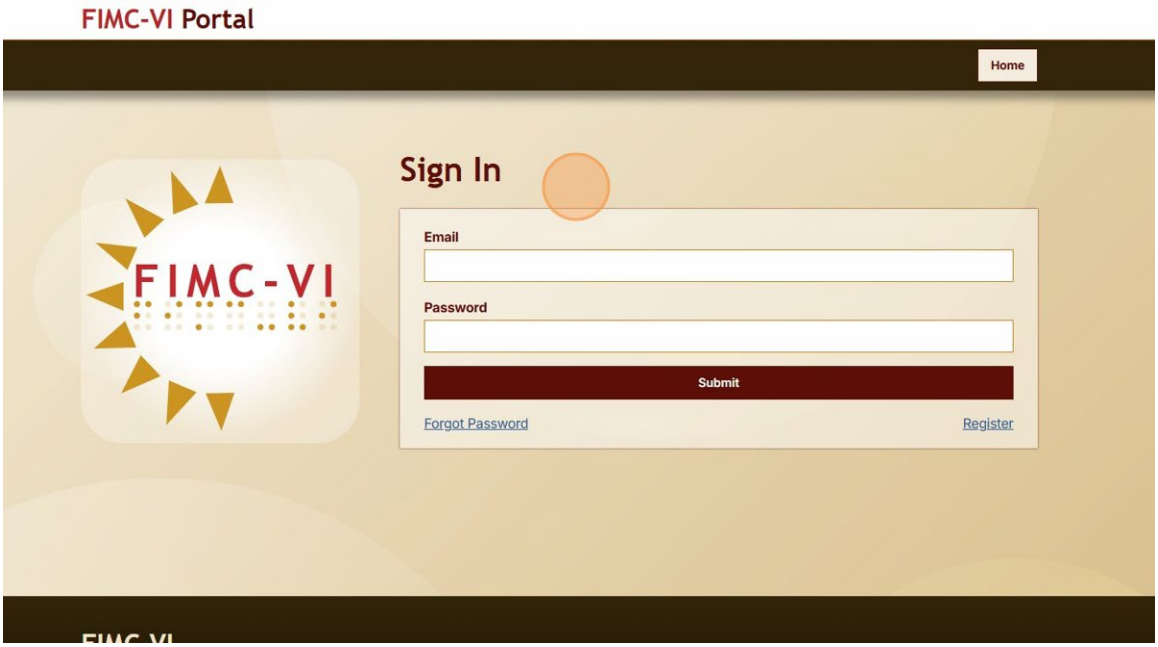
1. When a new user registers who requires your approval, you will be sent a notification email from FIMC Support (support+FIMC@fcim.org).



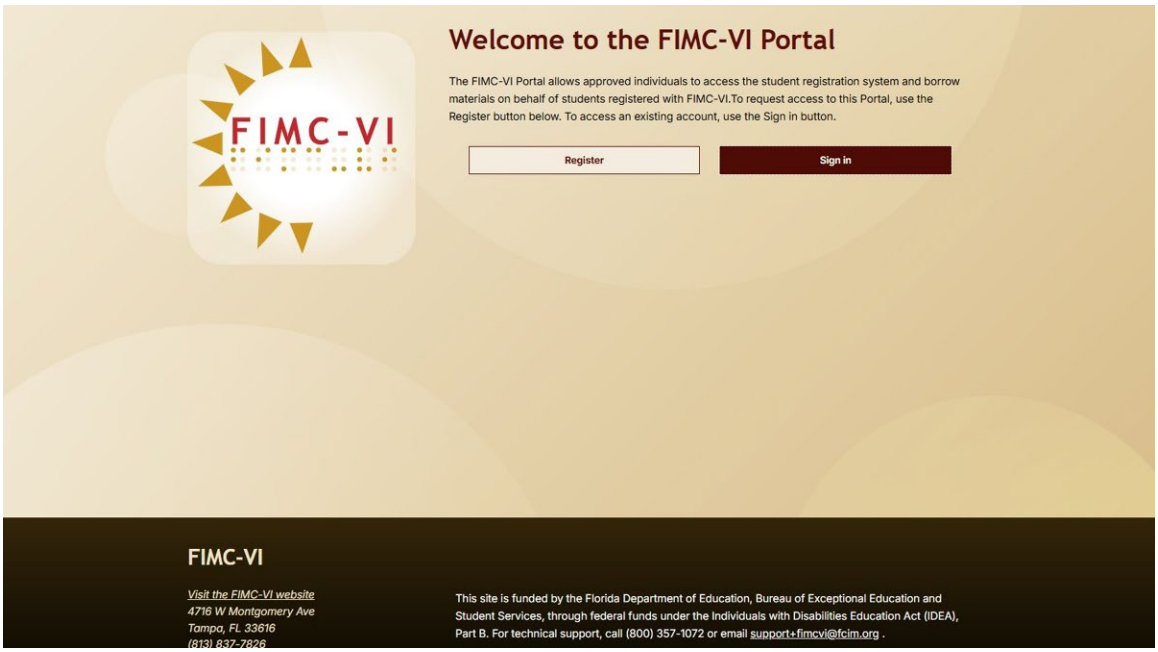
2. Select the link in the email to navigate to the FIMC-VI Portal.



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

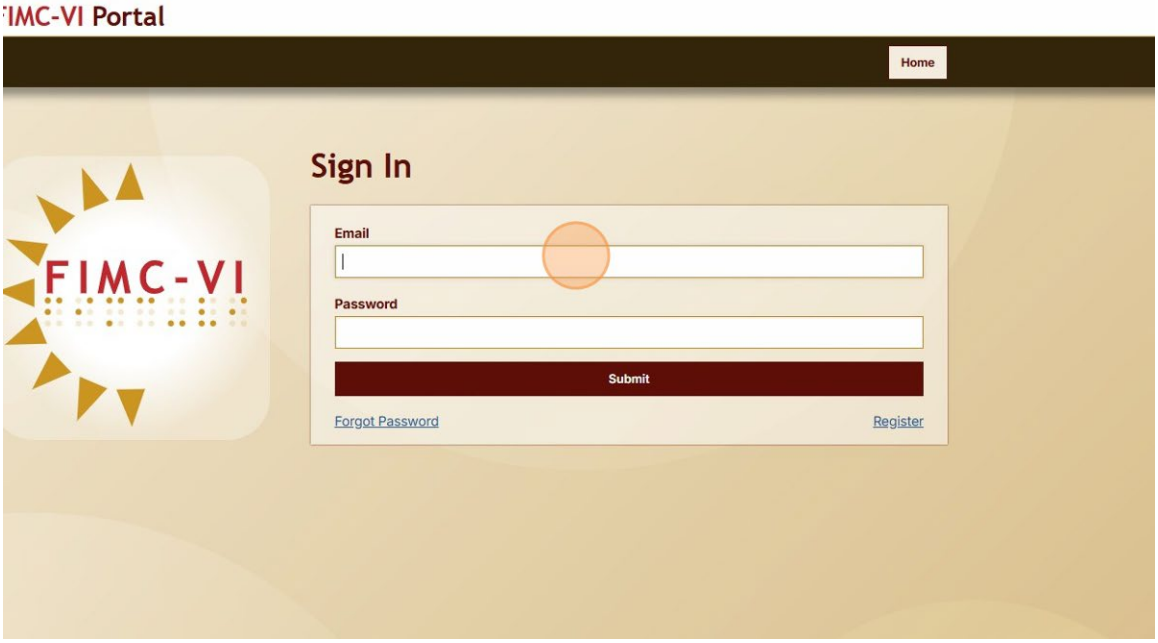


4. You may also navigate directly to portal.fimcvi.org to access the website.

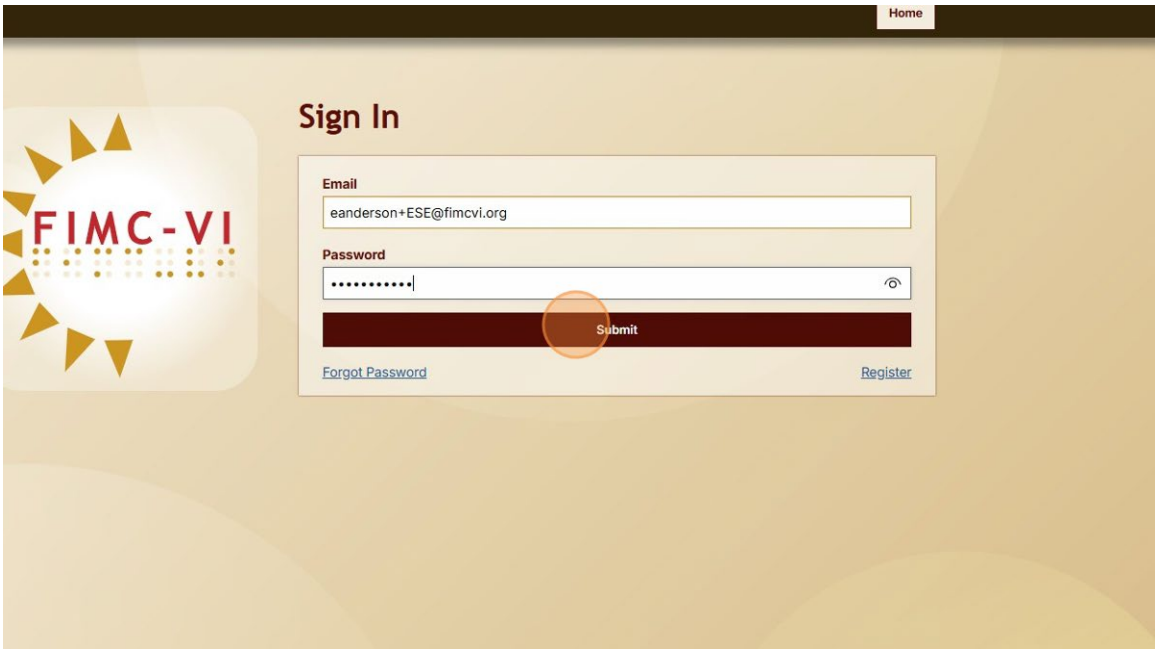


5. If you land on the Home page, select "Sign in".

6. Type your email address and password.

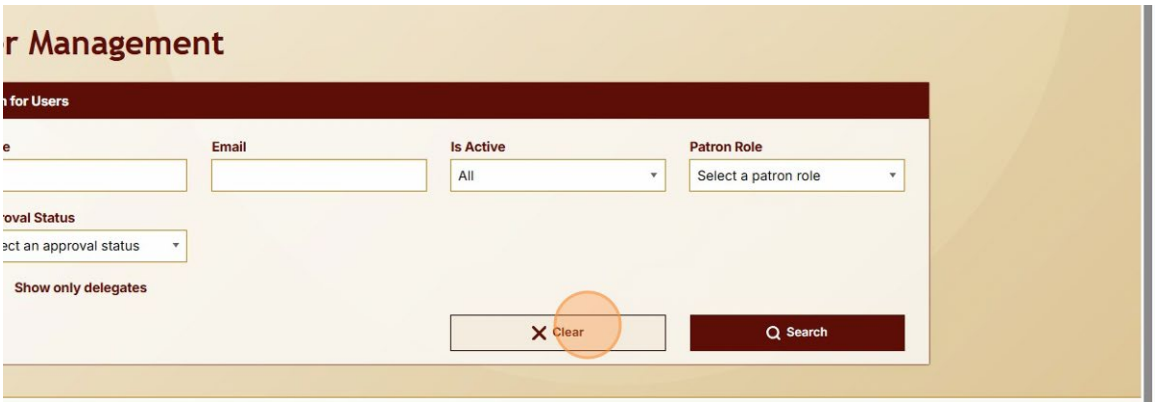


7. Select "Submit".

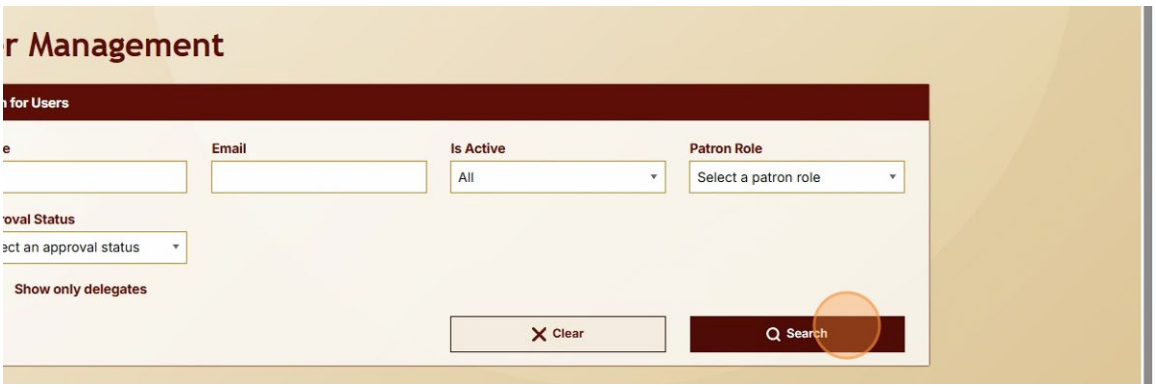


8. On the next screen, scroll down to the Administration section and select the User Management tile.

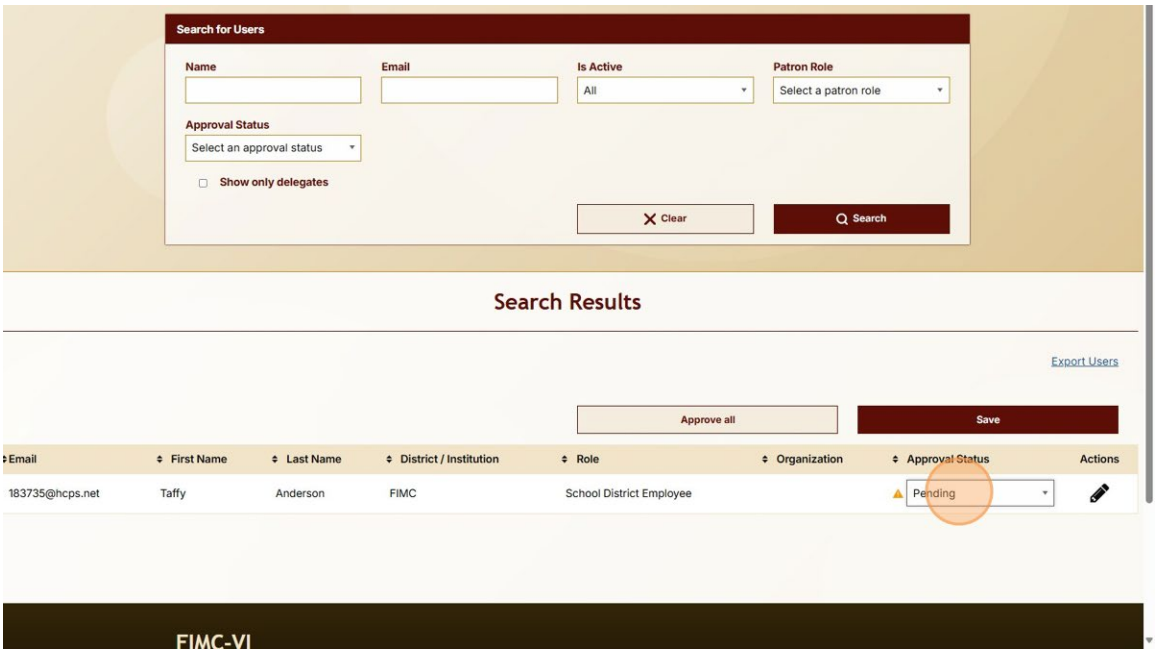
9. Select "Clear" to remove any filters.



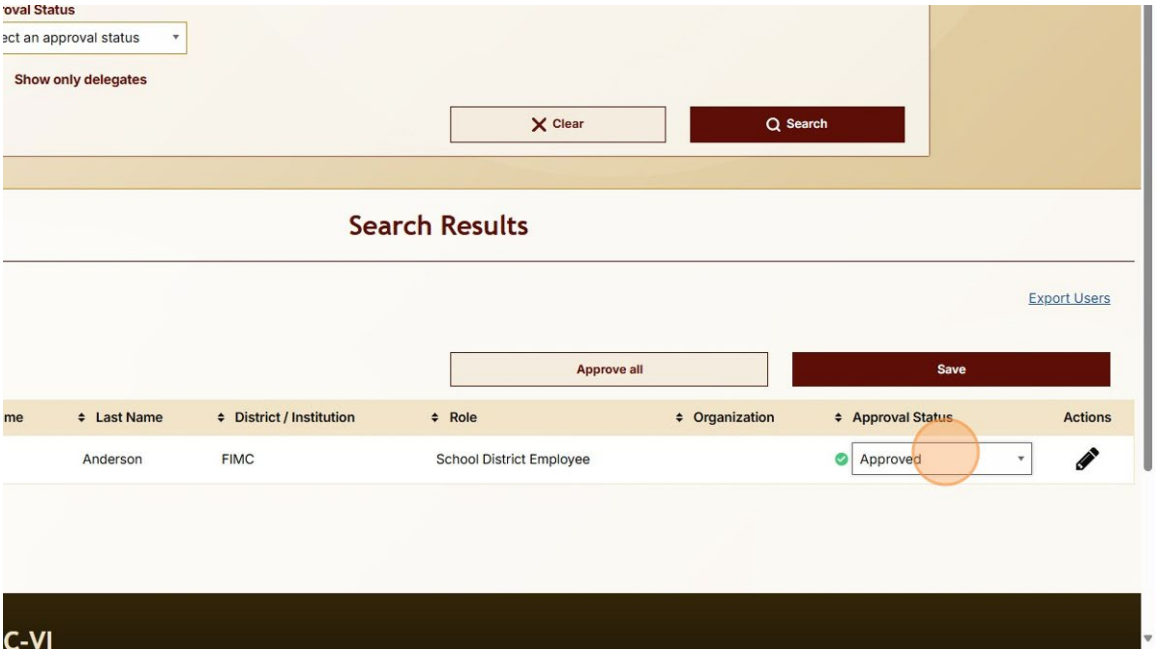
10. Select "Search".



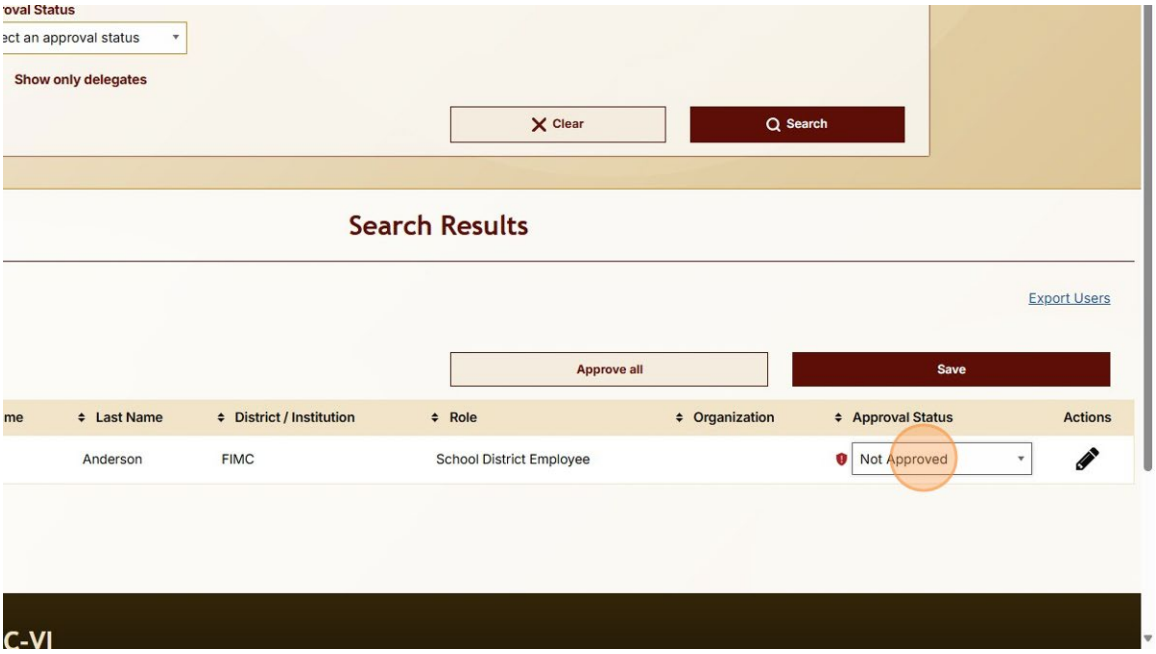
11. View the list of users or patrons within your district or organization. Any users with a Pending Approval Status must be approved before they can log in to the FIMC-VI Portal. Select the drop down to change the user's status.



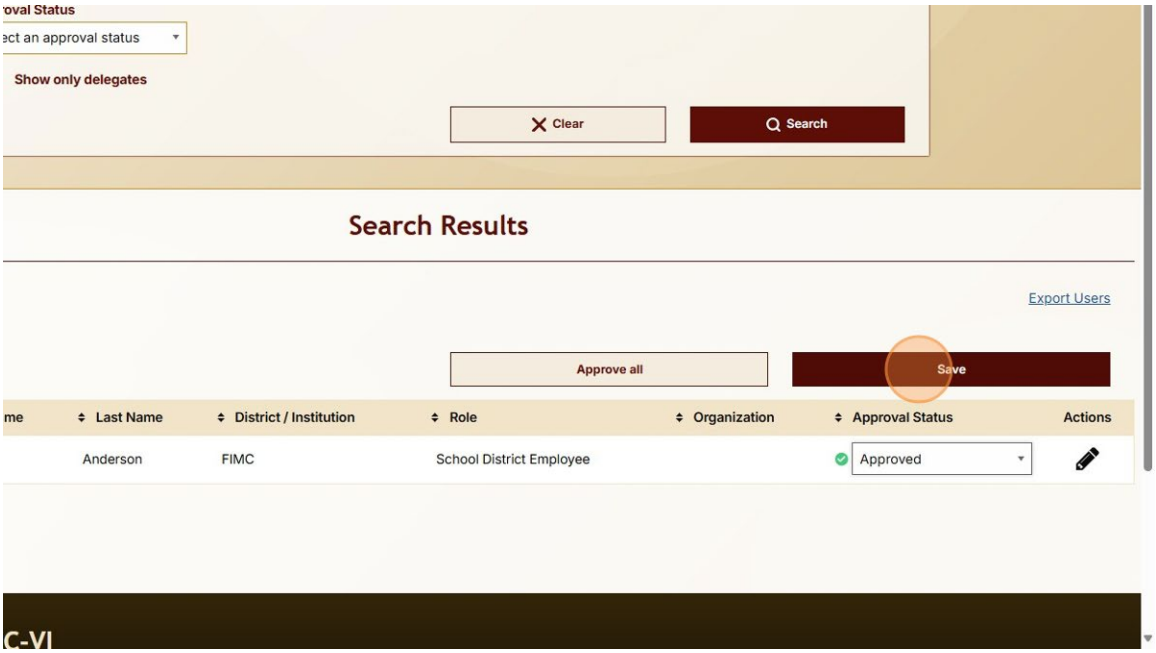
12. If you recognize the user and the information is correct, select the "Approved" option.



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".



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



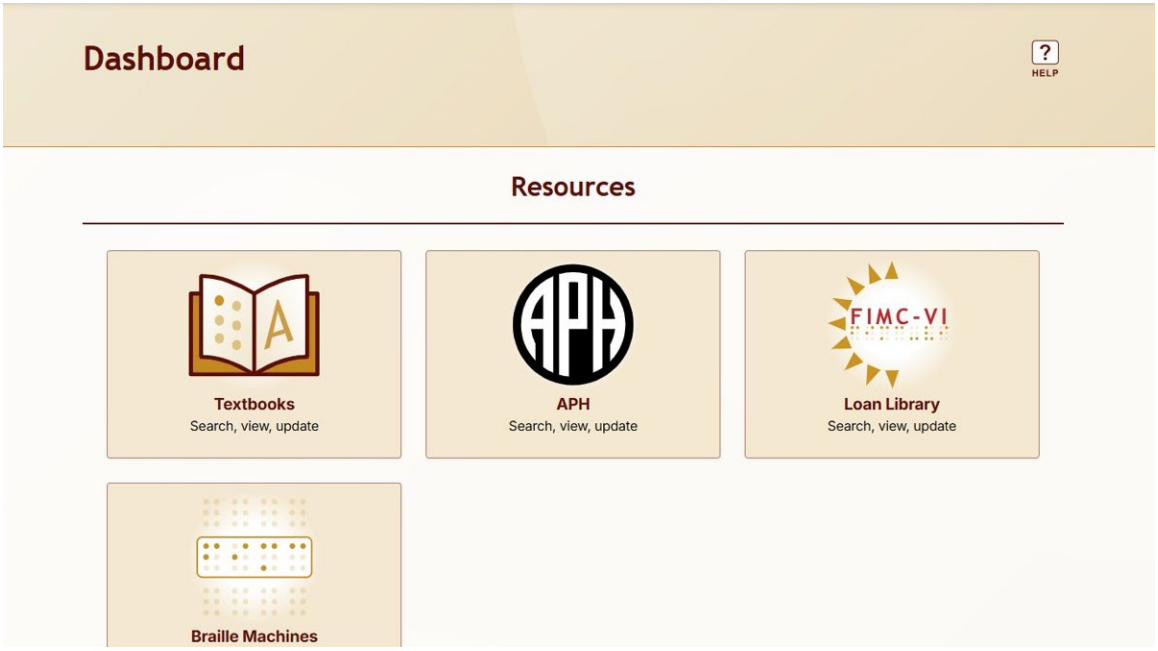
Manage Delegates and View Delegates List - ESE Directors and Administrators

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.

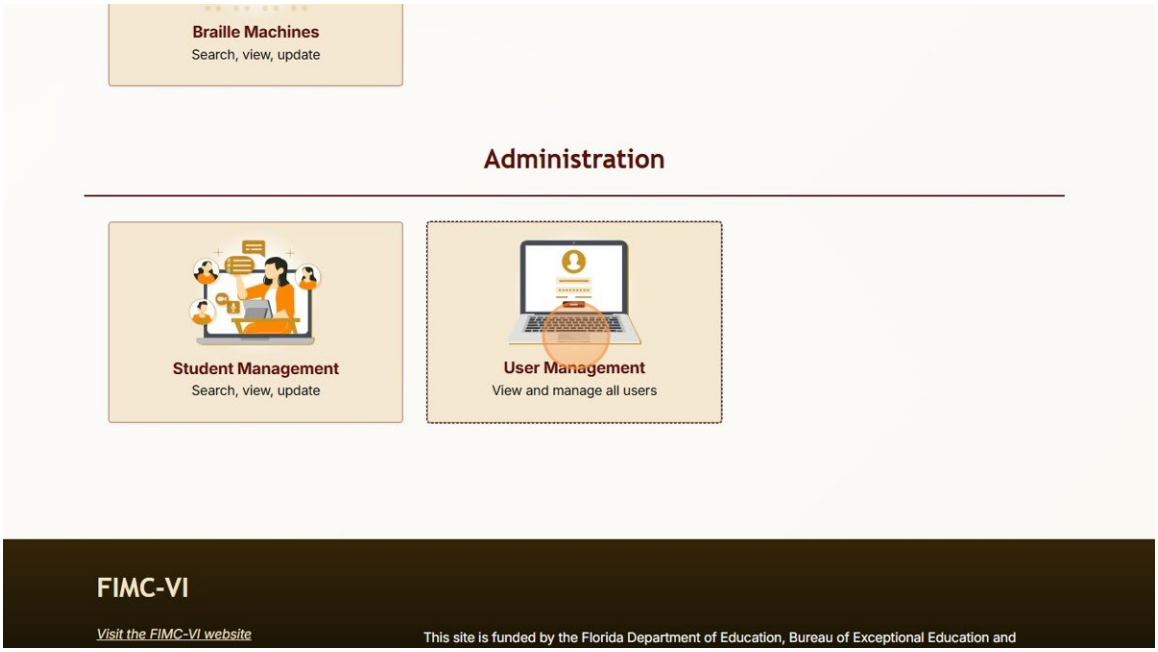
In school districts, only users with the district personnel role may be assigned as delegates.

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

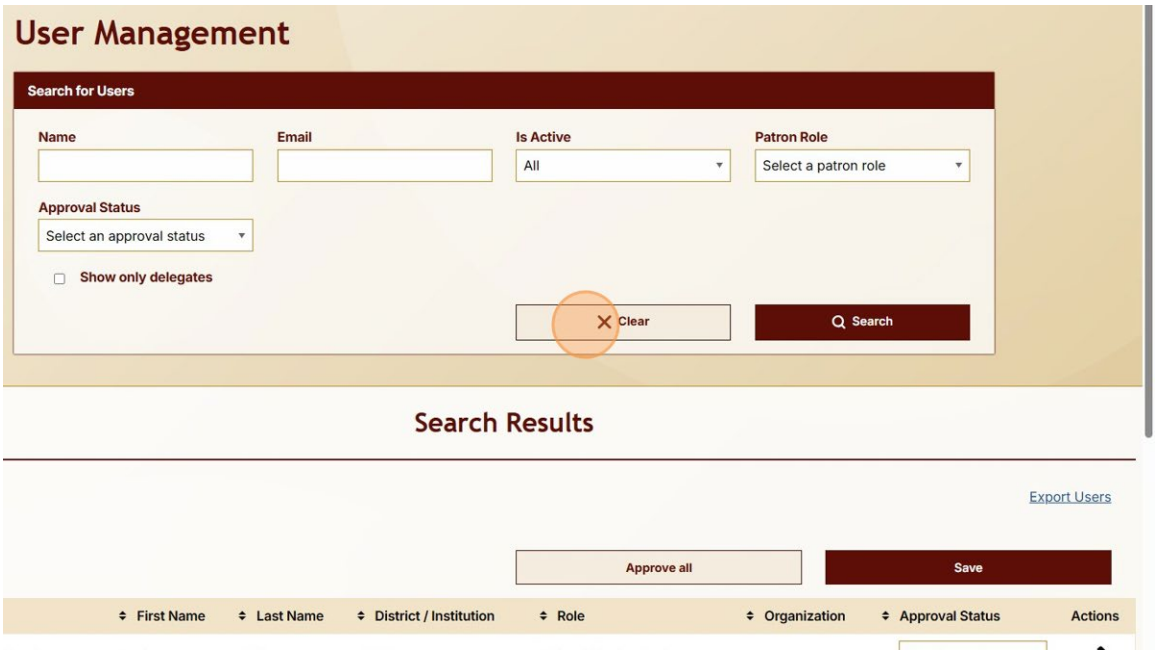
1. Navigate to https://portal.fimcvi.org/dashboard



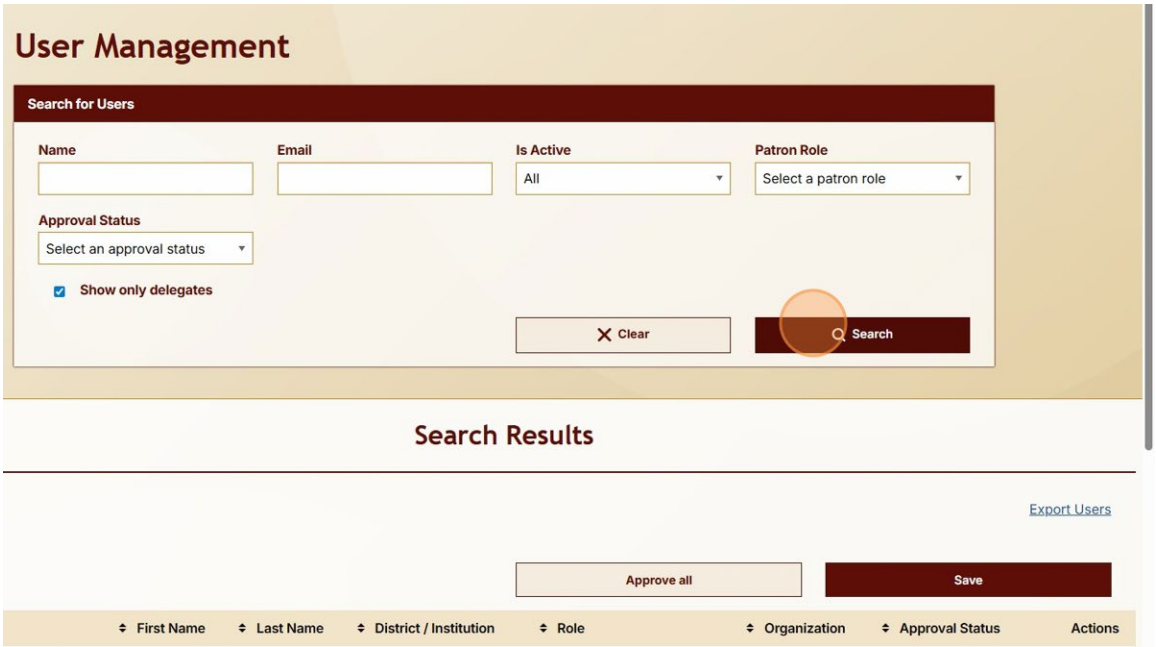
2. Select the User Management tile.



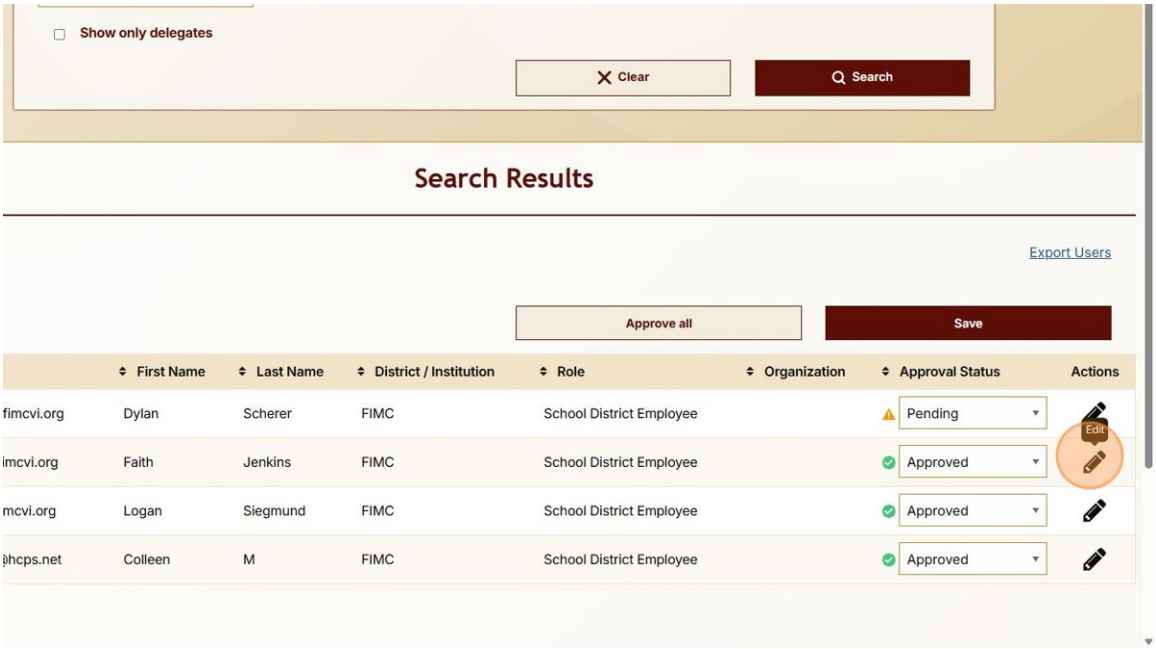
3. Select "Clear" to remove all filters.



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

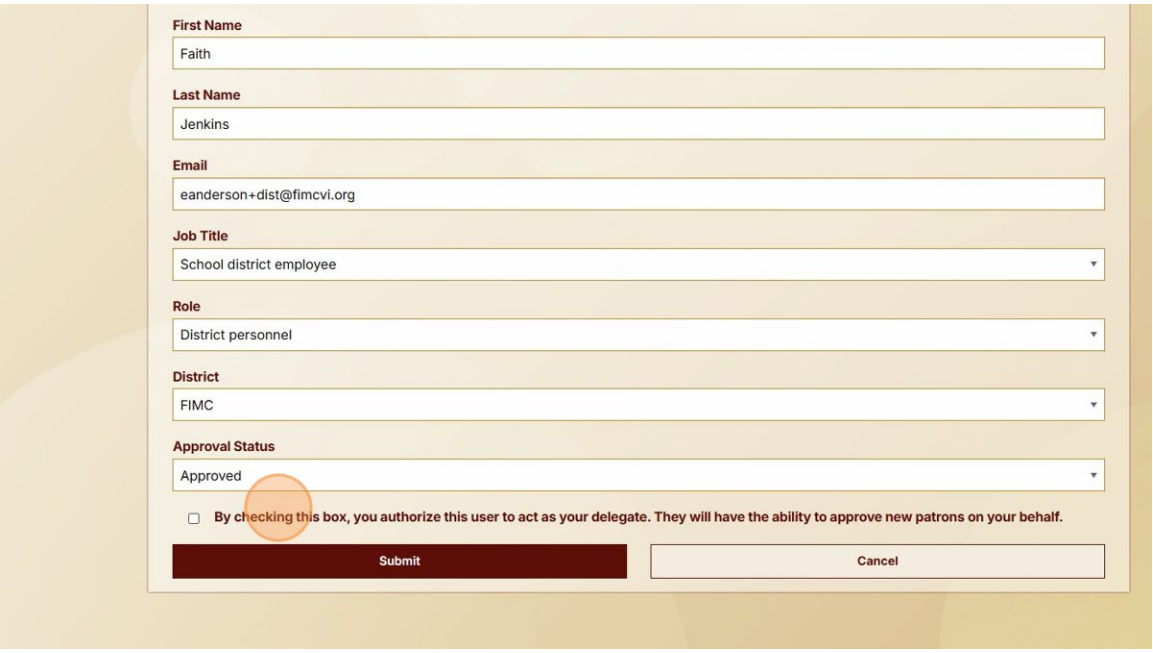


5. Locate the user you wish to assign or unassign as a delegate. Select the pencil icon in the Actions column for that user.

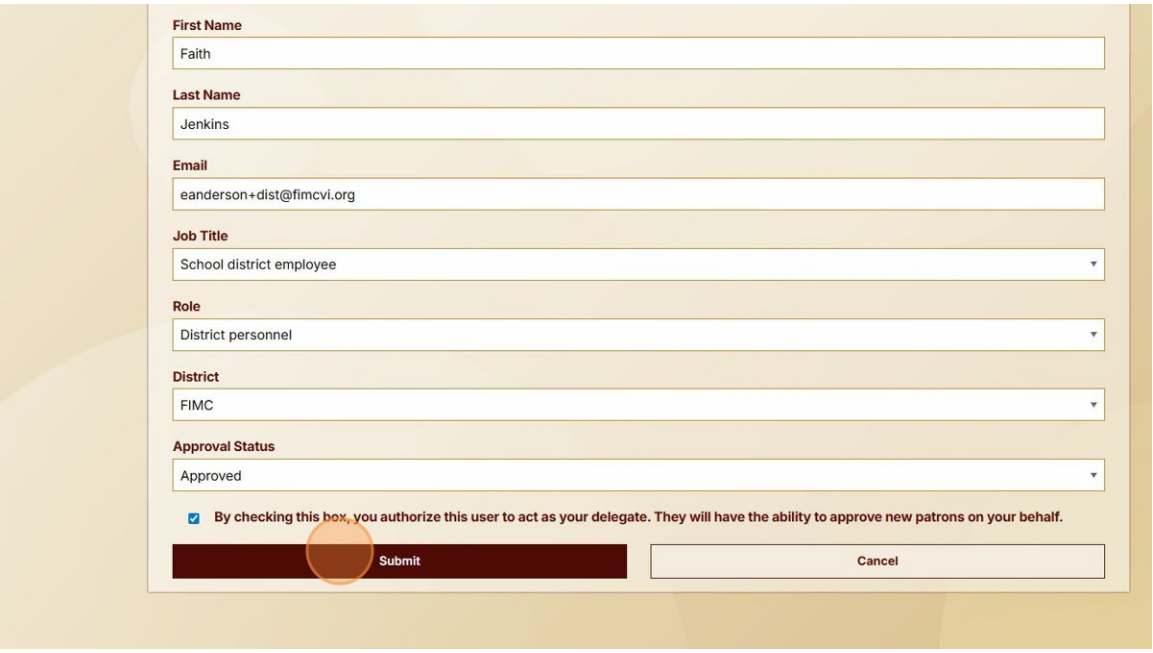


6. Select the approval box: "By checking this box, you authorize this user to act as your delegate. They will have the ability to approve new patrons on your behalf."

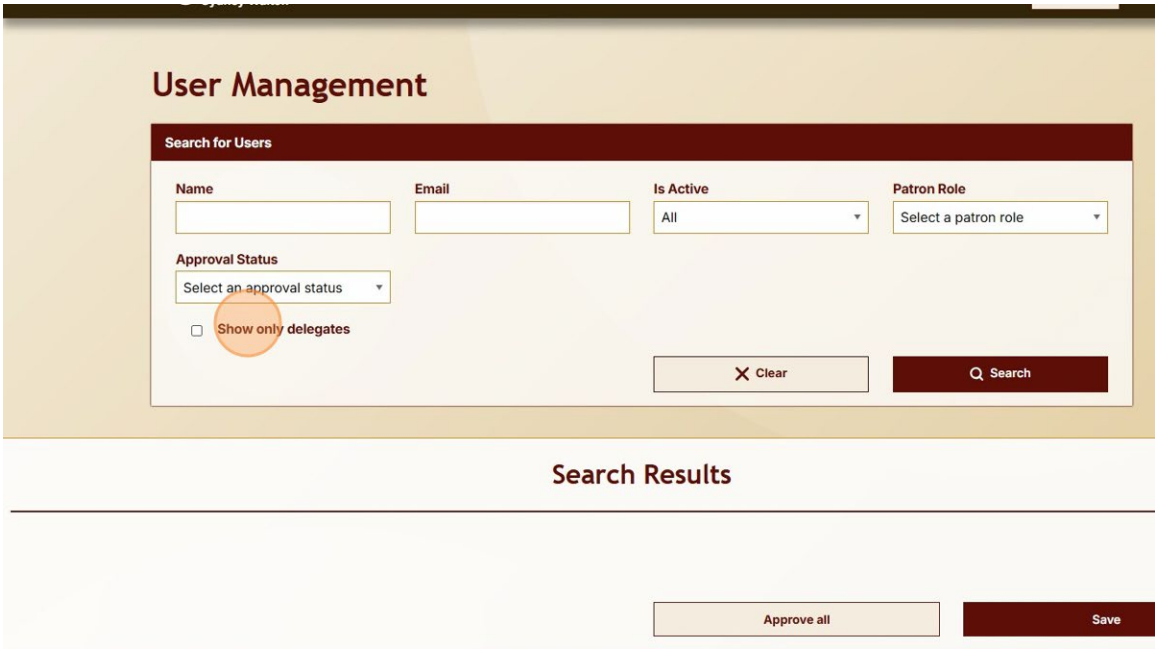
   If you need to remove a delegate, you may uncheck this box for that individual.



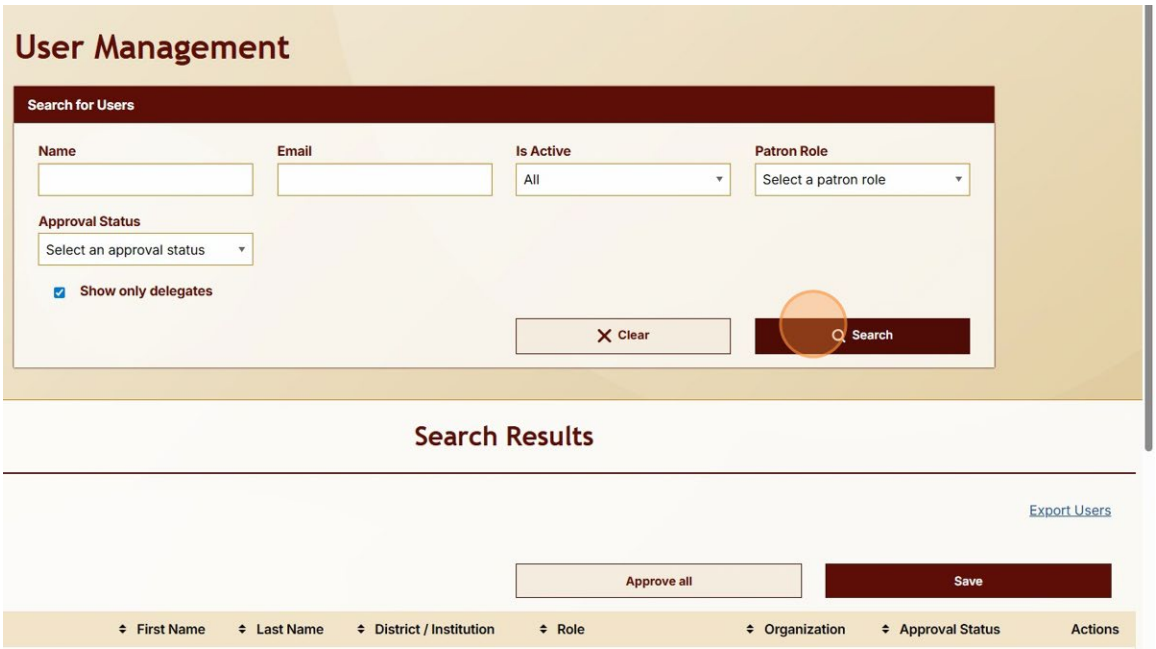
7. Select "Submit".



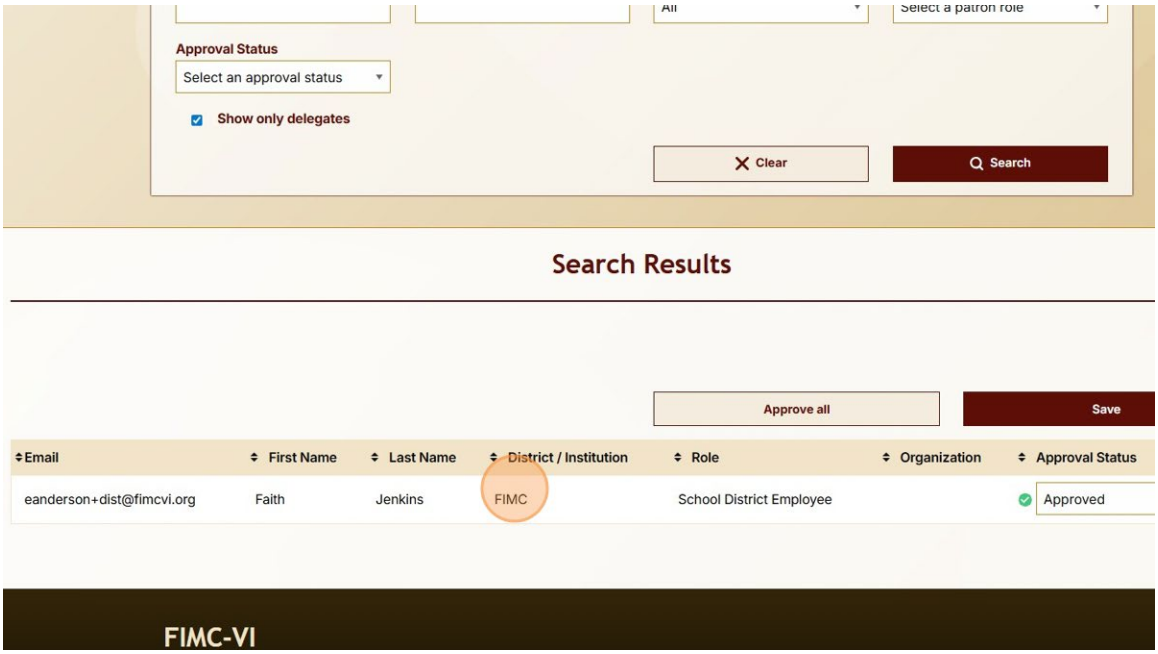
8. To view the delegates for your organization, select the box for "Show only delegates".



9. Select "Search".



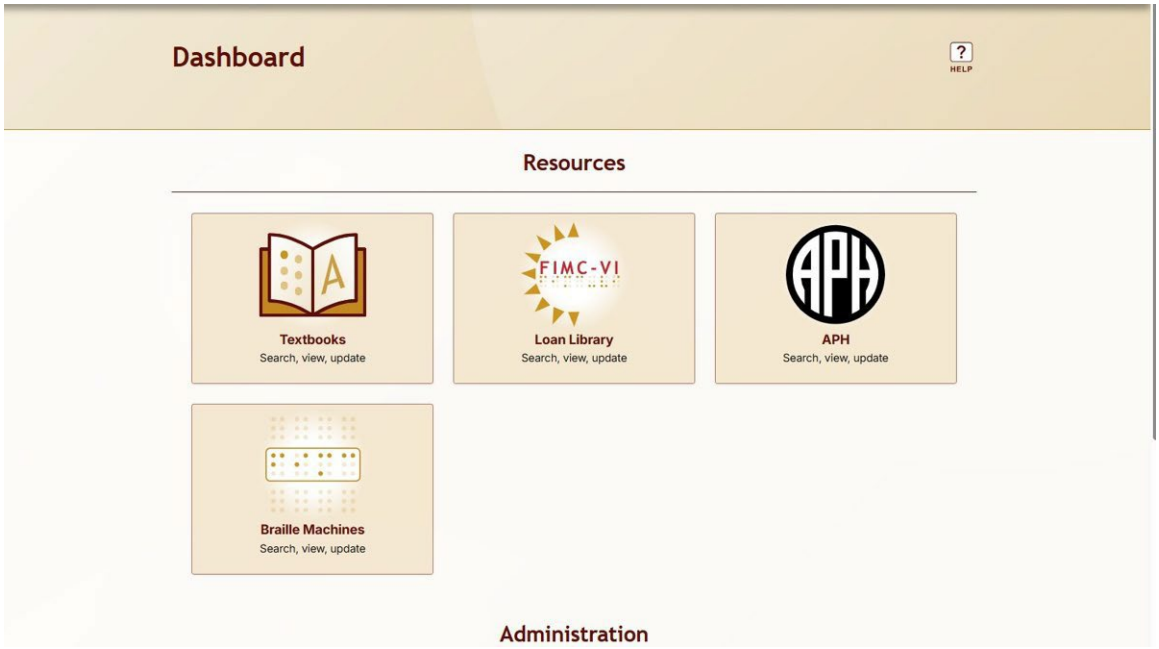
10. Only the users with delegate status will appear in the Search Results. Make any additional changes as needed.



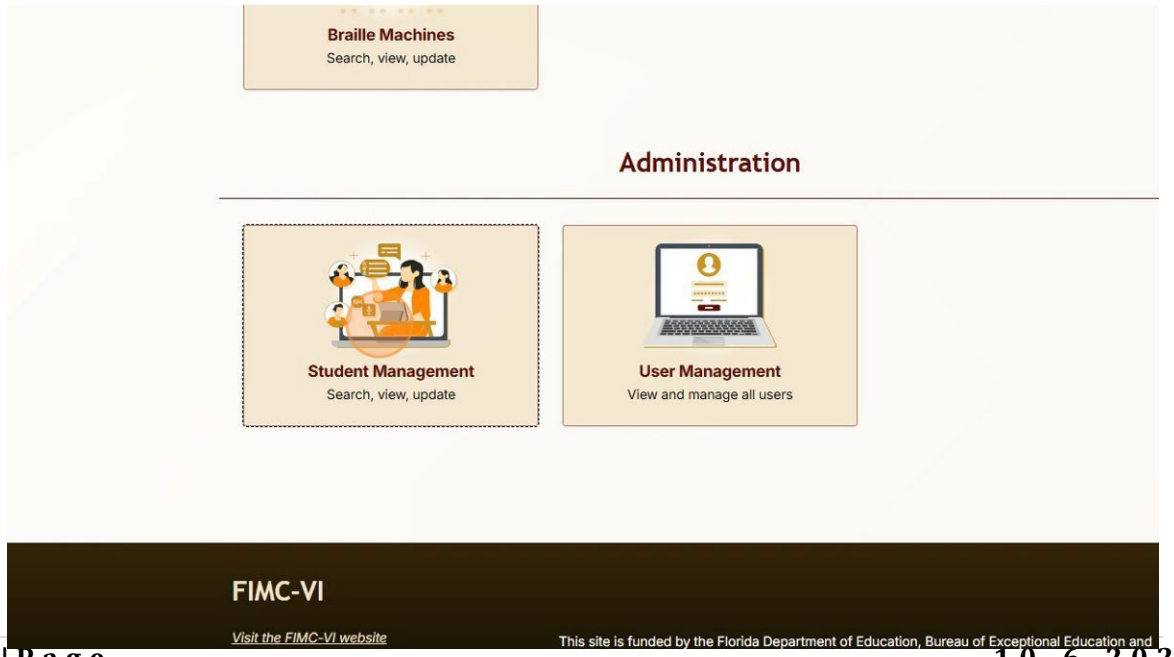
Student Management – Year-Round and During Annual Census

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

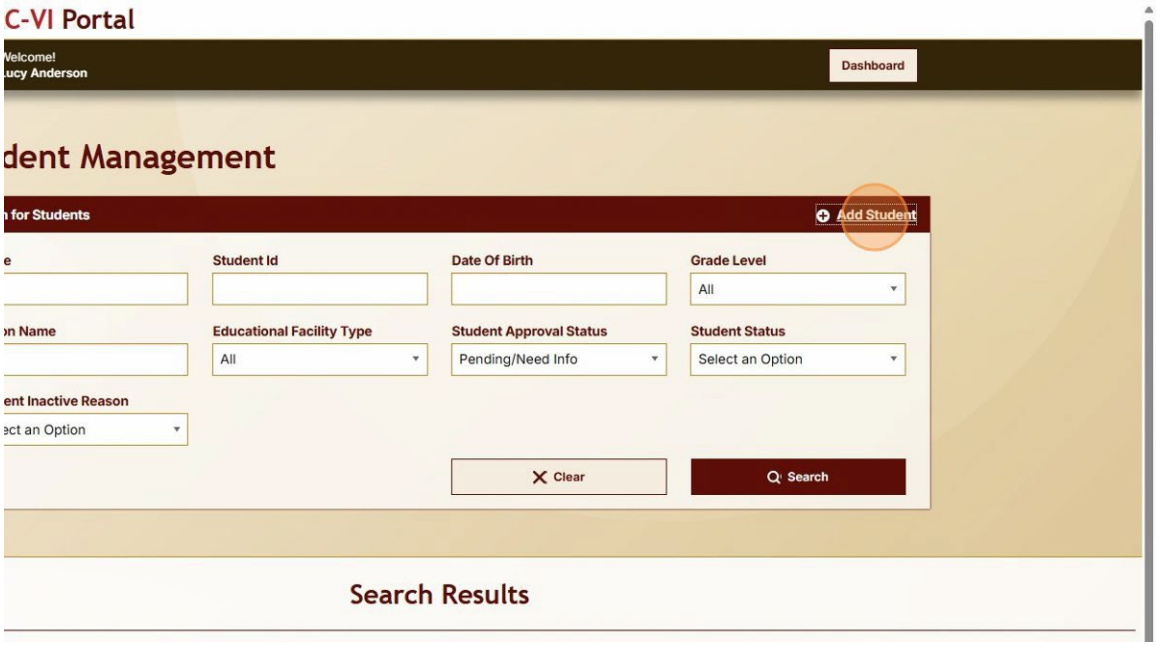
1. When you log in, the Dashboard appears first. Scroll down to the Administration section at the bottom of the page.



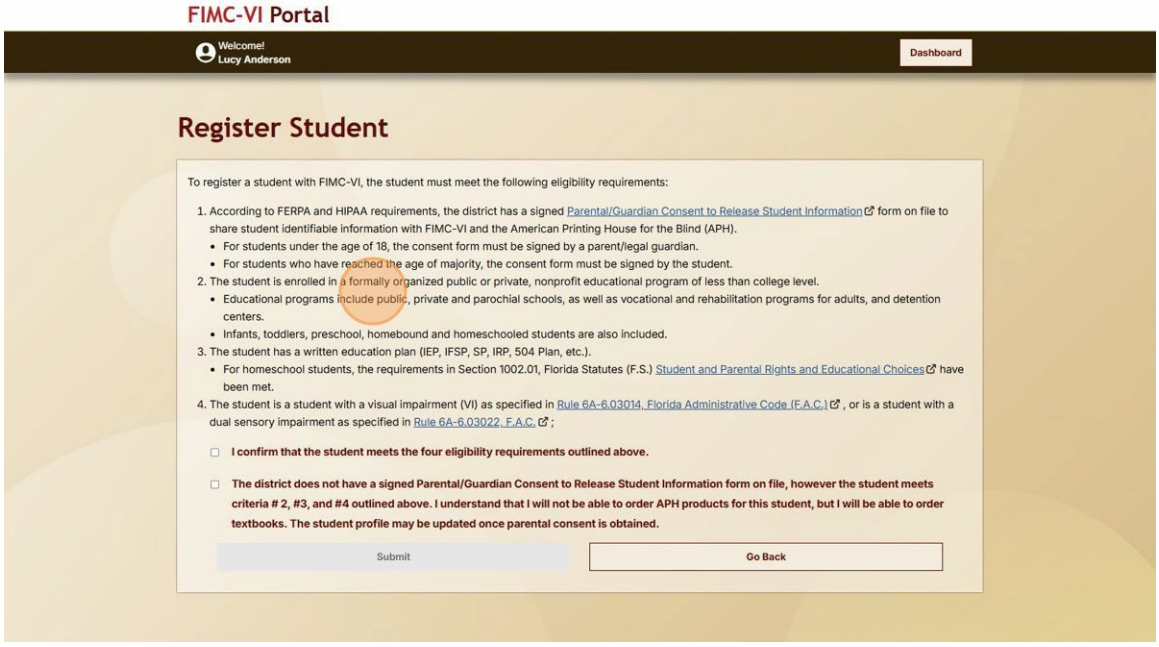
2. Select the Student Management tile.



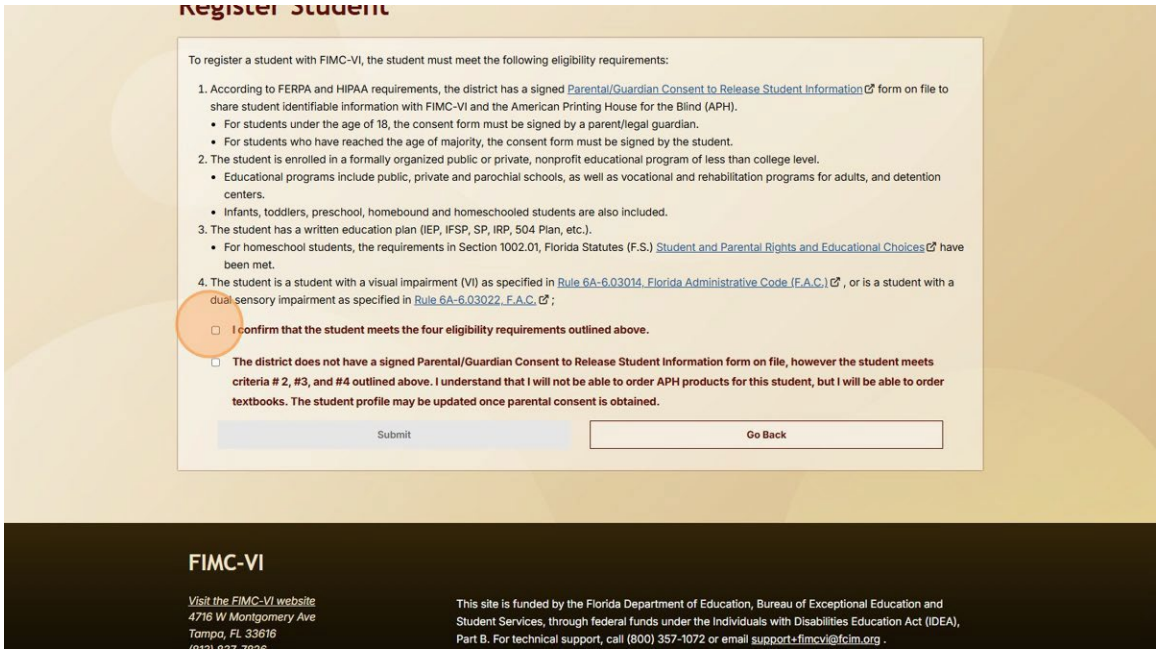
3. Select "Add Student".



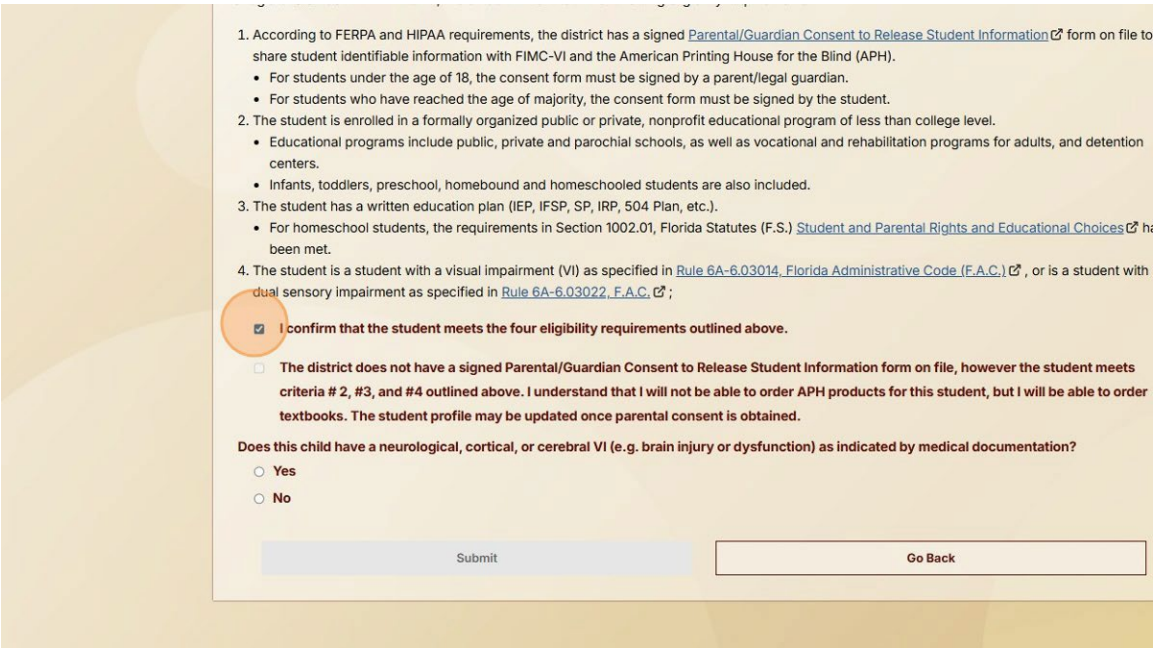
4. Review the eligibility requirements at the top of the page regarding student registration.



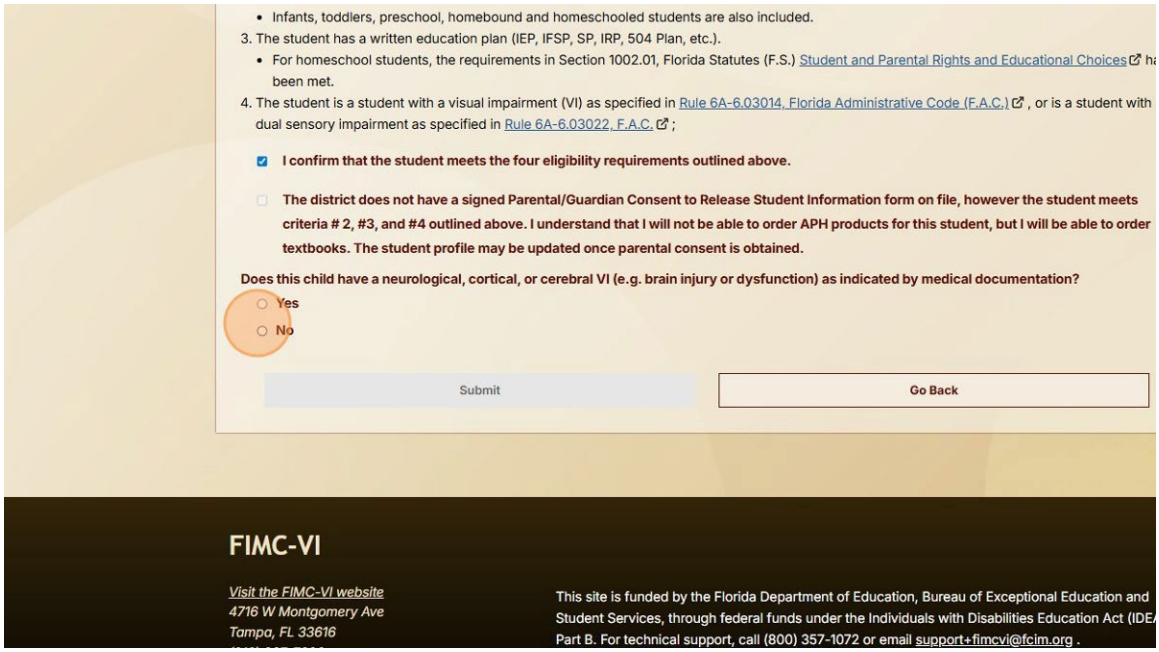
5. Select the option that best applies to the student. If the district does not have signed parental consent, the student may be registered but the student will not be counted during Annual Census or eligible for products from the American Printing House for the Blind. You may only select one of these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



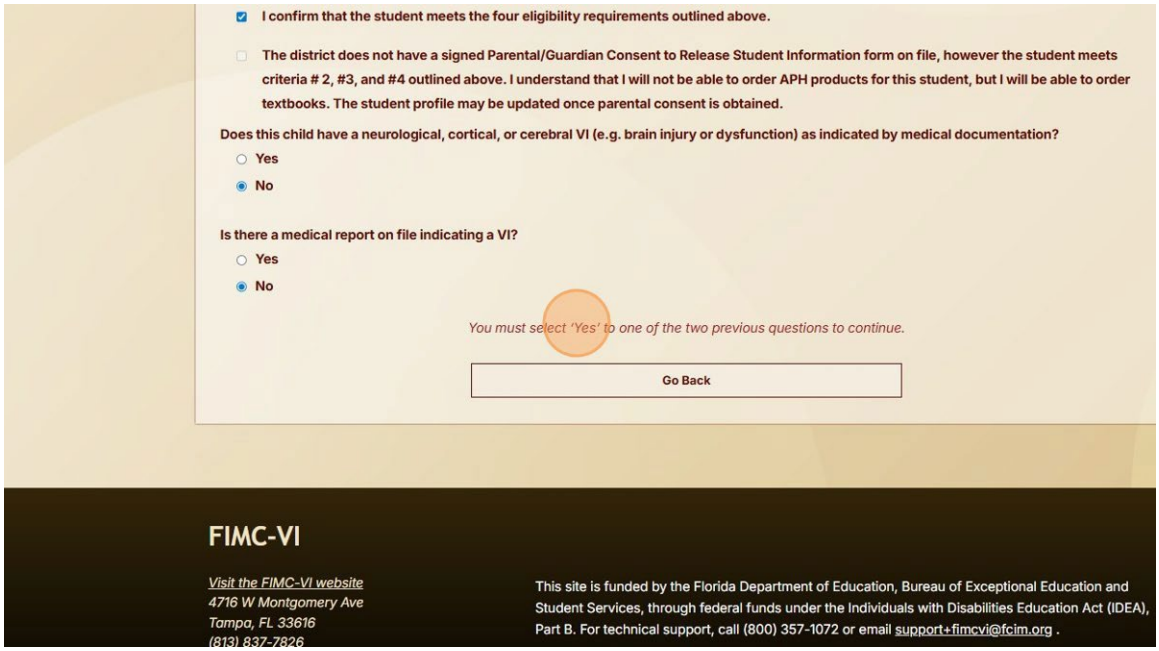
6. Once you have selected one of the first two options, the next question regarding neurological visual impairment will appear.



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



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.



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)

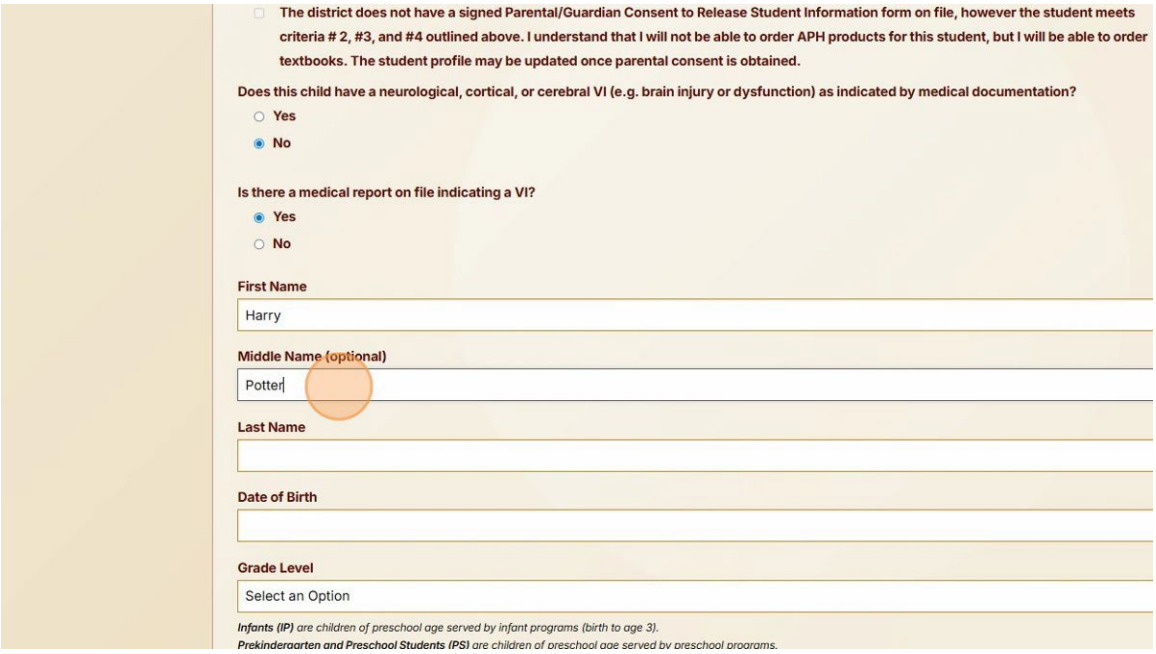
Last Name

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

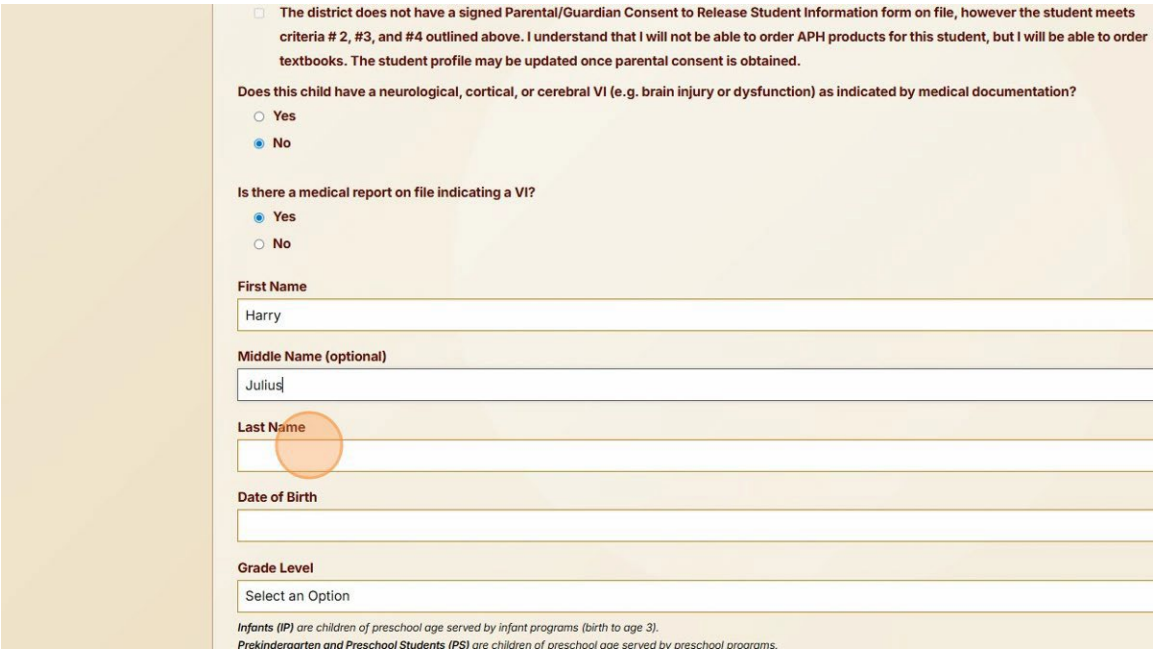
Date of Birth

Grade Level

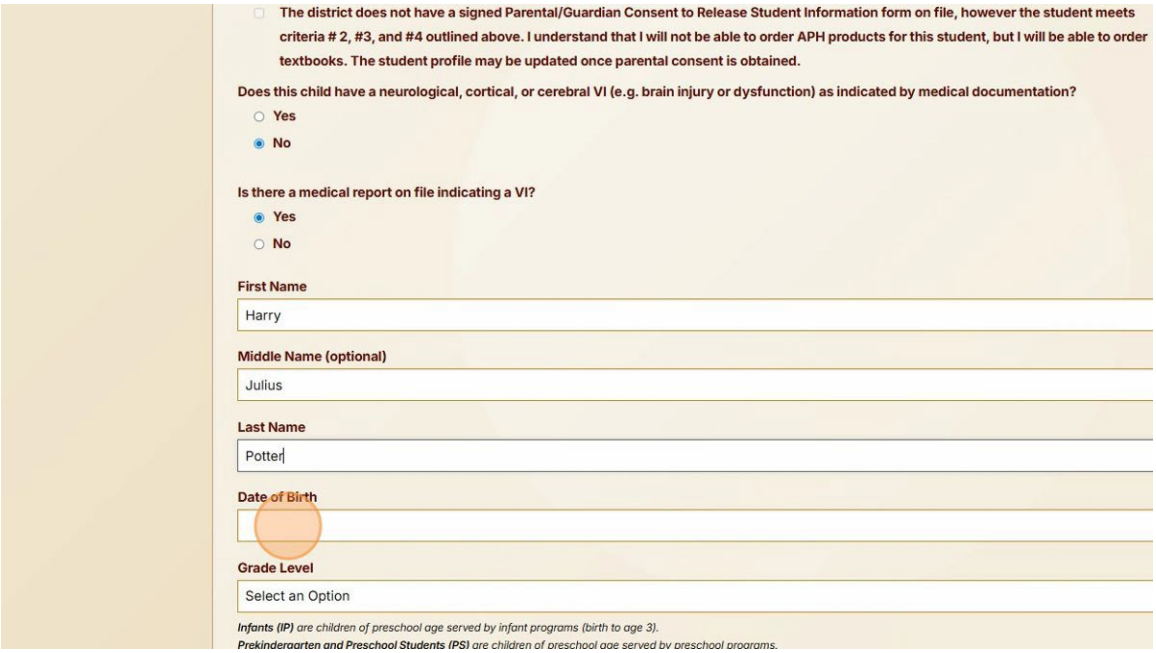
Select an Option

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.

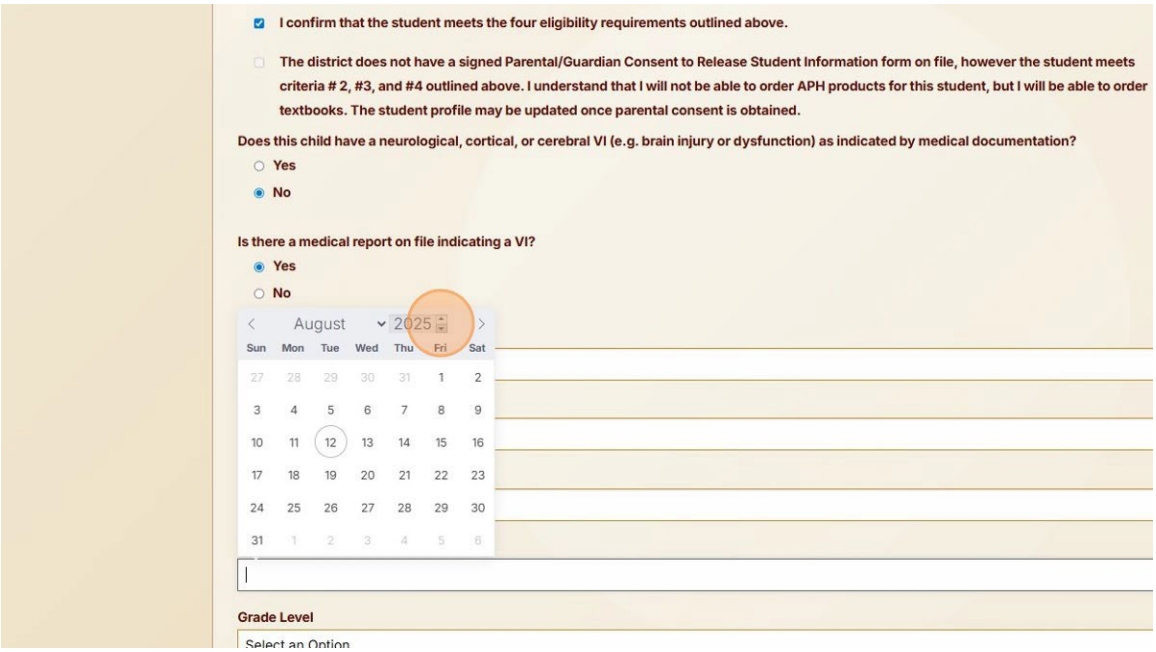
11. Type the student's last name.



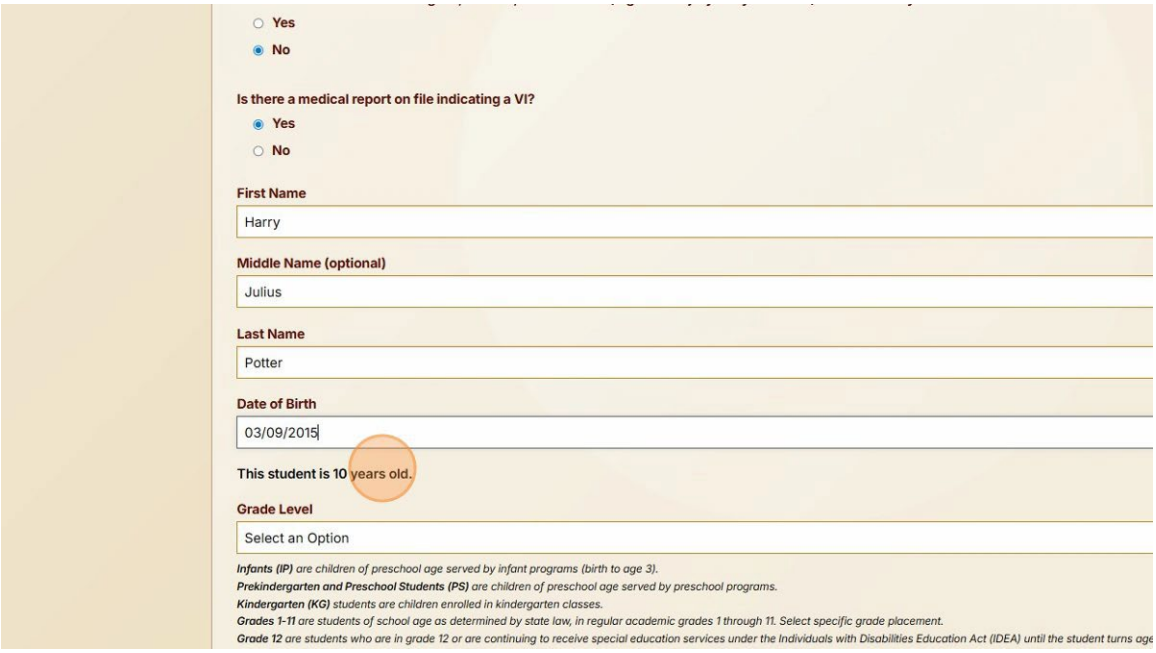
12. Select the "Date of Birth" field to open the calendar.



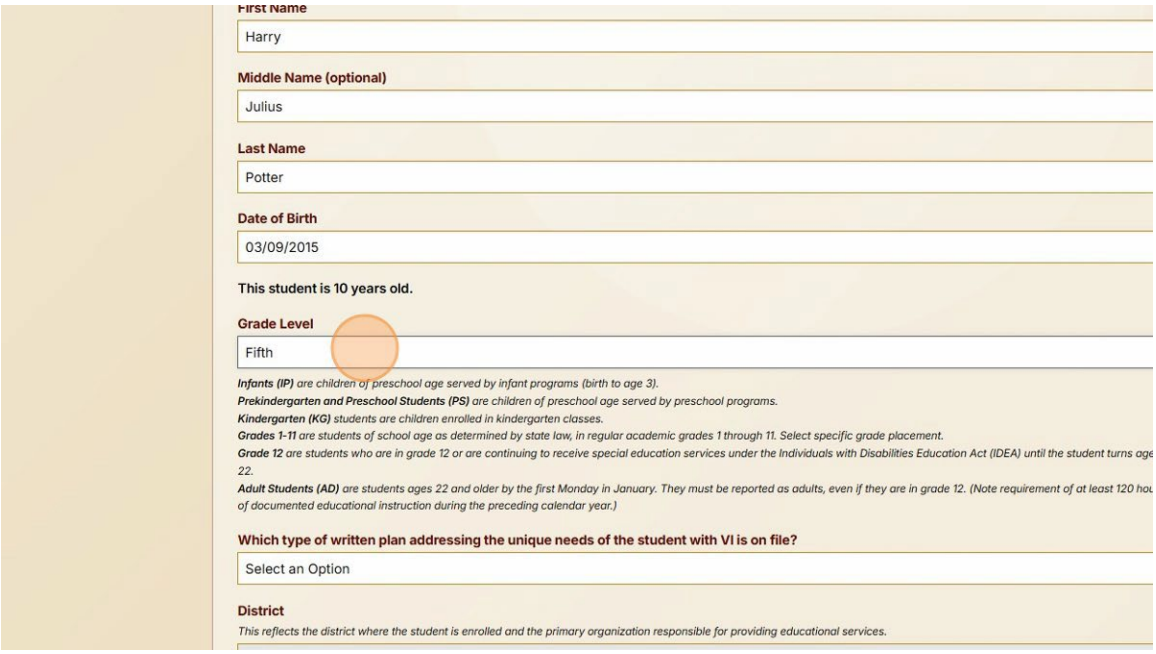
13. Use the calendar to select the student's date of birth.



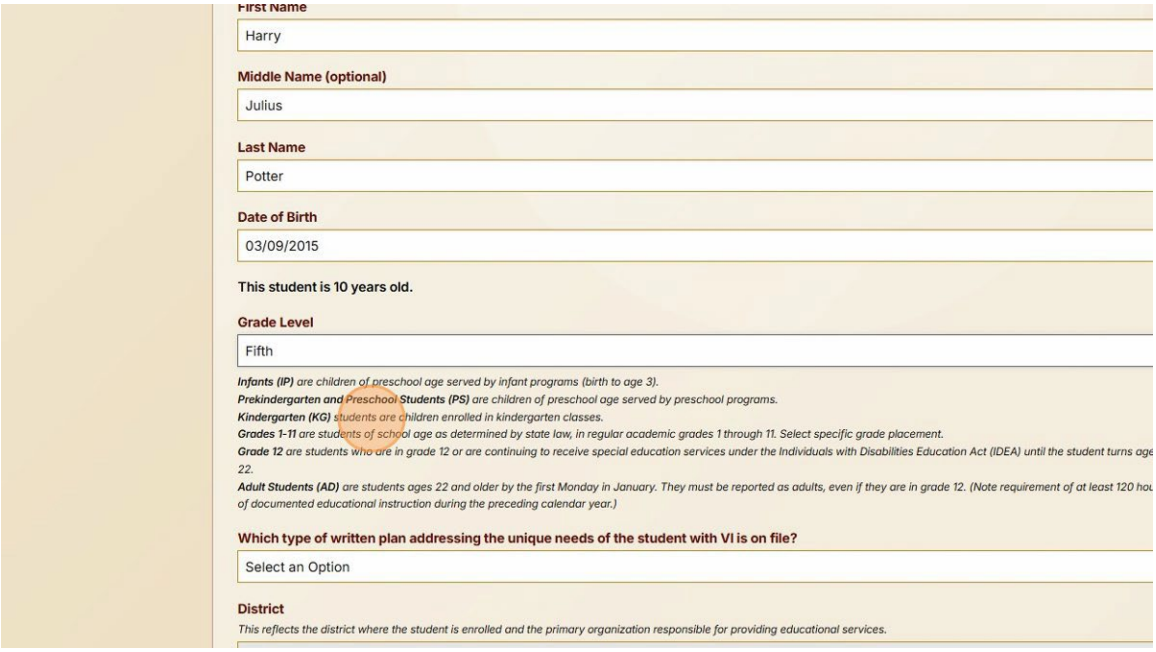
14. To help ensure that the student's date of birth was entered correctly, the calculated age of the student will appear. If the age is incorrect, adjust the date of birth as needed.



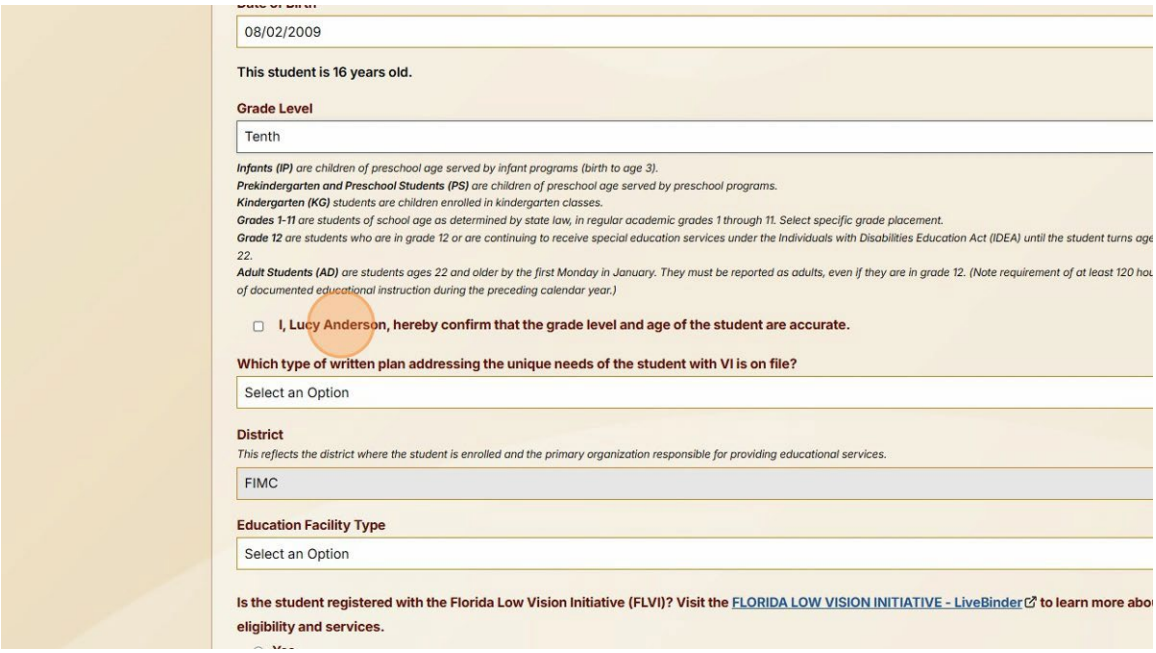
15. Select the student's grade level.



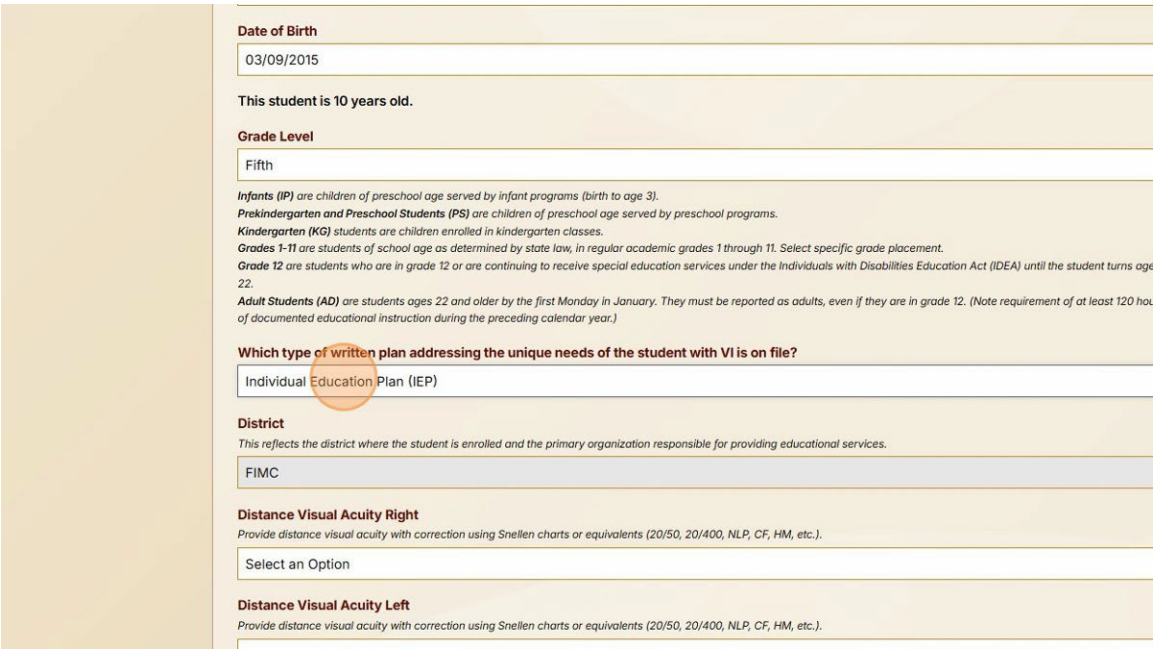
16. Information is provided below the grade level field with details regarding the codes listed.



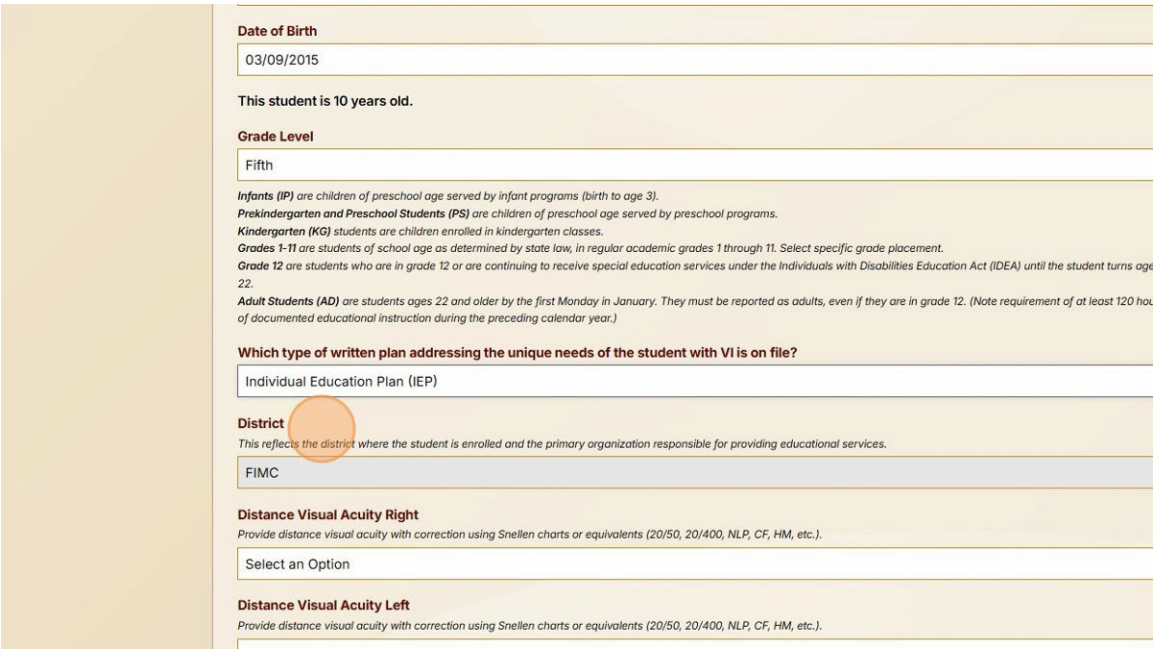
17. If the system detects a difference between the child's age/expected grade level and the grade level you enter, a message will appear asking you to confirm that the grade level and age are accurate. Verify this information and check the box when appropriate.



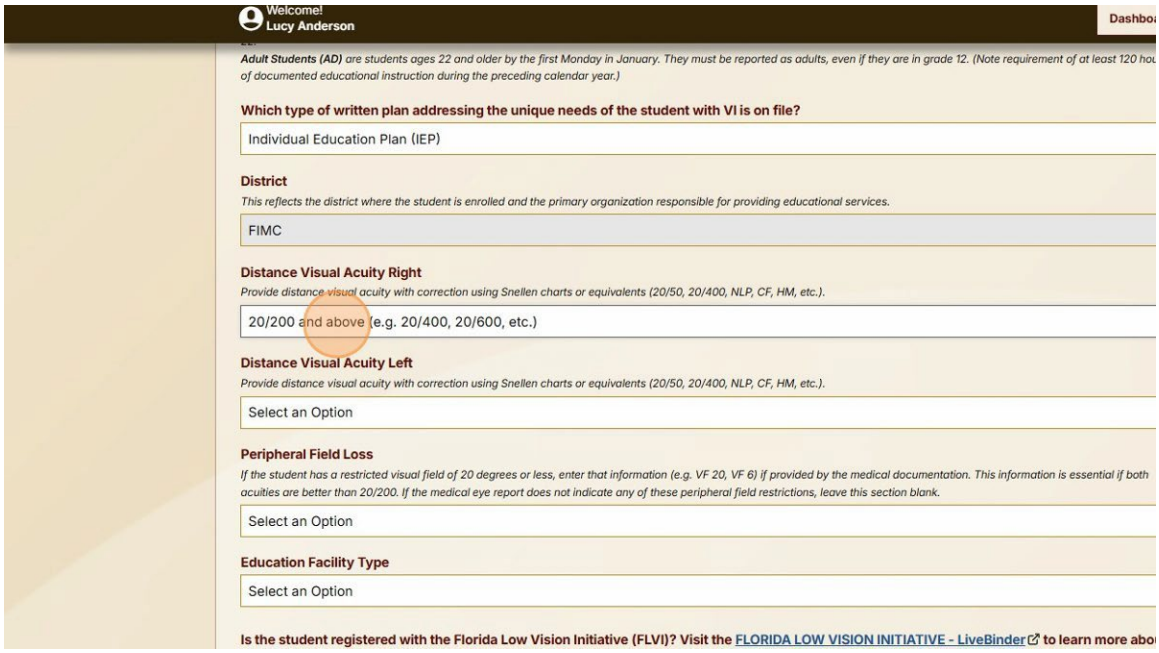
18. Select written plan that the student has on file.



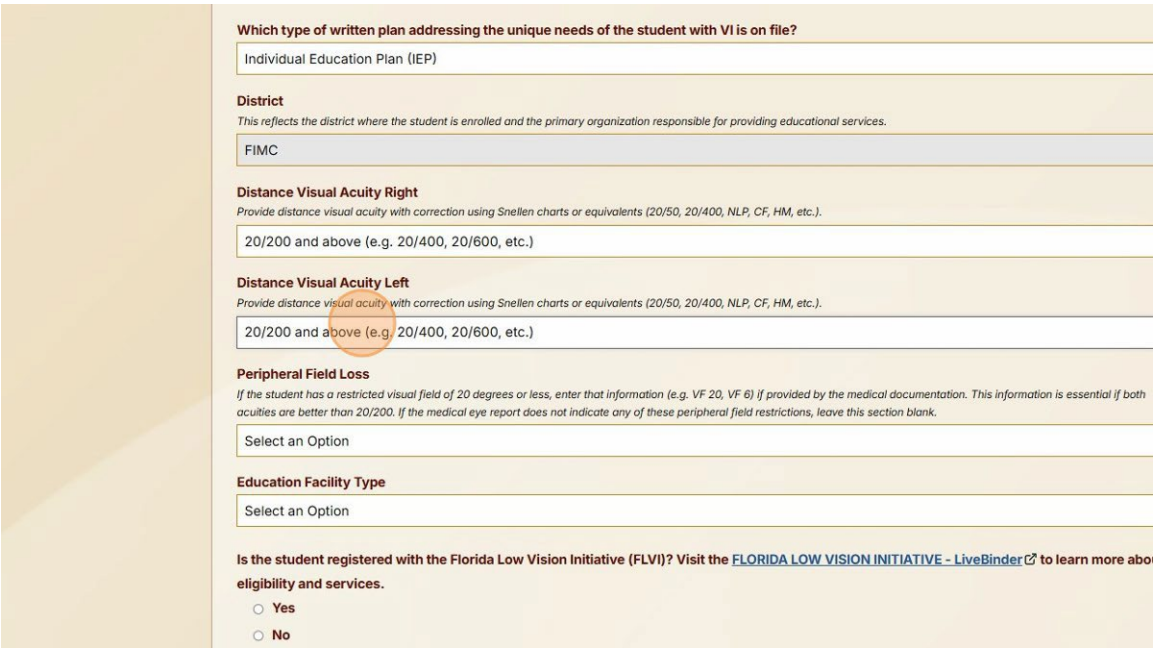
19. The district field will be prepopulated and grayed out.



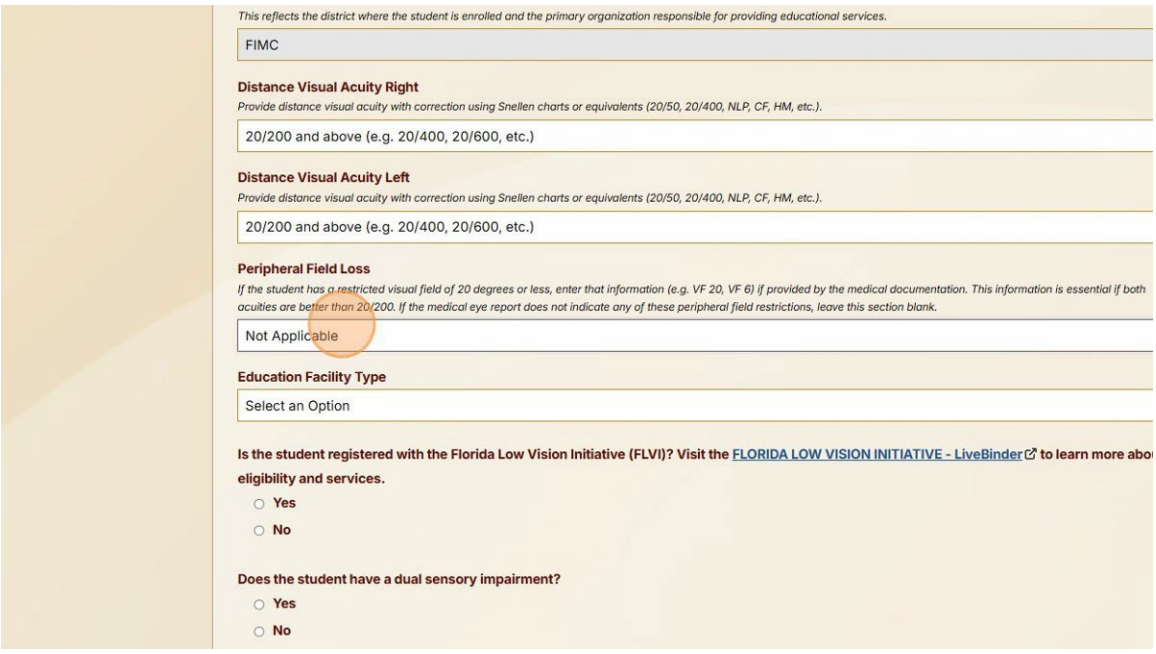
20. Select the right acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.



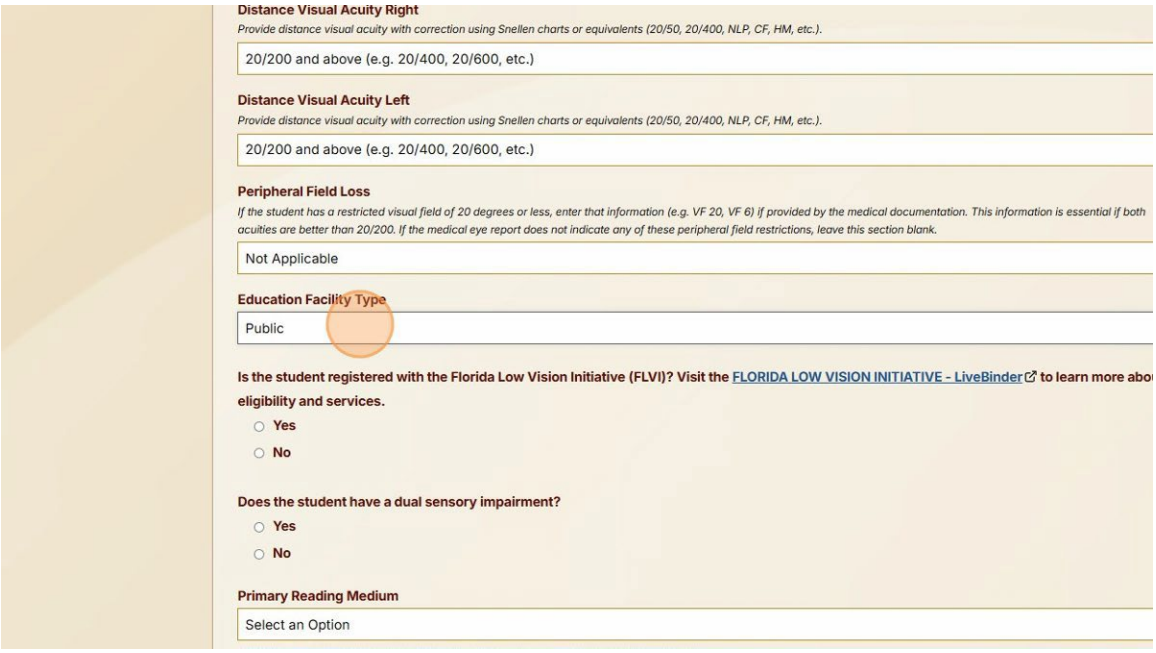
21. Select the left acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.



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.



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



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 abo eligibility and services.

- Yes
- No

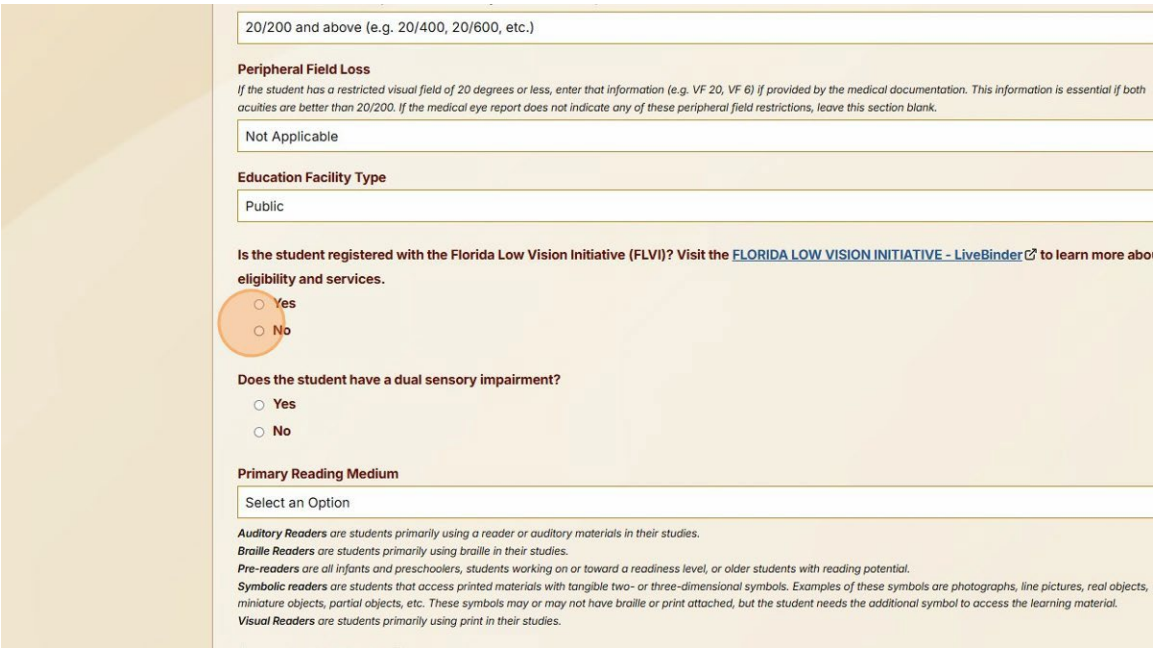
Does the student have a dual sensory impairment?

- 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

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 abo eligibility and services.

- Yes
- No

Does the student have a dual sensory impairment?

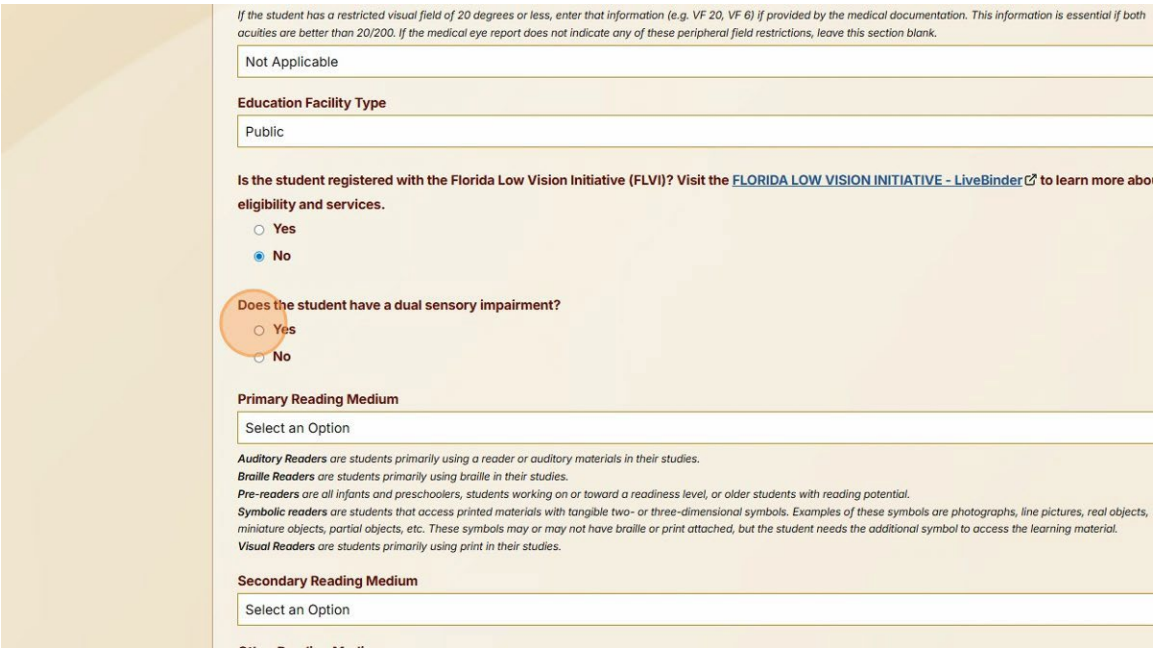
- Yes
- No

Primary Reading Medium

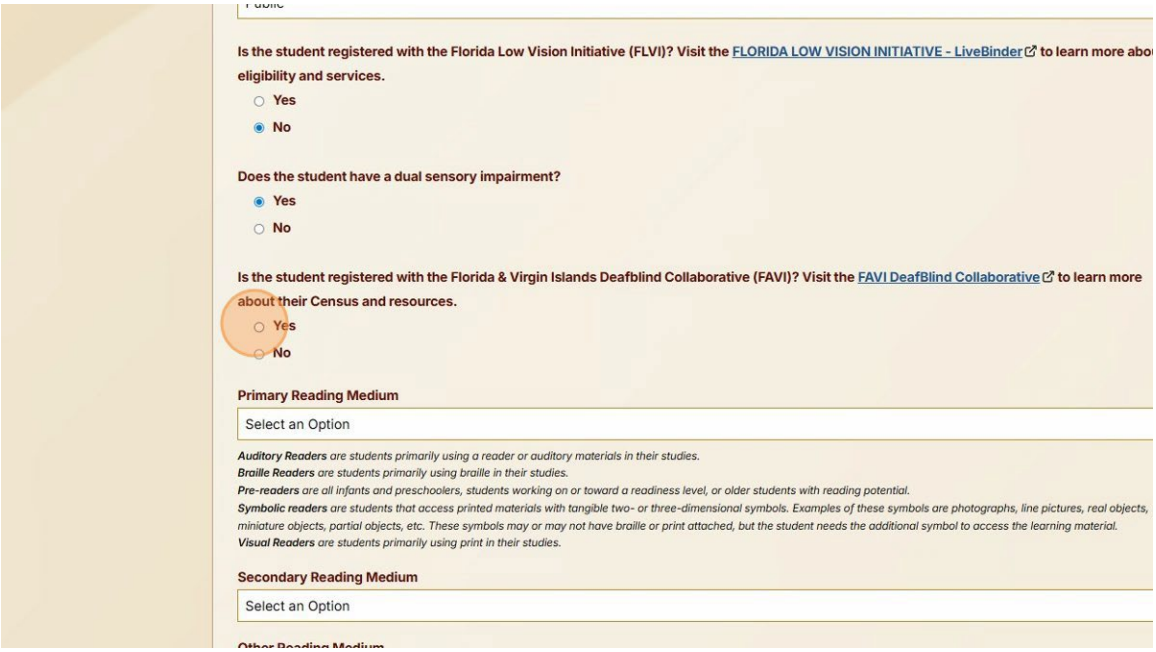
Select an Option

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.*

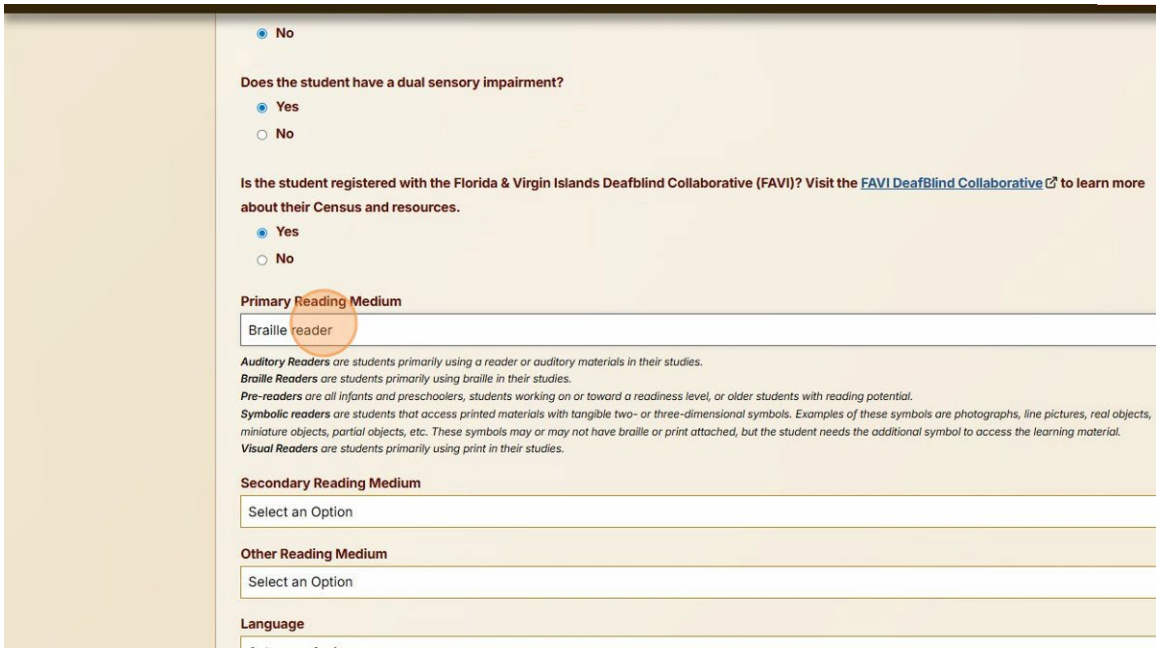
25. Select whether or not the student has a dual sensory impairment.



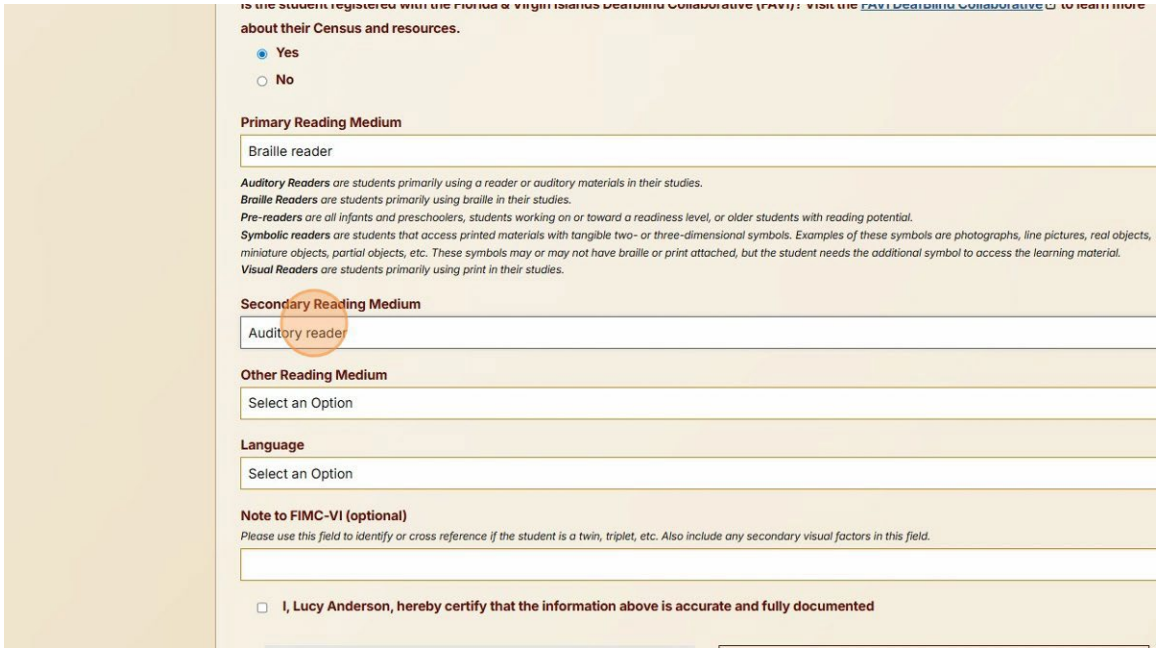
26. If you responded yes to the previous question, select whether or not the student is registered with the Florida and Virgin Islands Deafblind Collaborative.



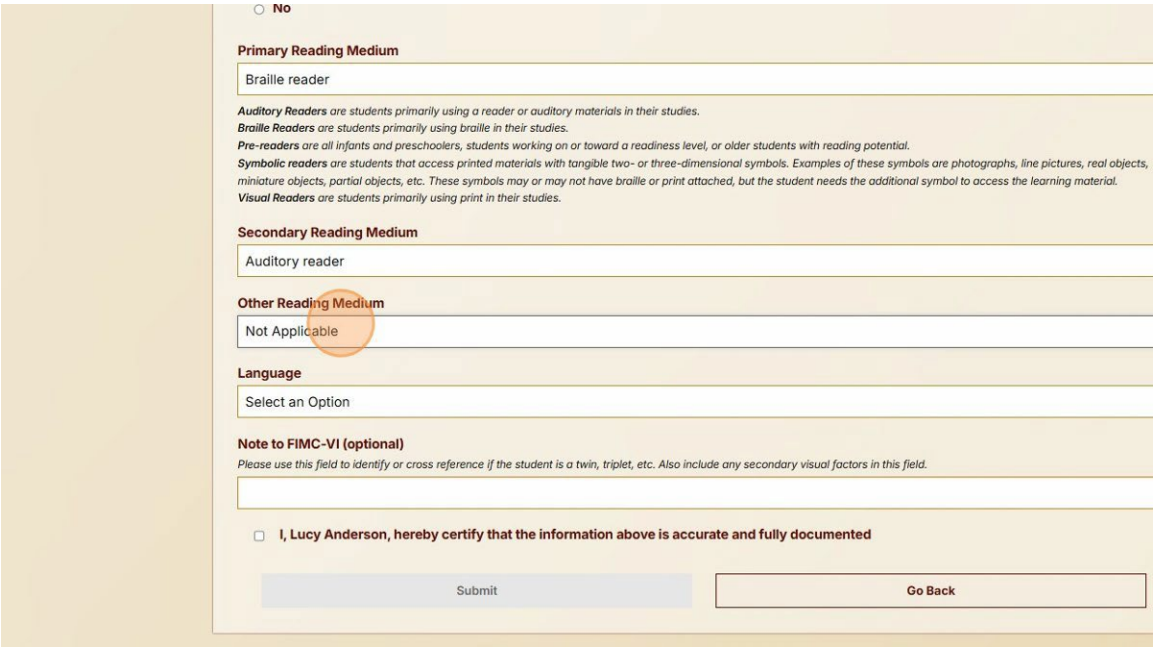
27. Select the Primary Reading Medium that best applies to the student. A description of each reading medium is provided below the drop-down menu.



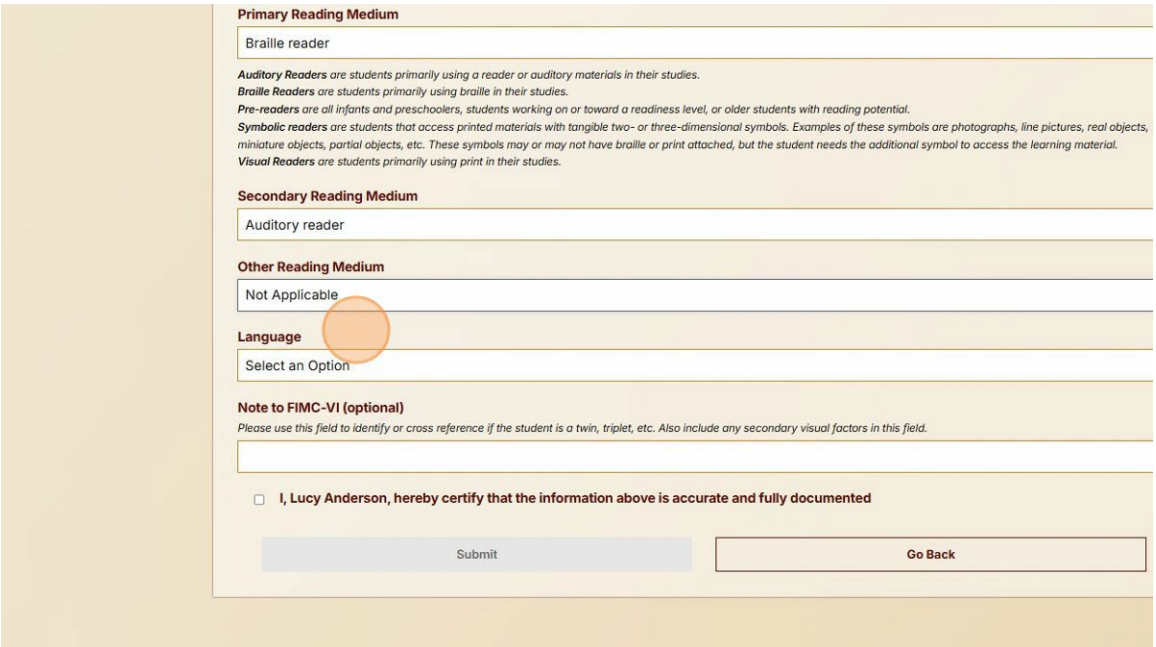
28. Select the Secondary Reading Medium that best applies to the student. You may select "Not Applicable".



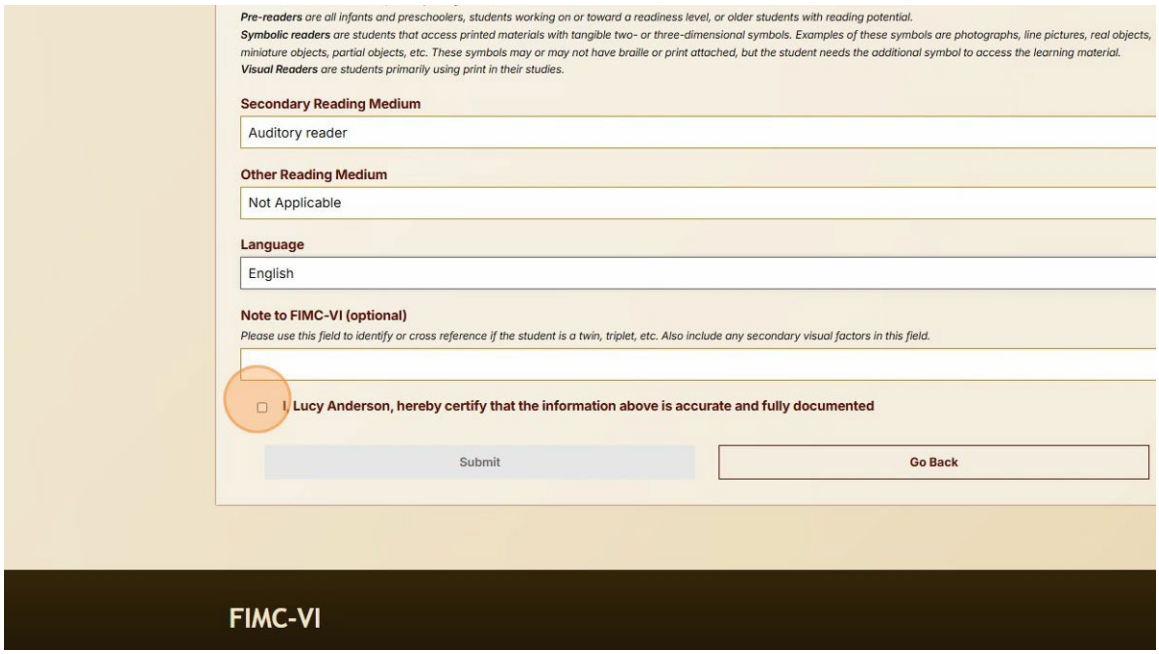
29. Select the Other Reading Medium that best applies to the student. You may select "Not Applicable".



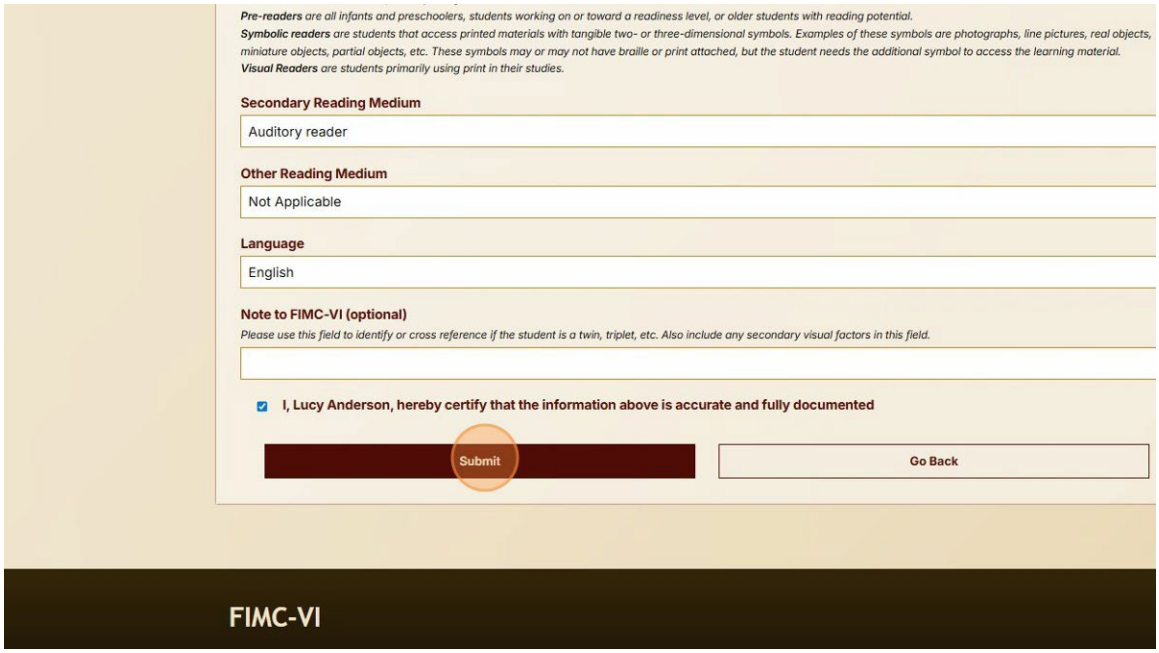
30. Select the language that is most commonly used in instructional materials for this student. APH uses this information to project demand for Spanish or other language materials in braille and large print.



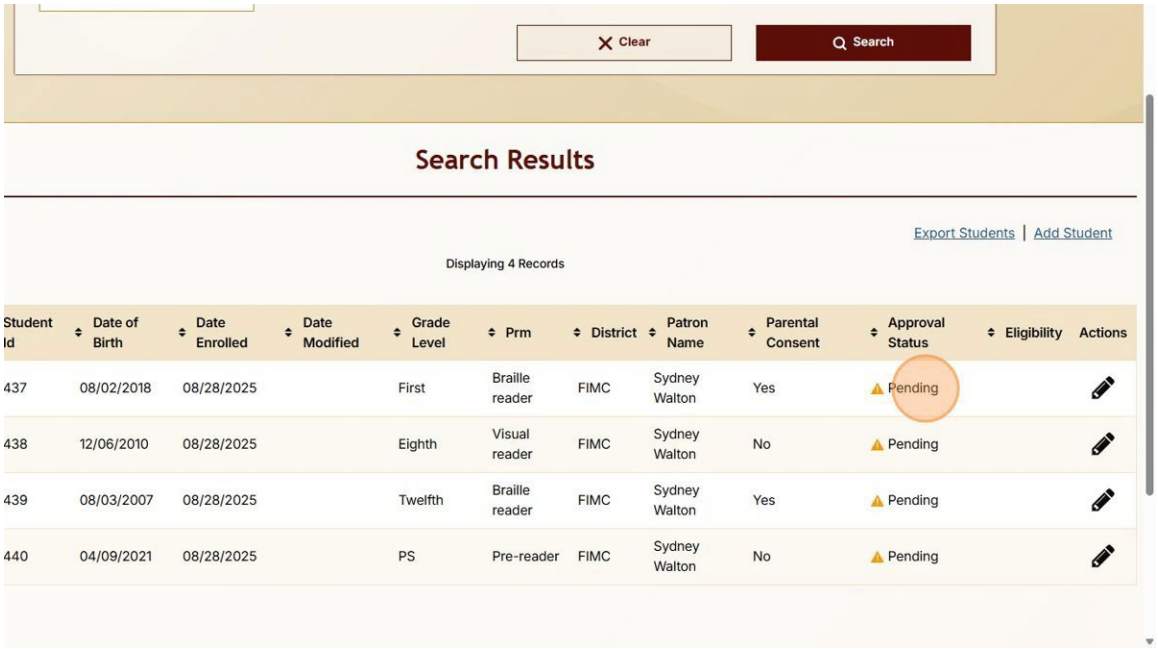
31. Select the certification box.



32. Select "Submit".

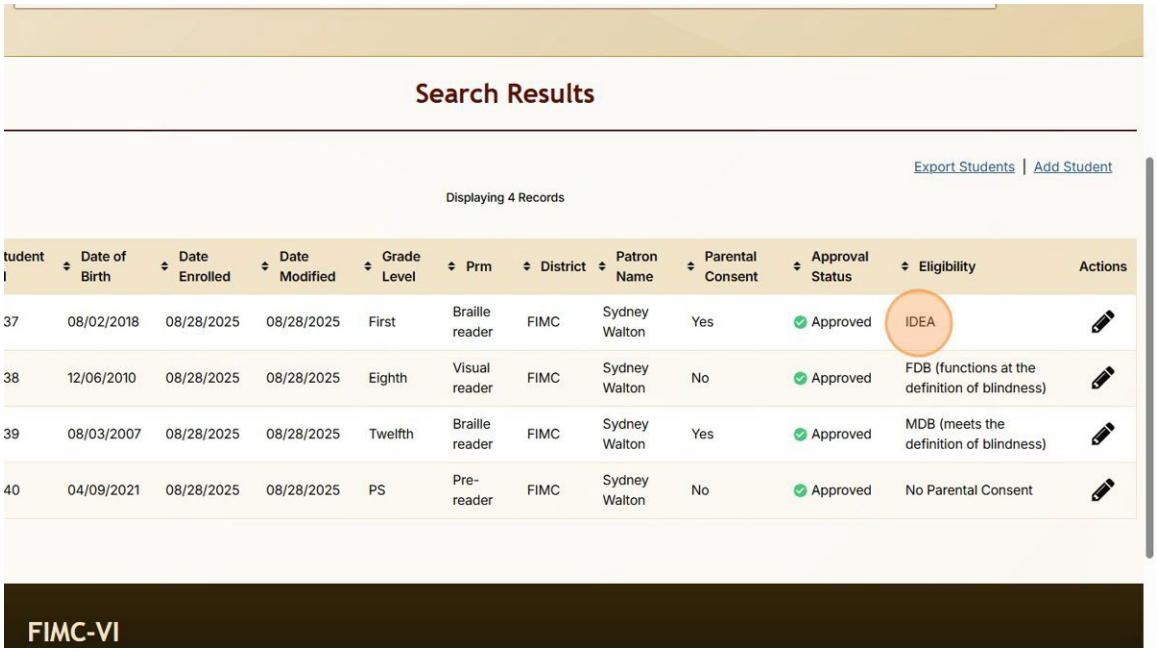


33. You will be returned to the Student Management page, and the student you registered will show with an Approval Status of Pending.



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.



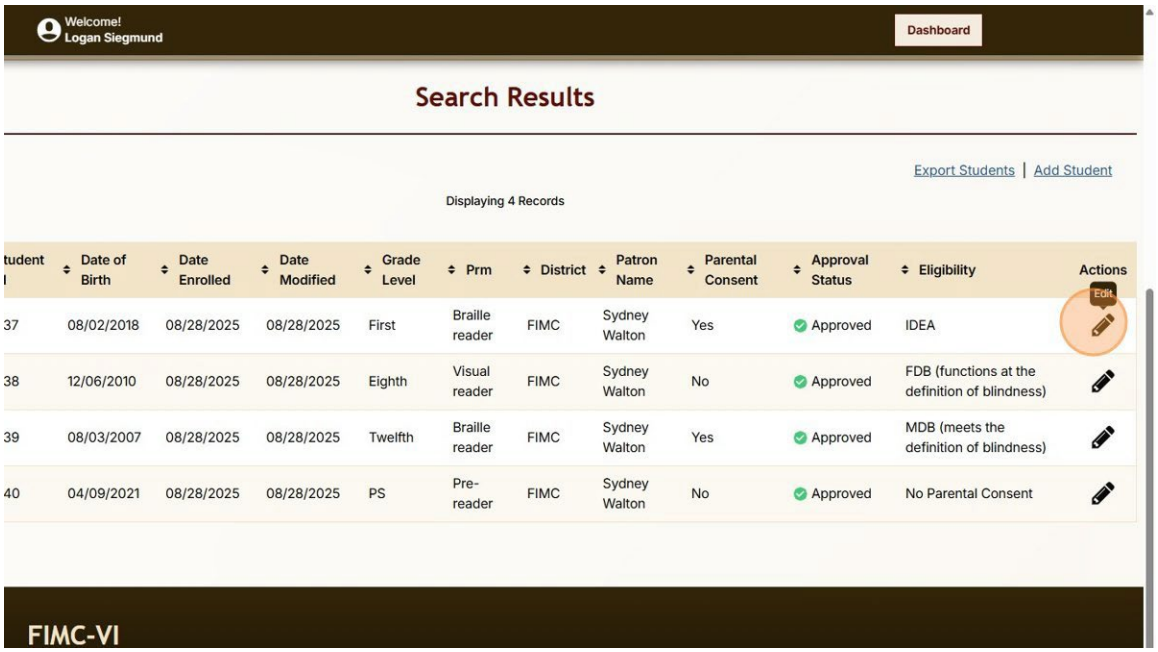
tudent I	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney 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	

Update a Student's Profile – Public and Charter

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

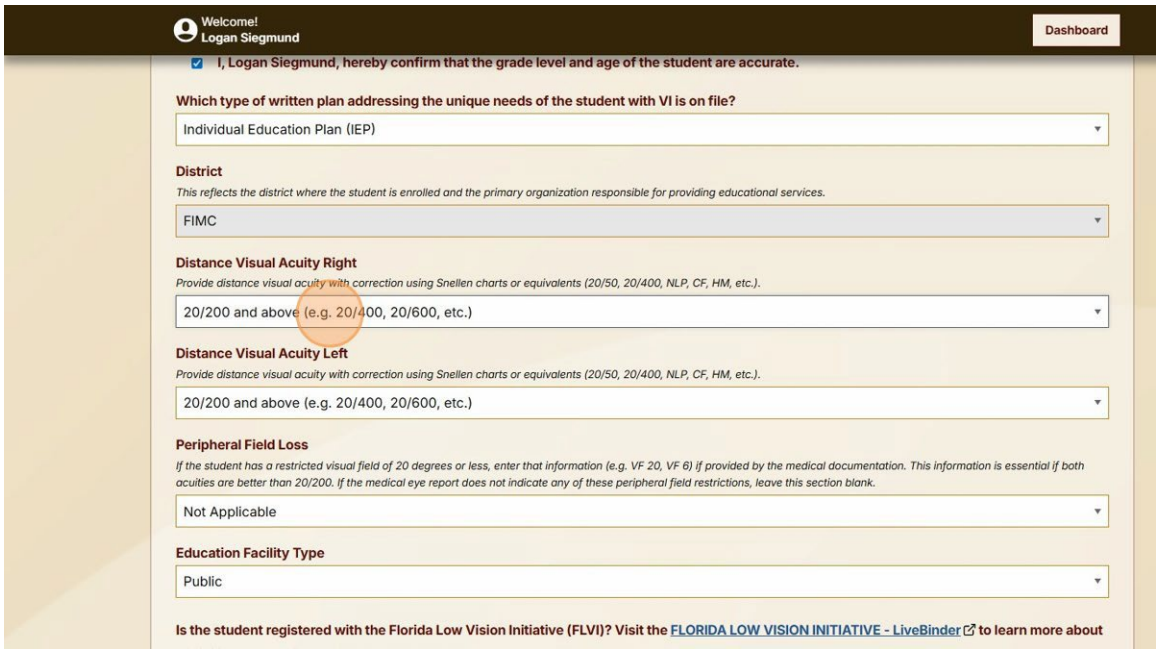
2. Scroll down and select the Student Management tile.

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

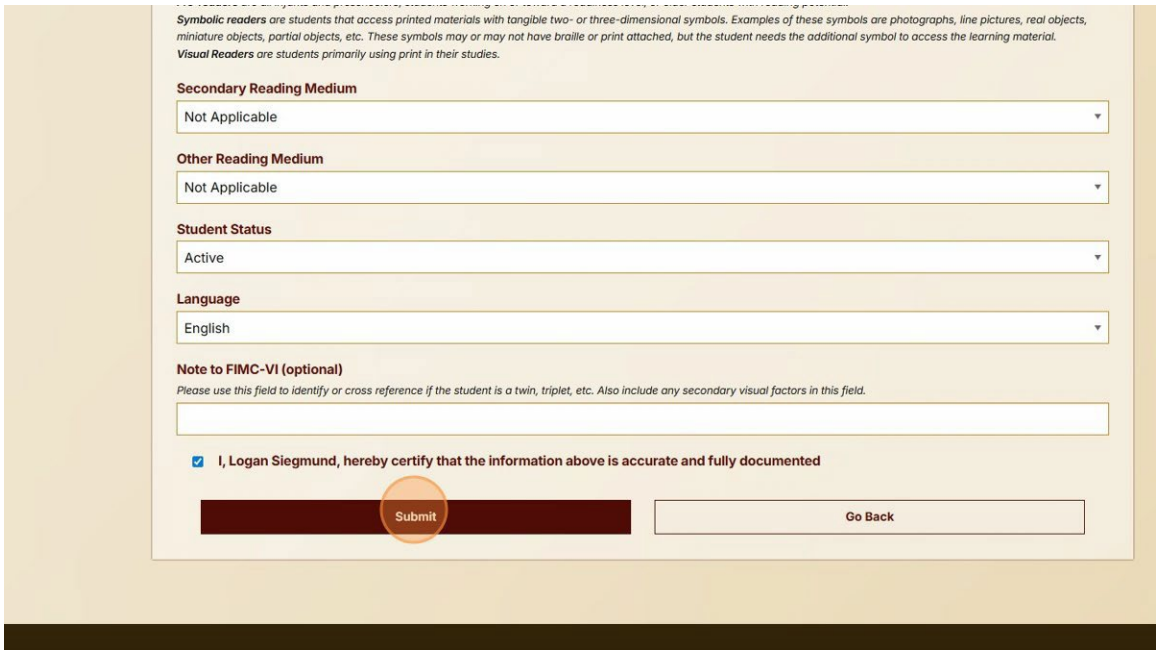


tudent	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney 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	

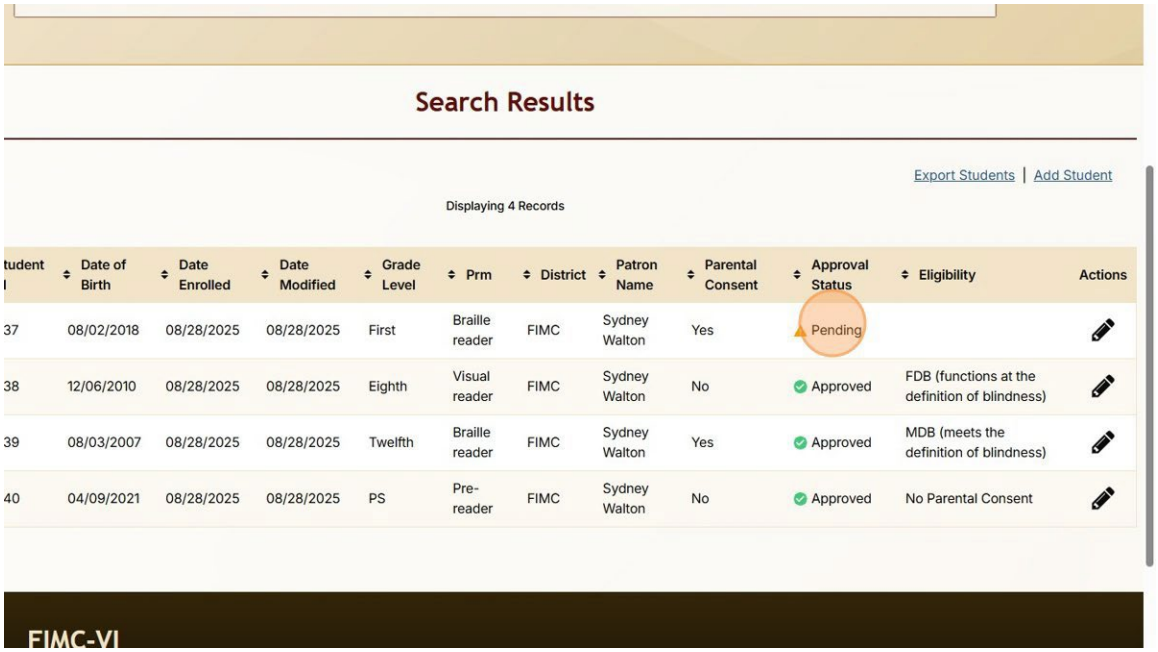
4. Make any needed changes to the student's information.



5. Select "Submit".



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

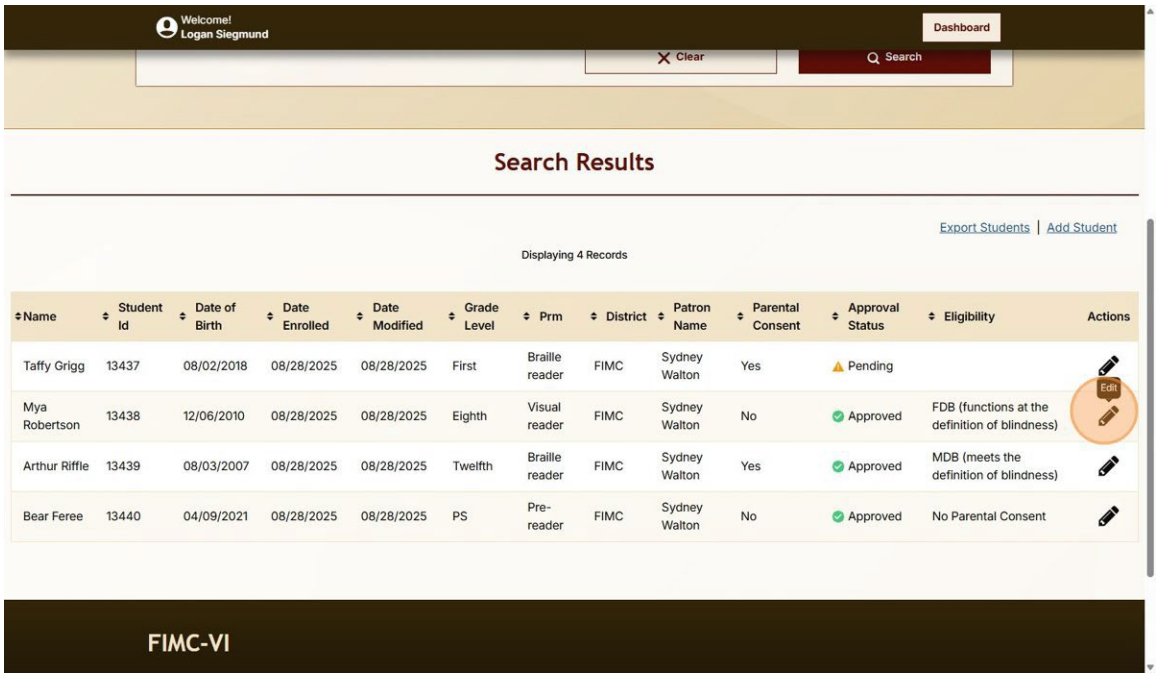


Make a Student Inactive – Public and Charter

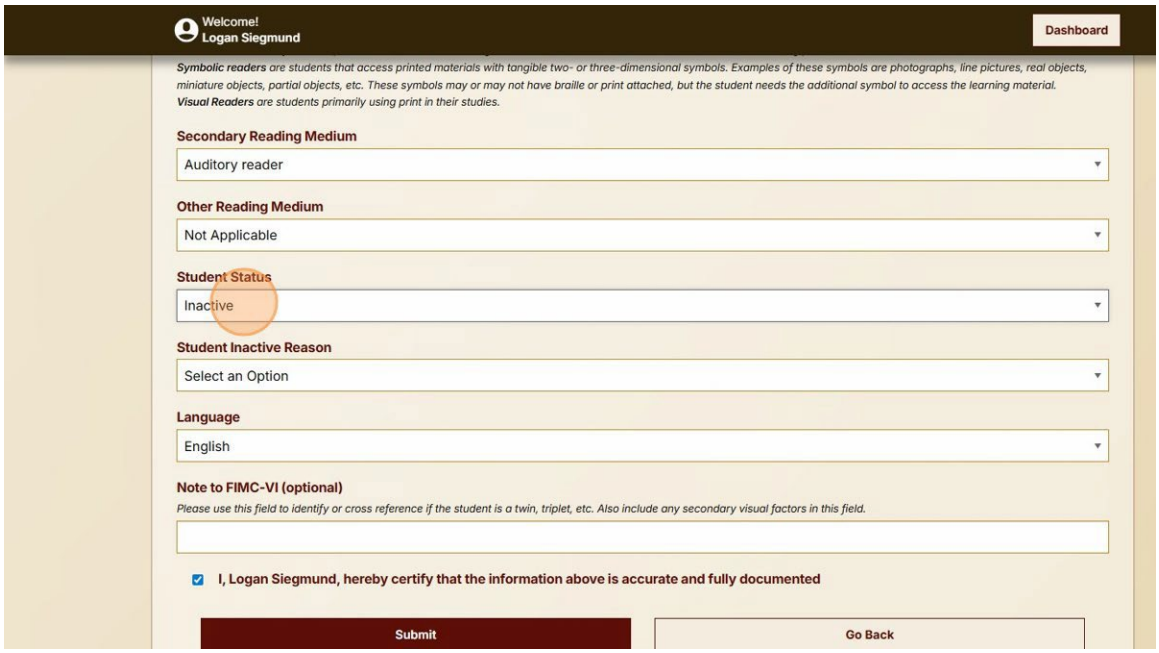
1. Navigate to https://portal.fimcvi.org/dashboard

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

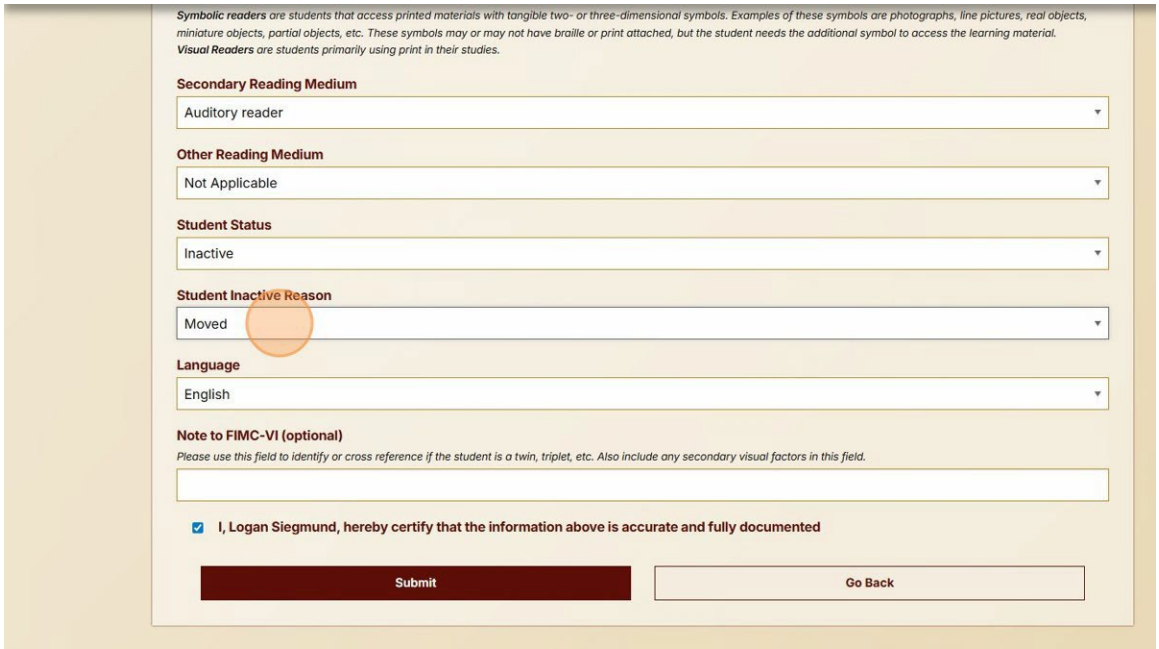
3. Select the pencil icon in the Actions column for the student you need to update.



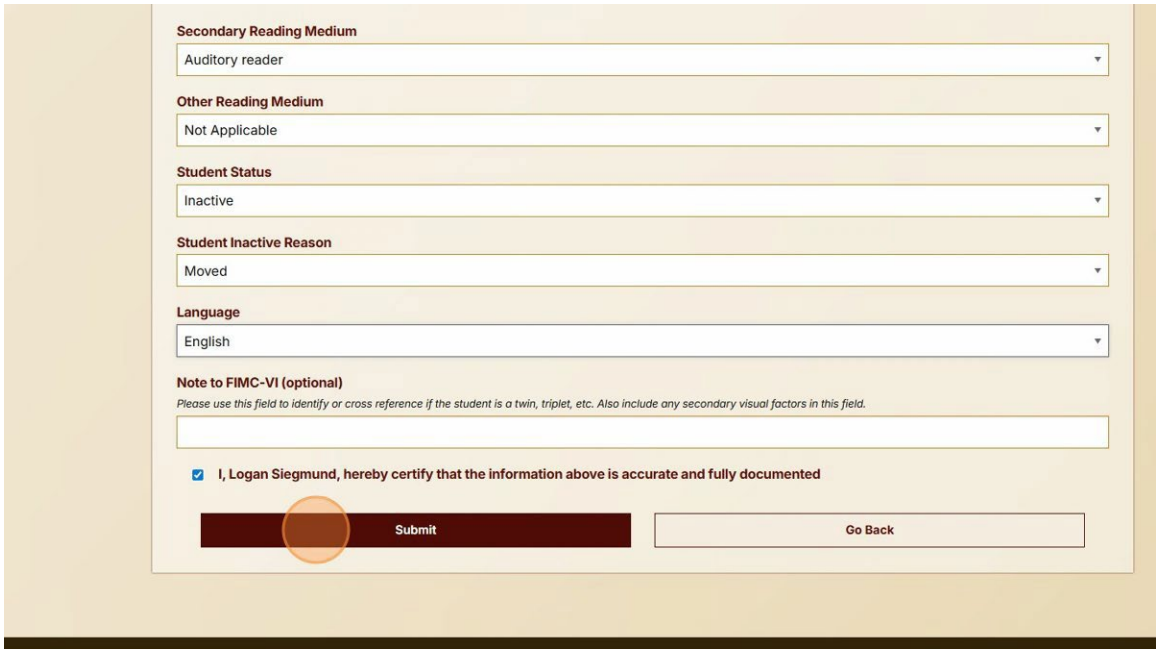
4. Scroll down to the Student Status field and select the "Inactive" option.



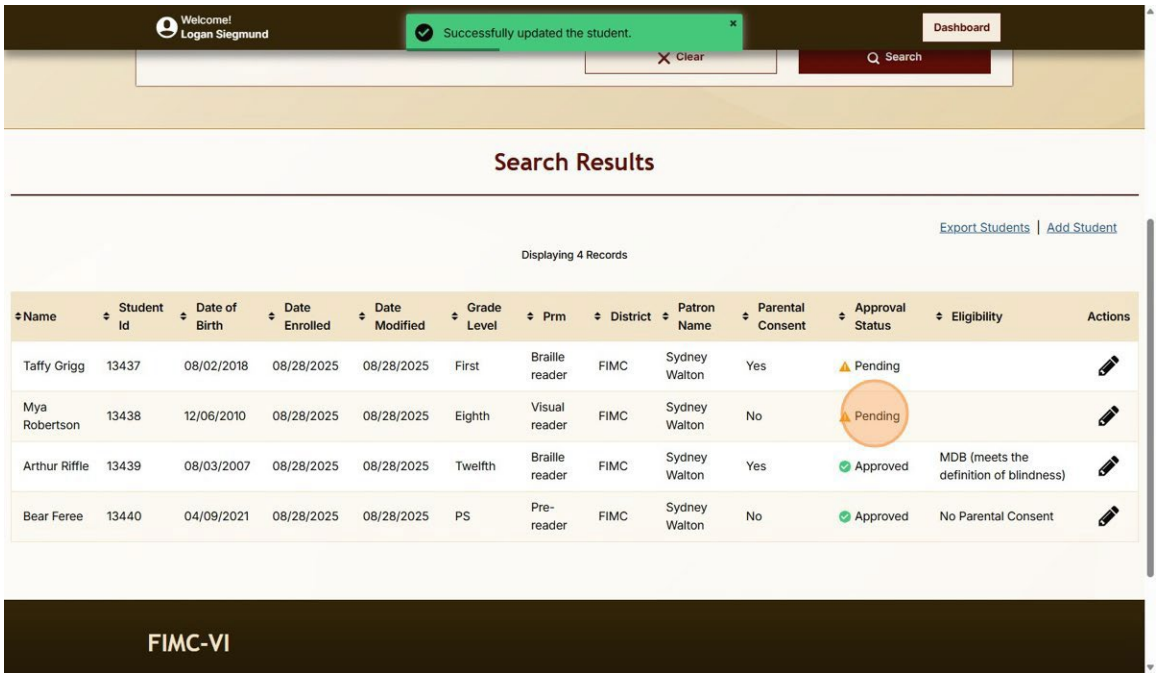
5. When the "Student Inactive Reason" field appears, select the option that applies to the student.



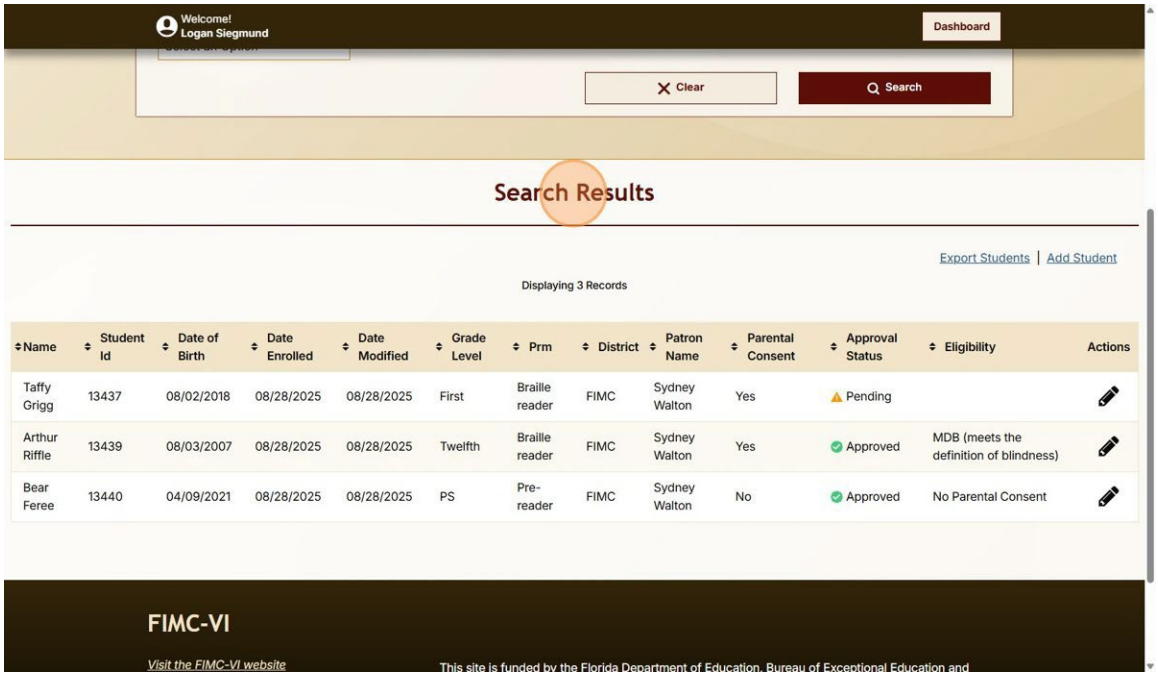
6. Select "Submit".



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

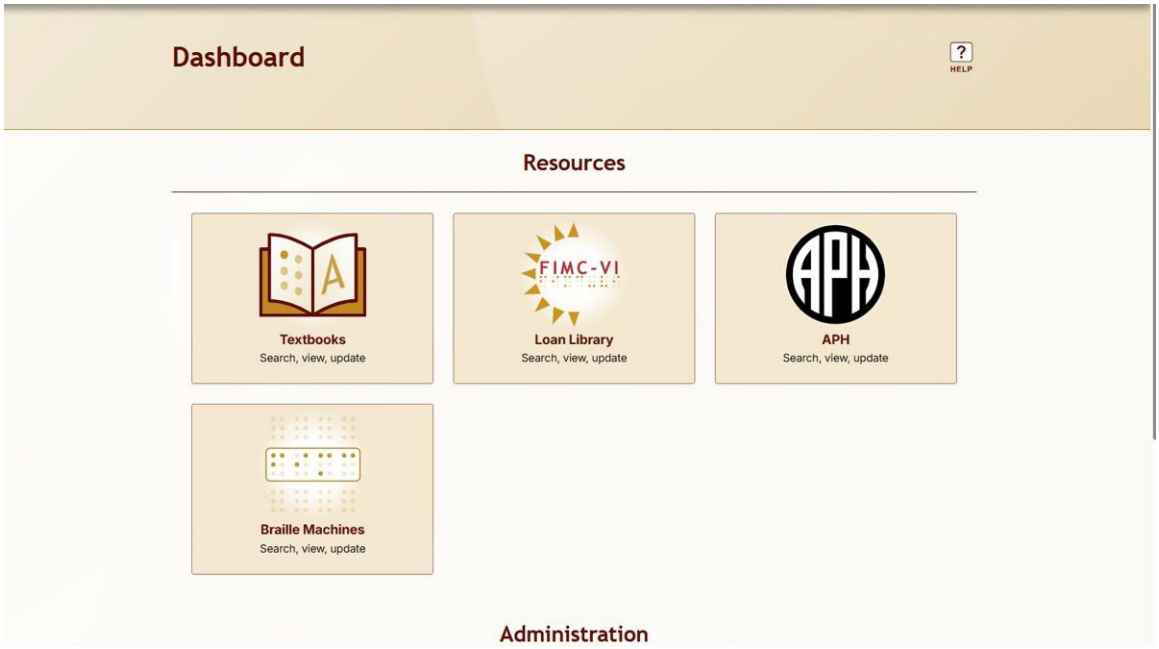


8. When the request is processed, the student will be removed from your organization's student list.

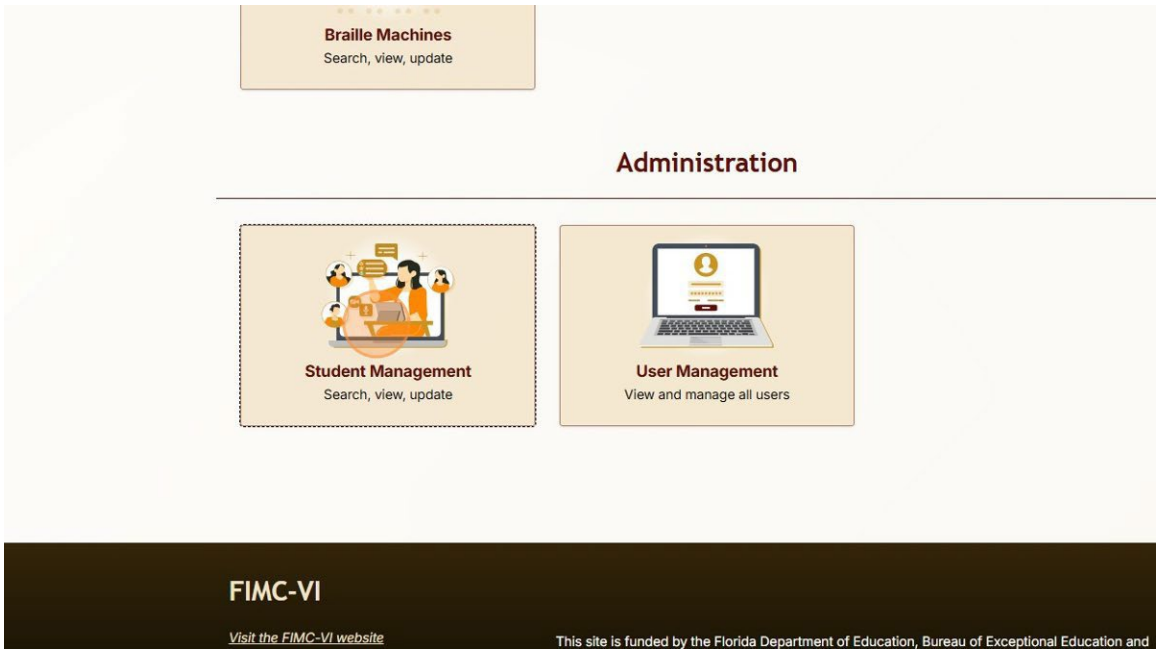


Register a Student in the FIMC-VI Portal – Private, Agency, and Homeschool

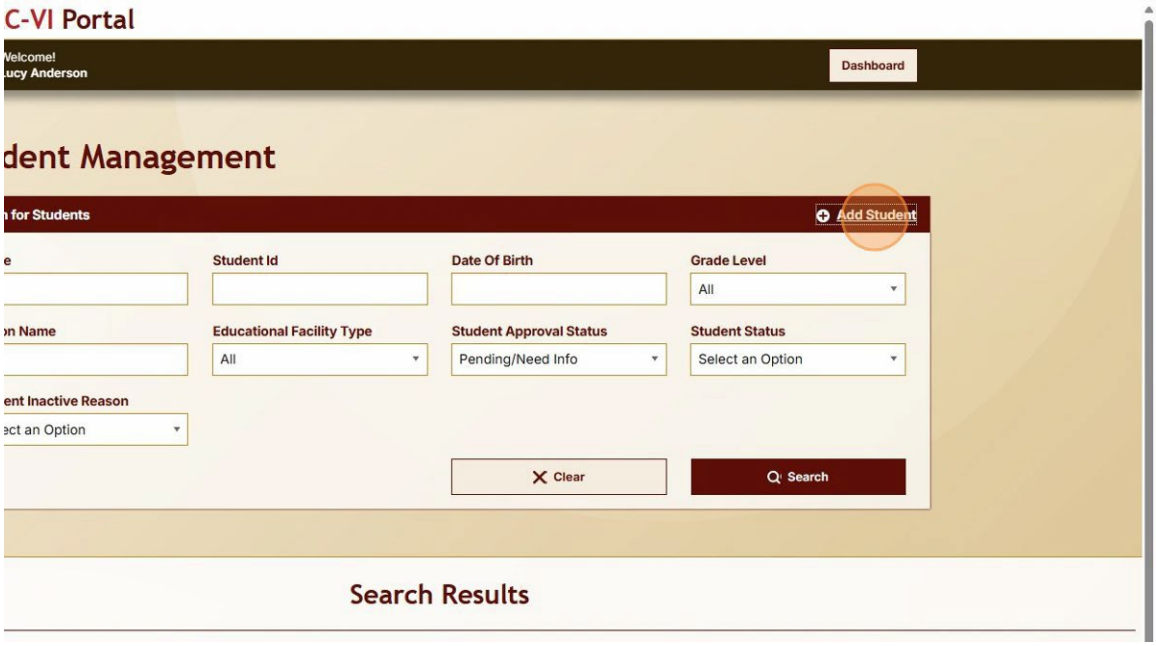
1. When you log in, the Dashboard appears first. Scroll down to the Administration section at the bottom of the page.



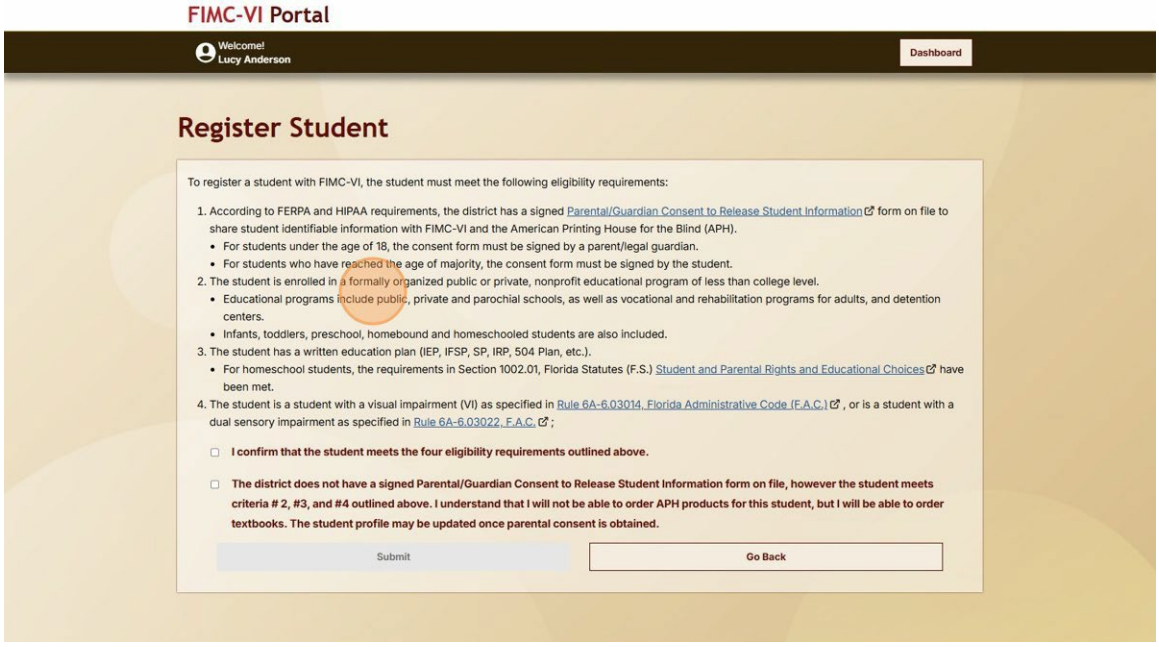
2. Select the Student Management tile.



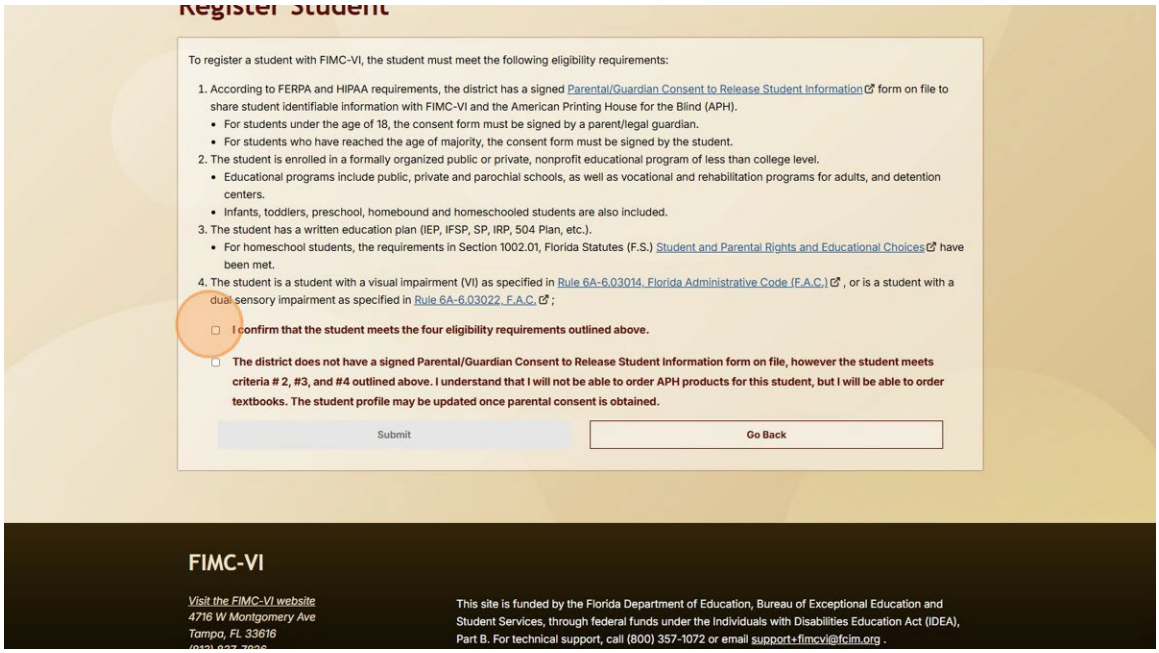
3. Select "Add Student".



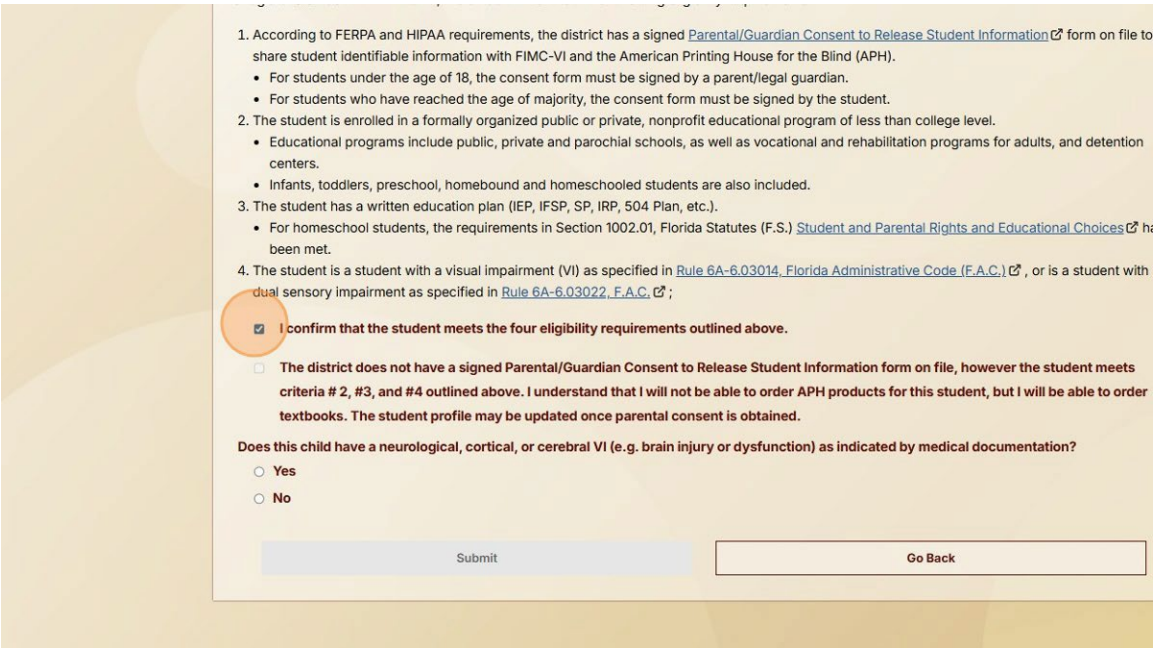
4. Review the eligibility requirements at the top of the page regarding student registration.



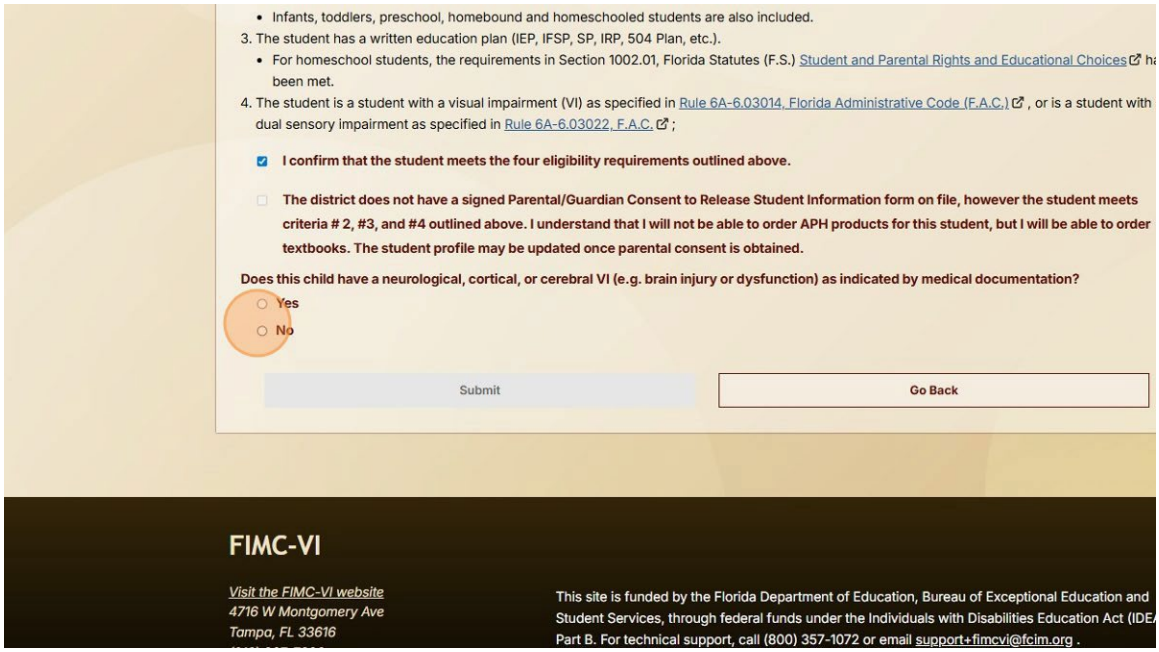
5. Select the option that best applies to the student. If the district does not have signed parental consent, the student may be registered but the student will not be counted during Annual Census or eligible for products from the American Printing House for the Blind. You may only select one of these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



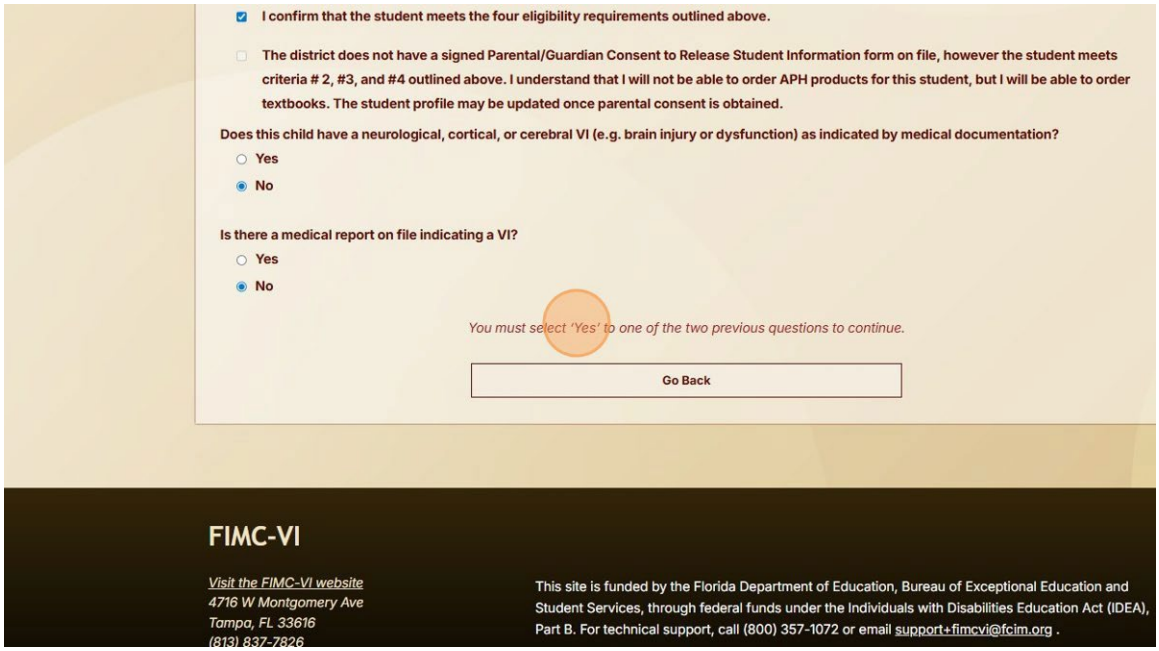
6. Once you have selected one of the first two options, the next question regarding neurological visual impairment will appear.



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



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.



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)

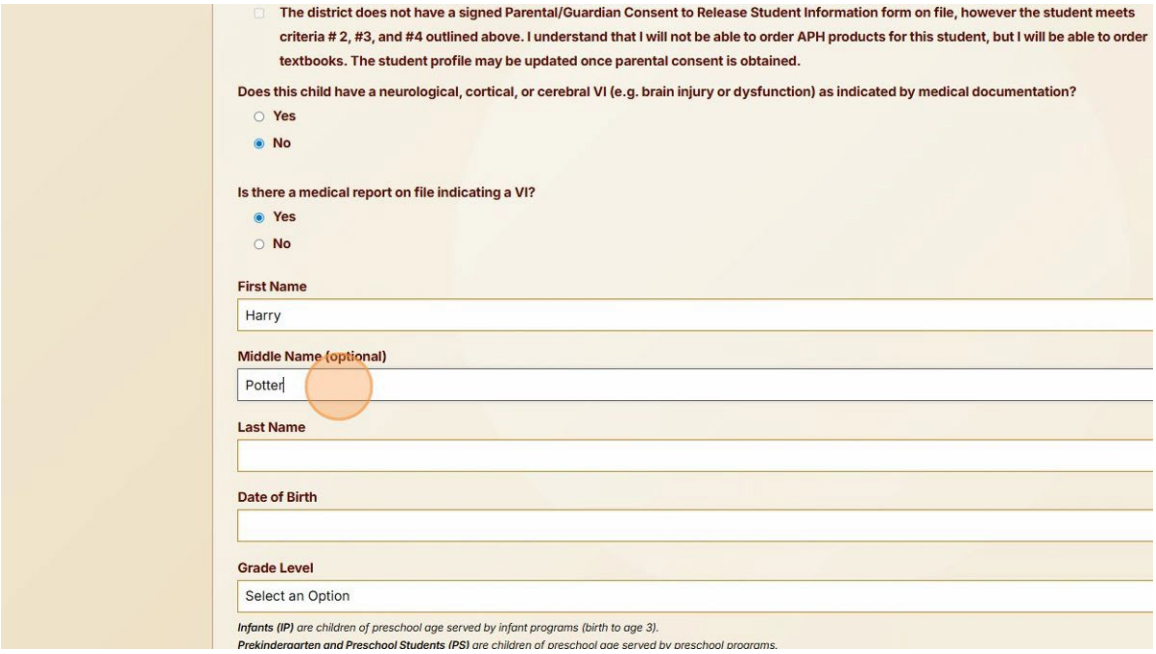
Last Name

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

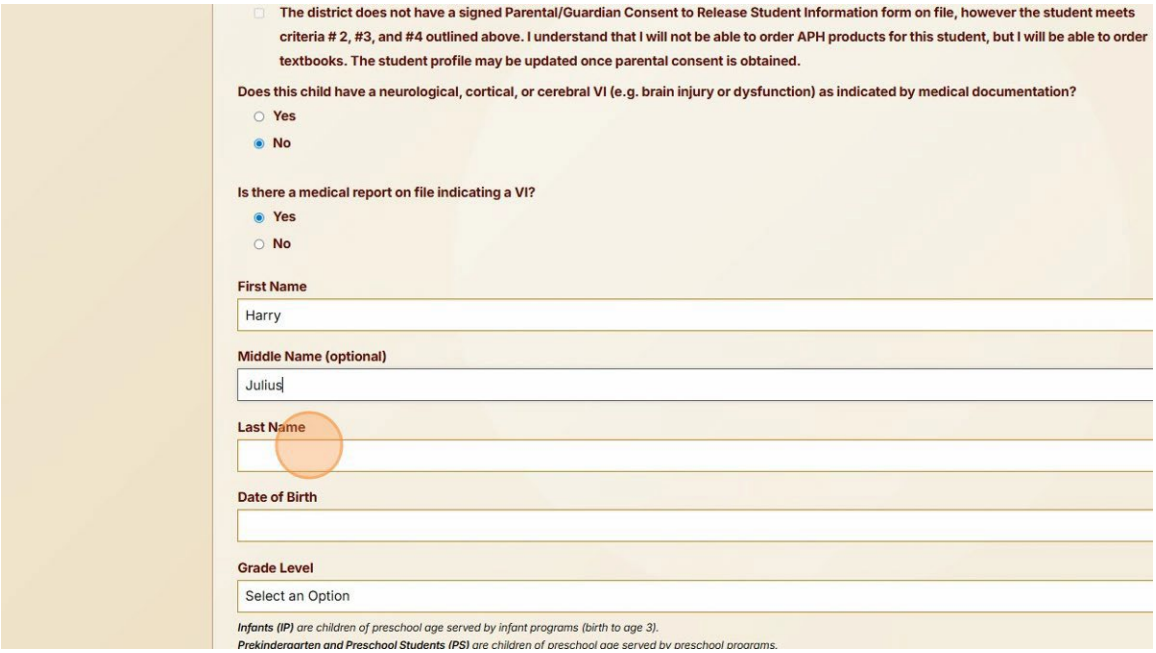
Date of Birth

Grade Level

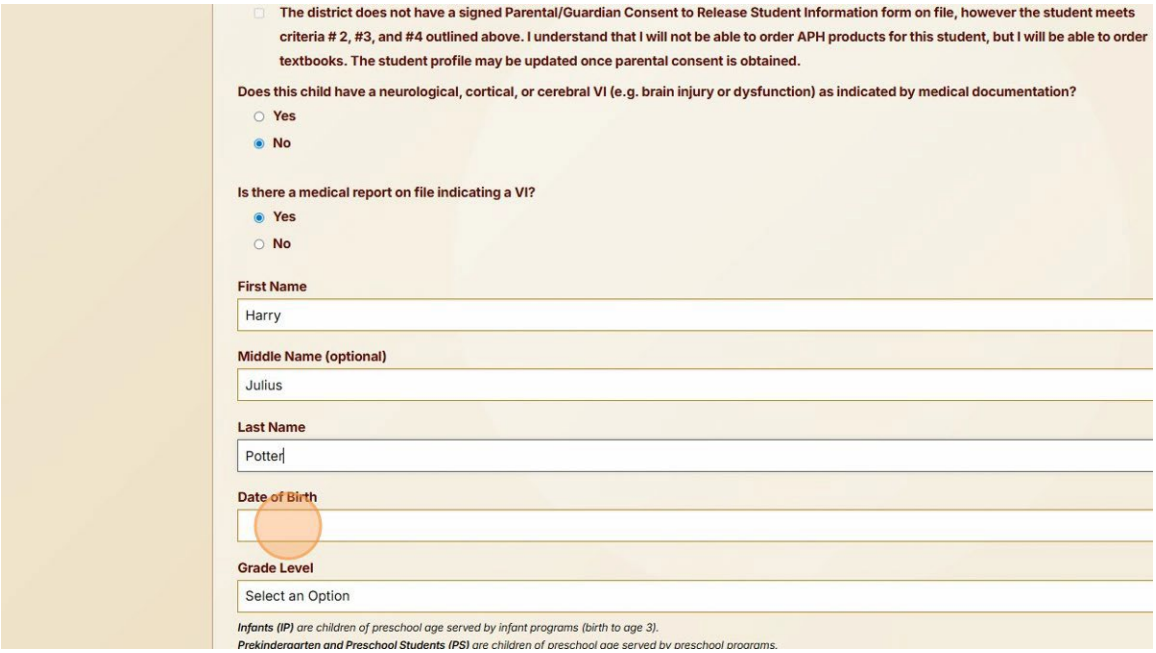
Select an Option

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.*

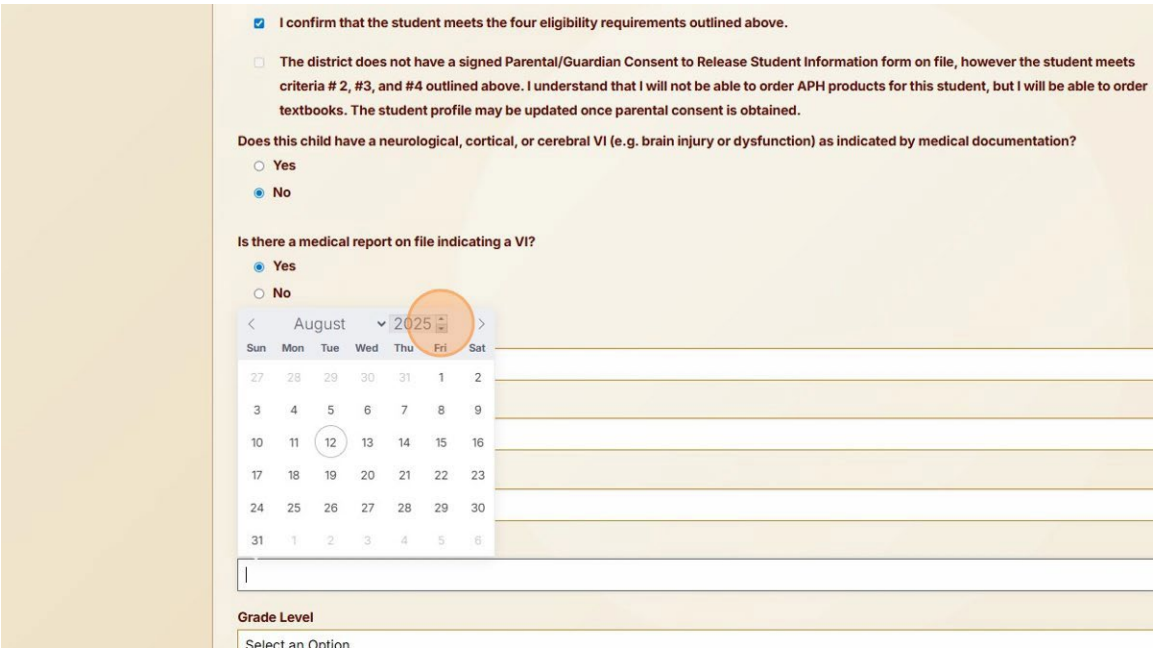
11. Type the student's last name.



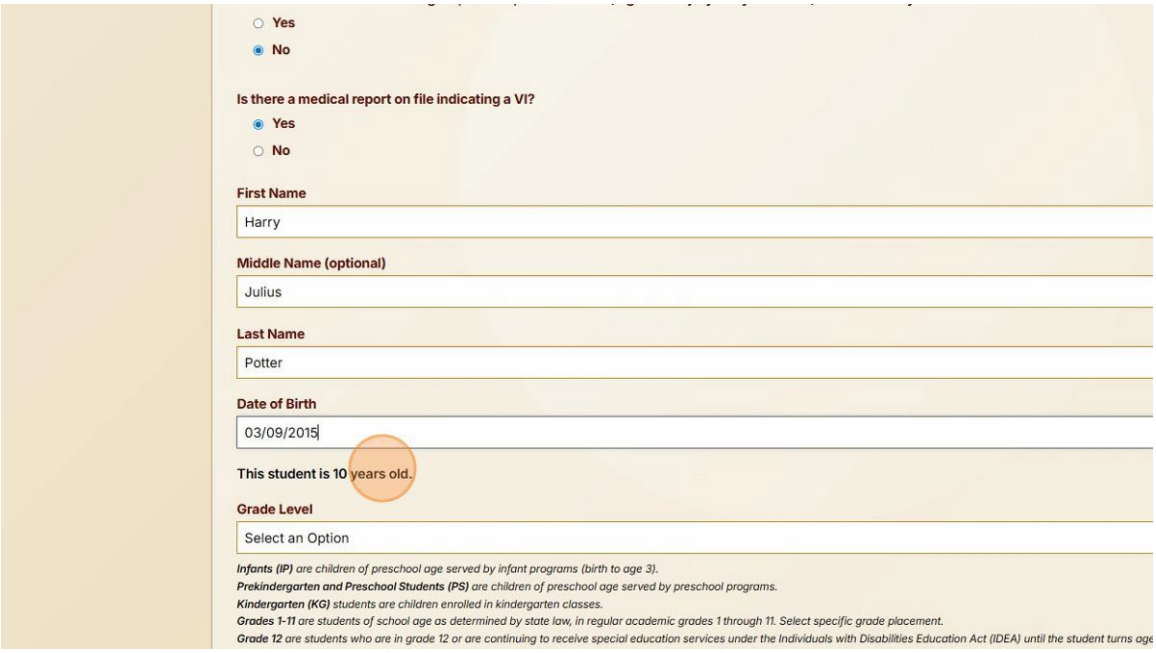
12. Select the "Date of Birth" field to open the calendar.



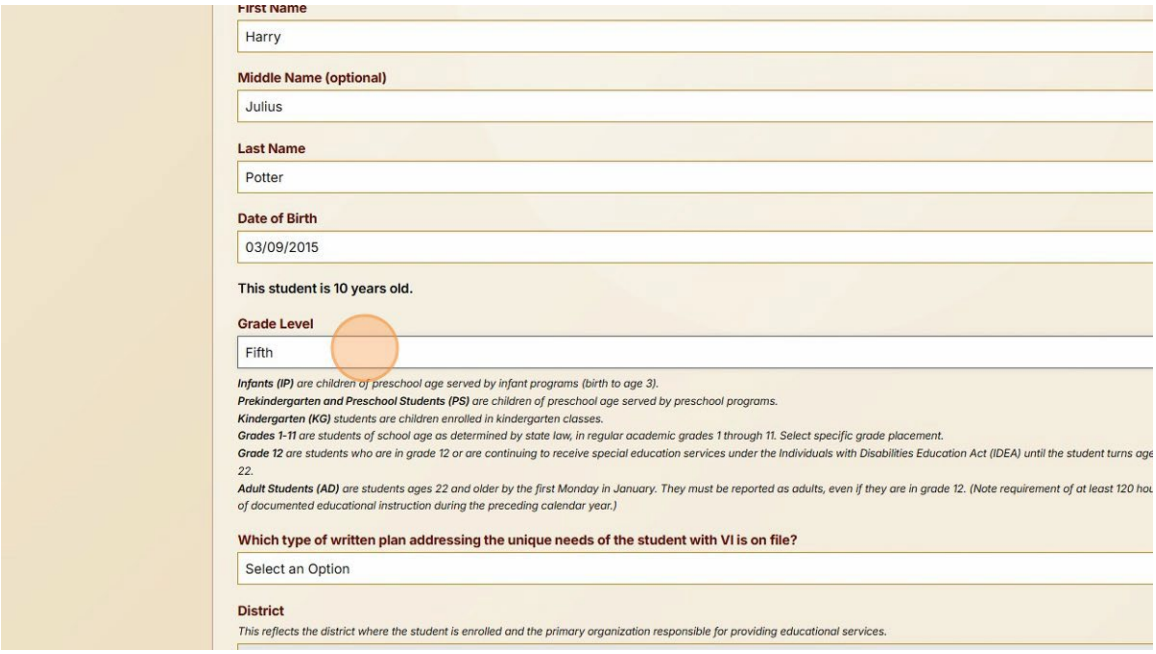
13. Use the calendar to select the student's date of birth.



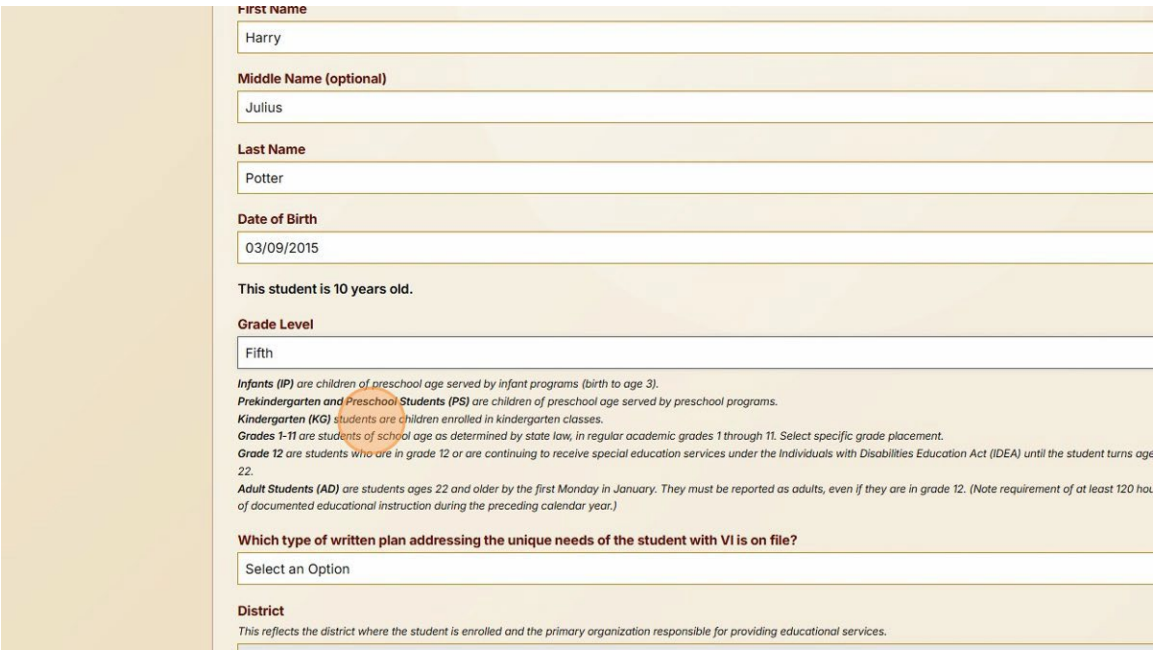
14. To help ensure that the student's date of birth was entered correctly, the calculated age of the student will appear. If the age is incorrect, adjust the date of birth as needed.



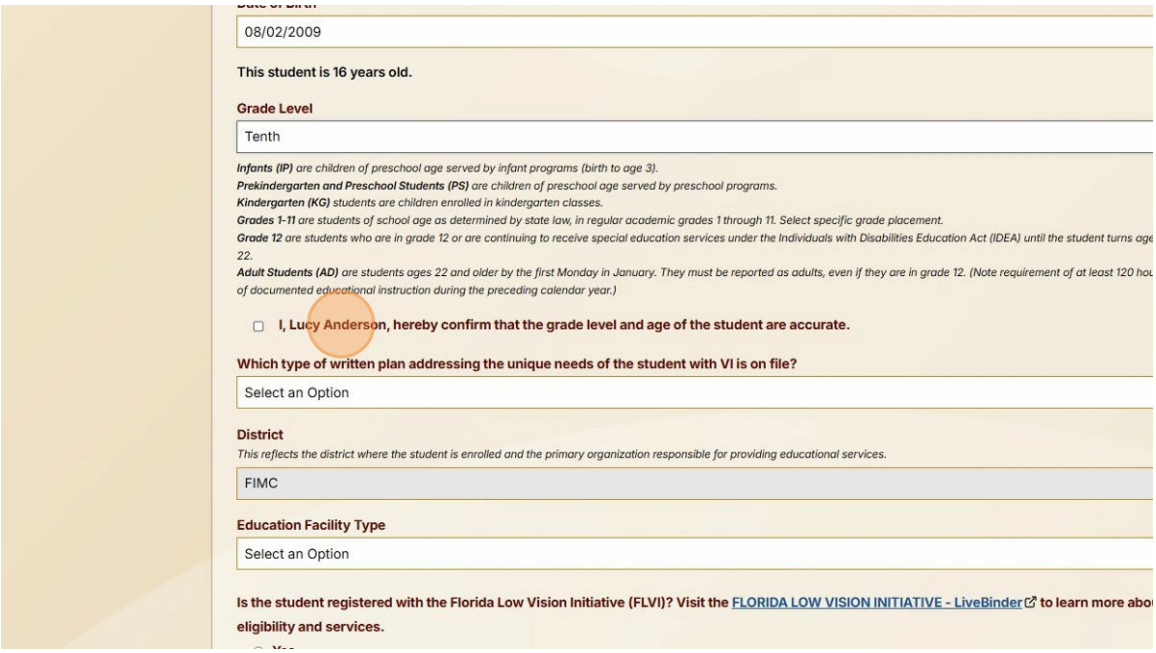
15. Select the student's grade level.



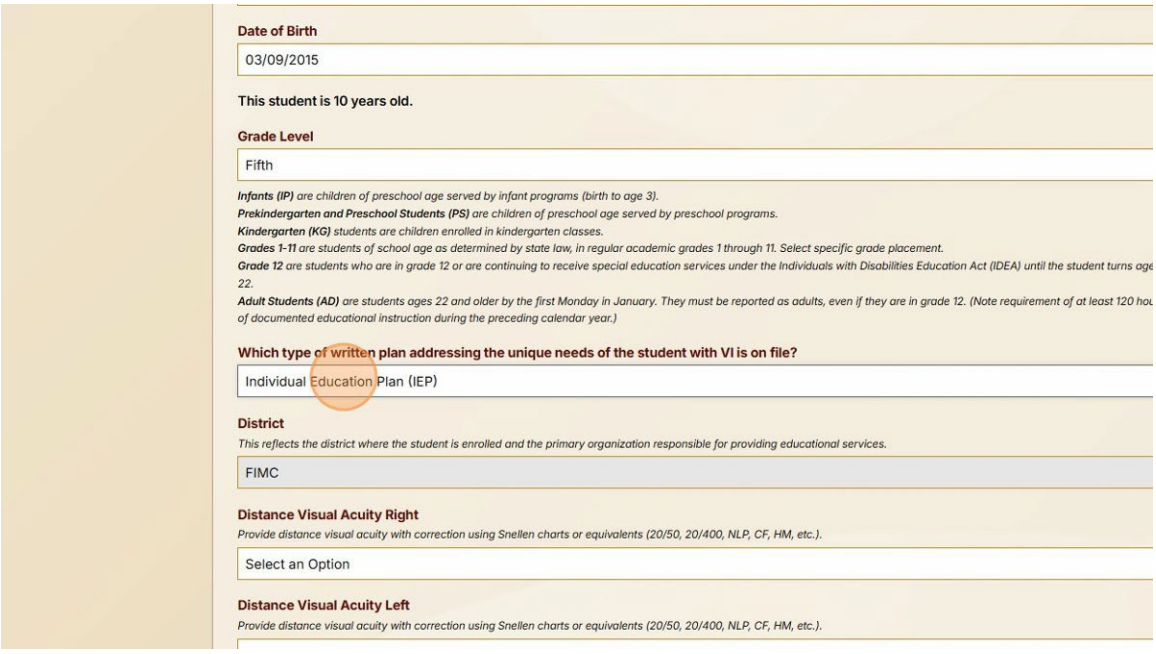
16. Information is provided below the grade level field with details regarding the codes listed.



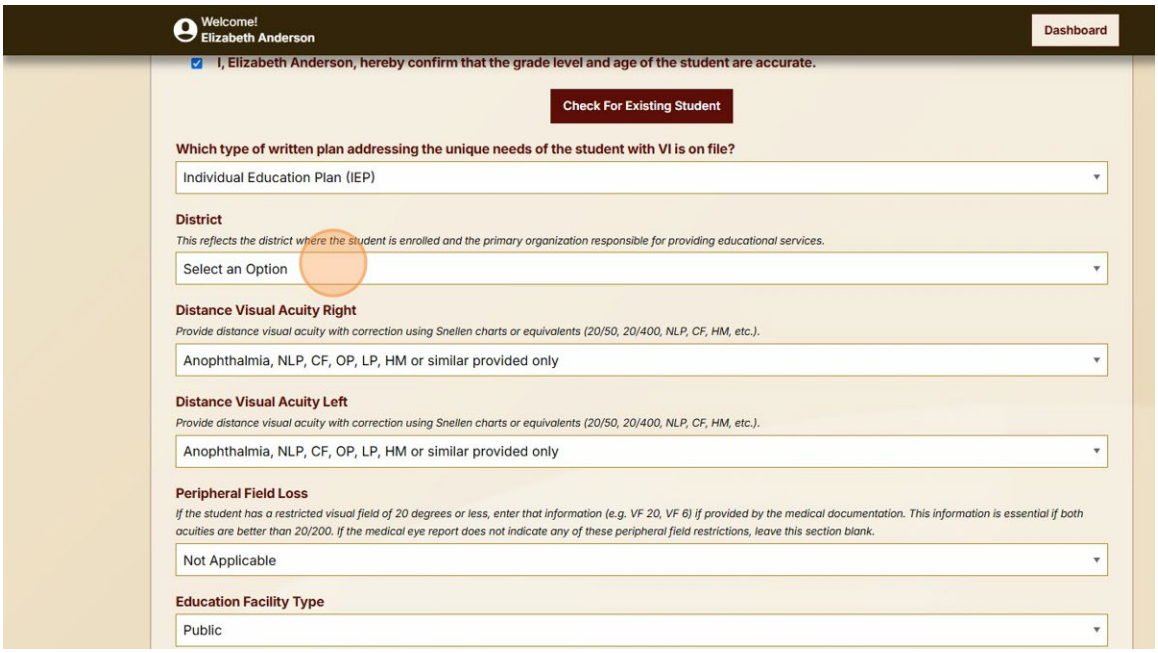
17. If the system detects a difference between the child's age/expected grade level and the grade level you enter, a message will appear asking you to confirm that the grade level and age are accurate. Verify this information and check the box when appropriate.



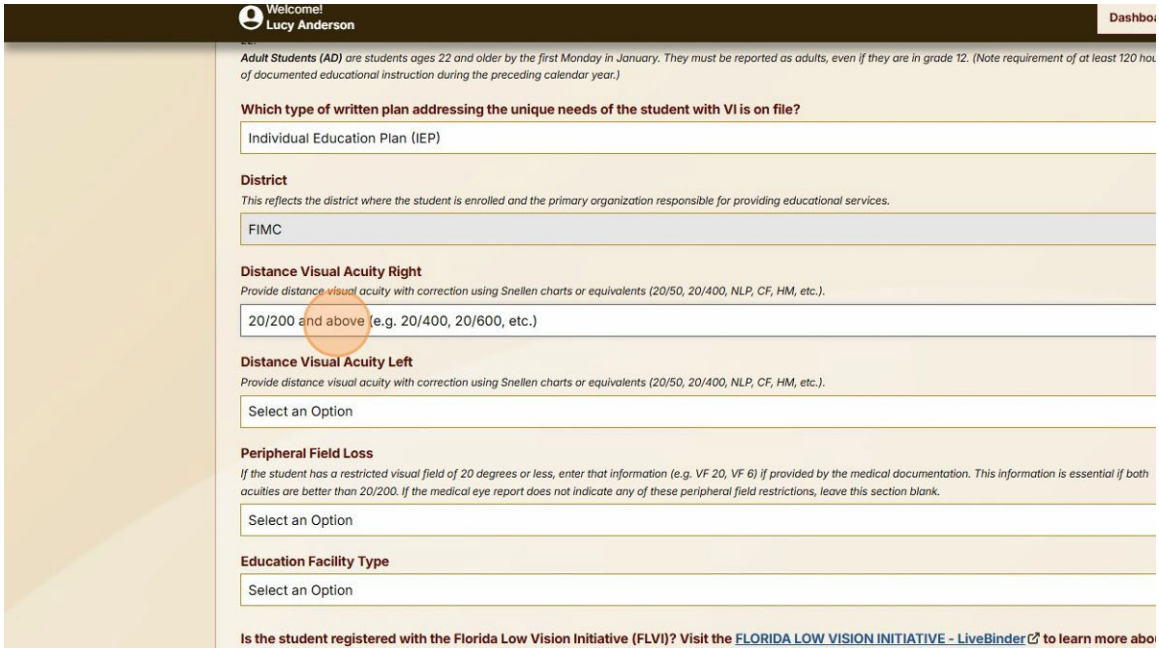
18. Select written plan that the student has on file.



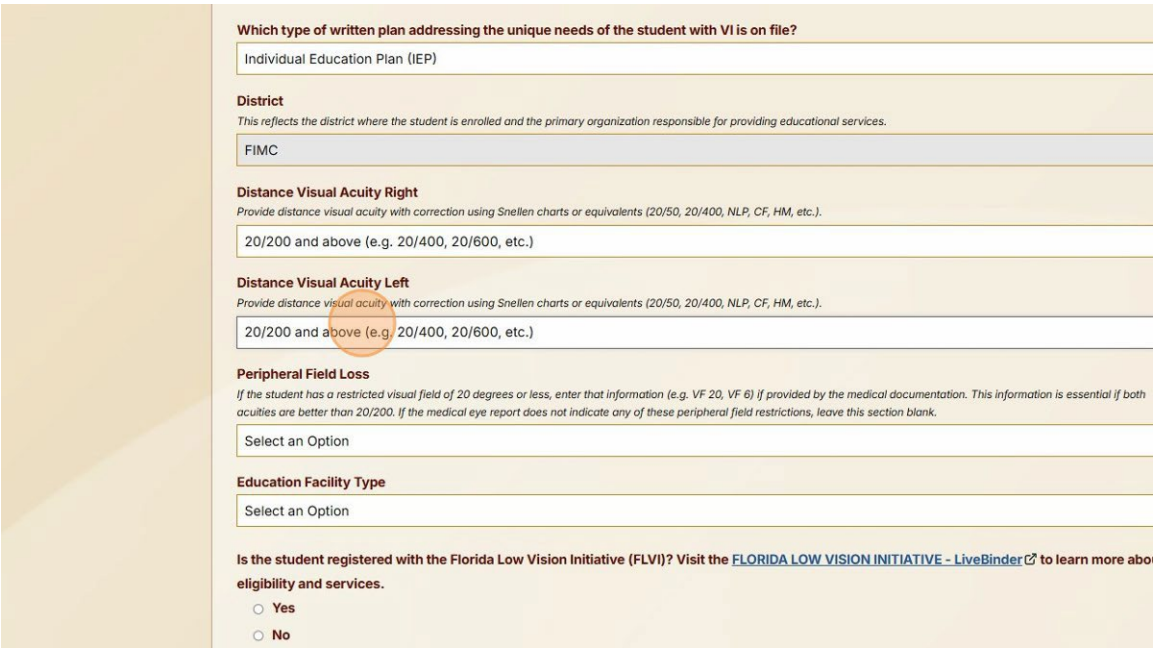
19. In the District field, select the county that the student resides in.



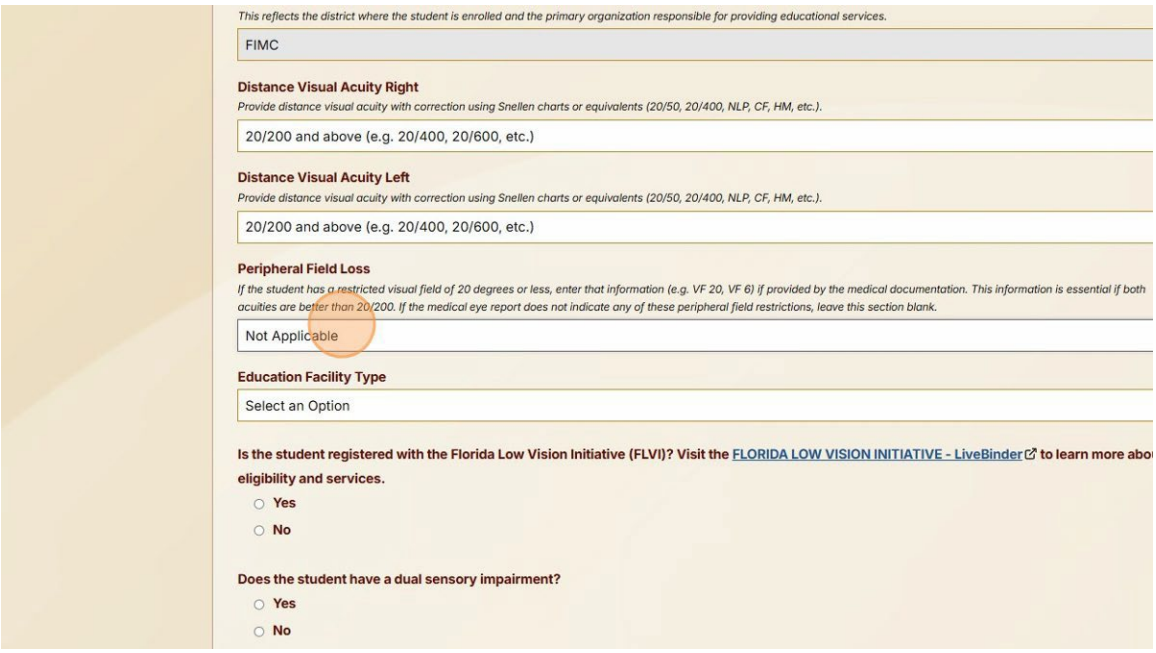
20. Select the right acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.



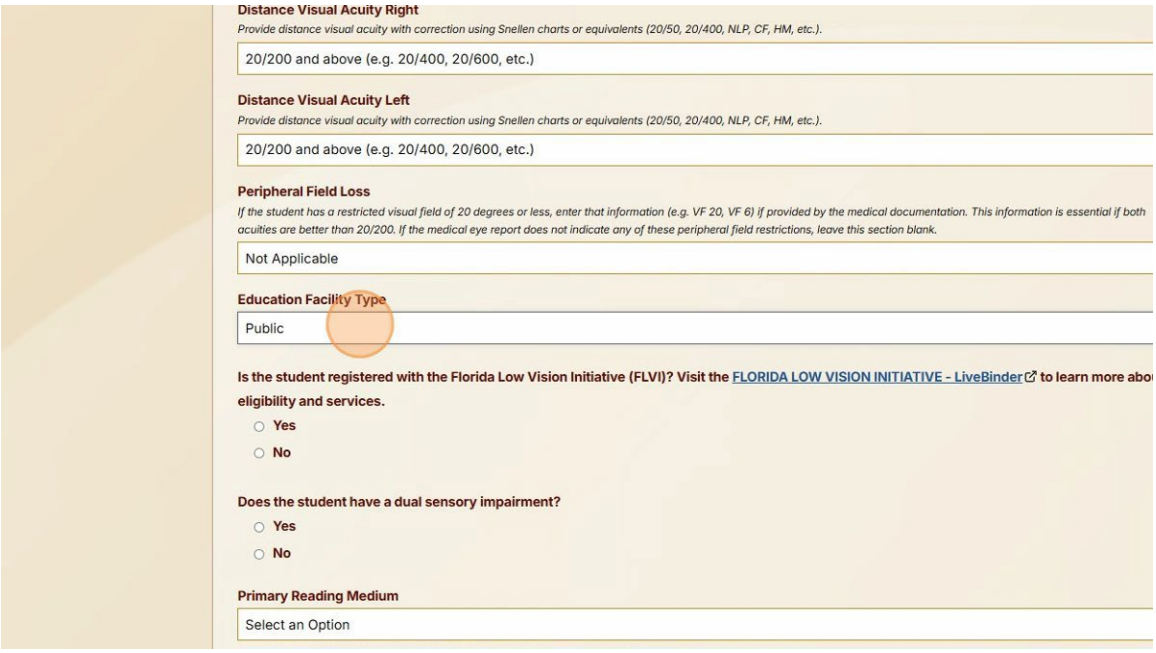
21. Select the left acuity measure that best applies to the student. This should come from medical report information, whether found on the report itself or within the student's IEP or other documentation.



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.



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



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 abo eligibility and services.

- Yes
- No

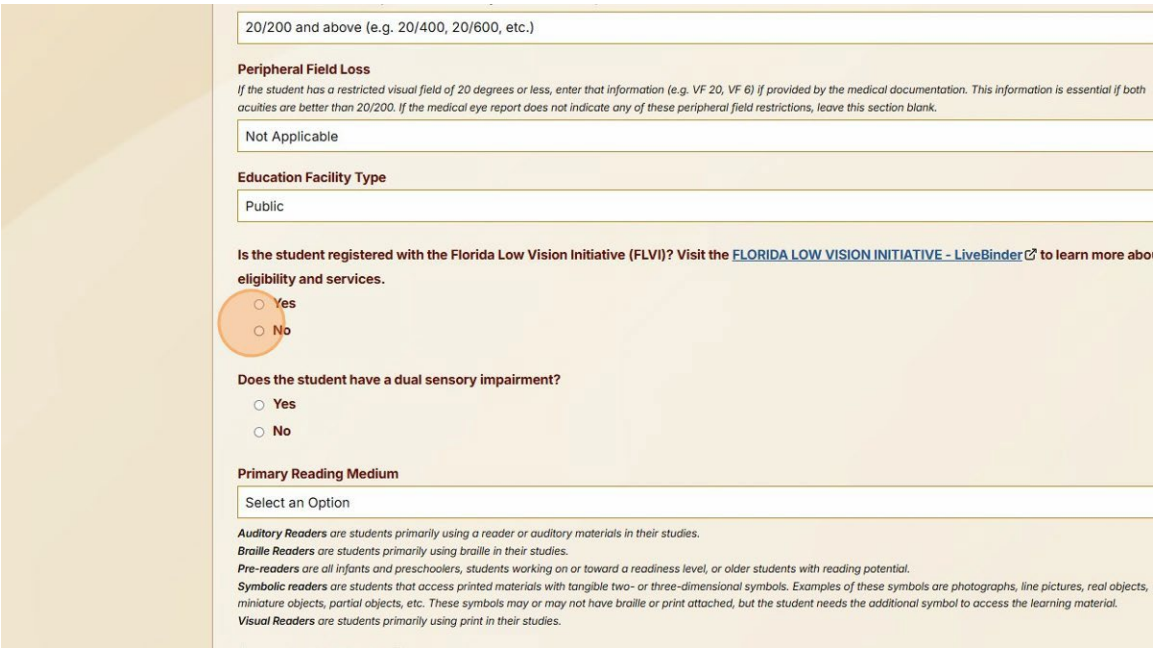
Does the student have a dual sensory impairment?

- 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

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 abo eligibility and services.

- Yes
- No

Does the student have a dual sensory impairment?

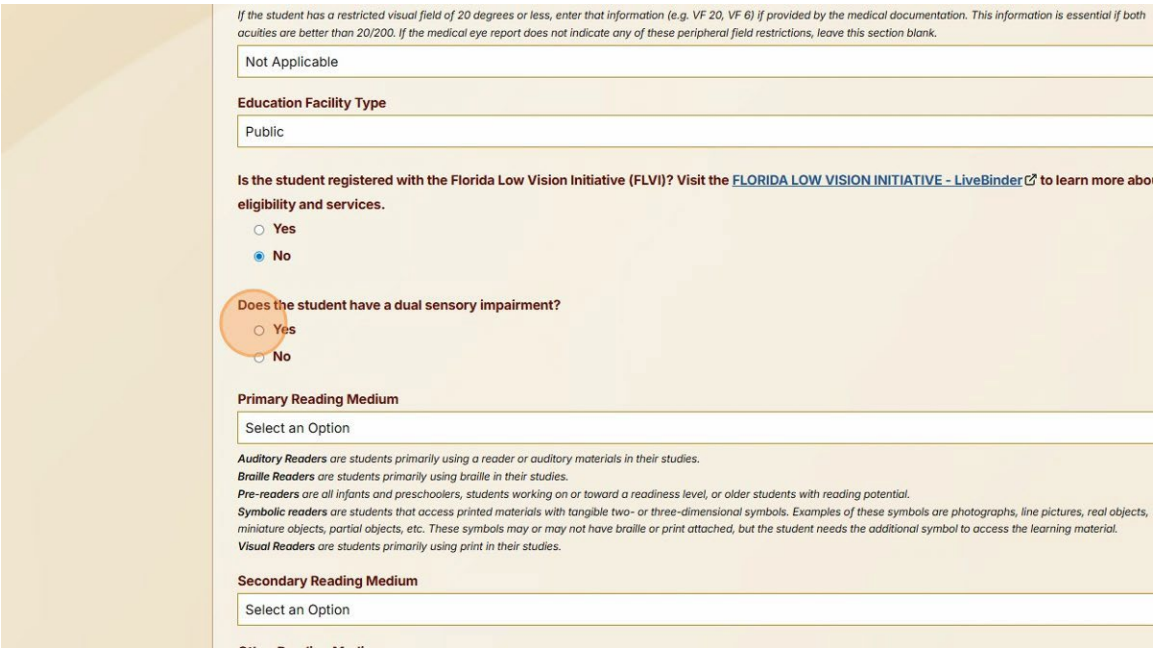
- Yes
- No

Primary Reading Medium

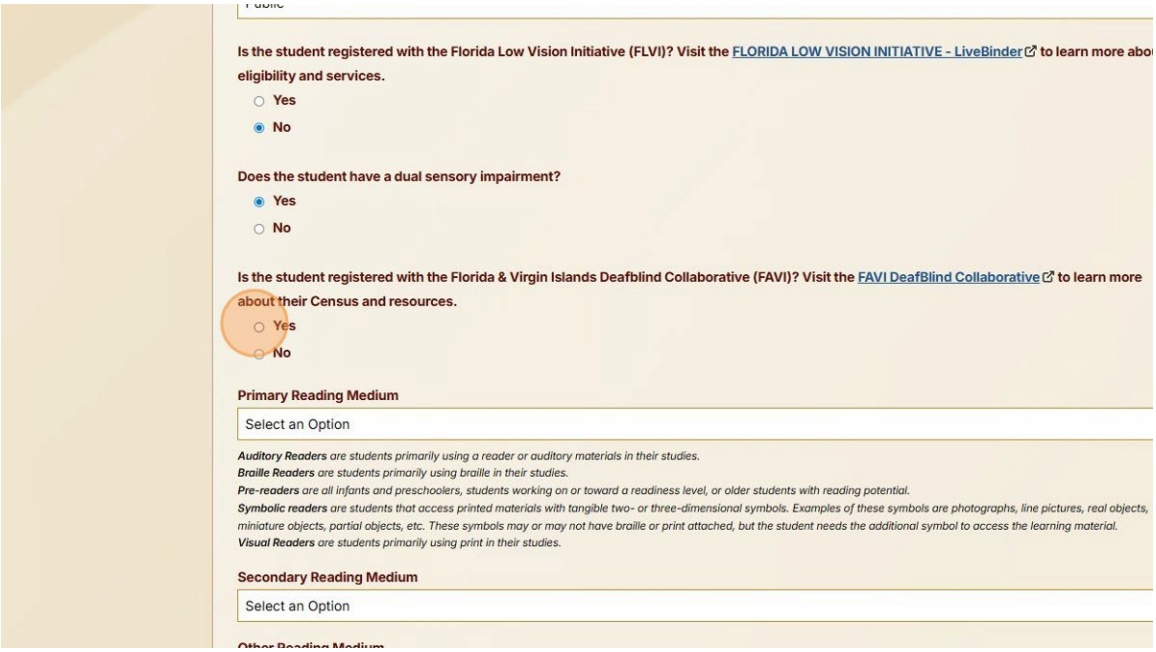
Select an Option

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.*

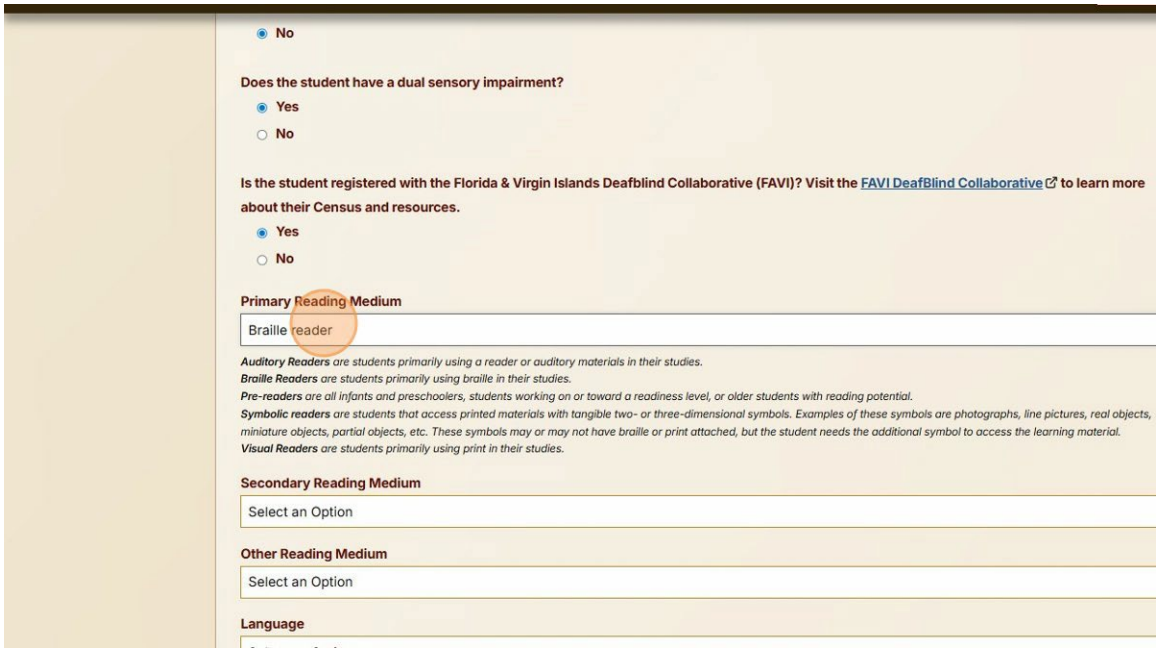
25. Select whether or not the student has a dual sensory impairment.



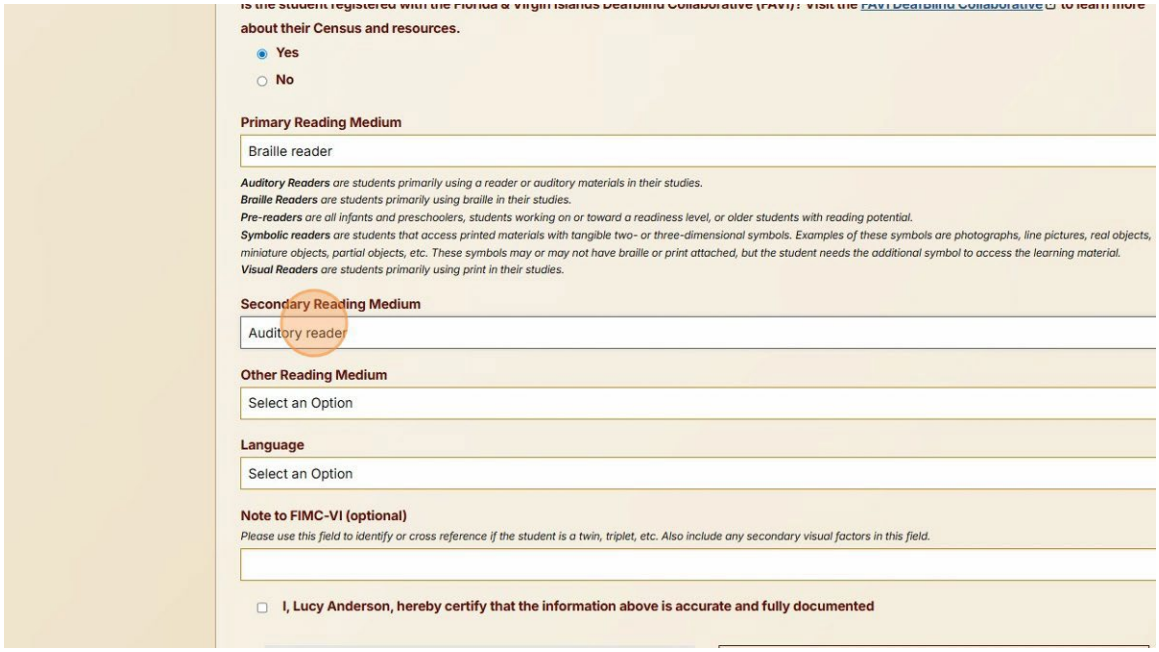
26. If you responded yes to the previous question, select whether or not the student is registered with the Florida and Virgin Islands Deafblind Collaborative.



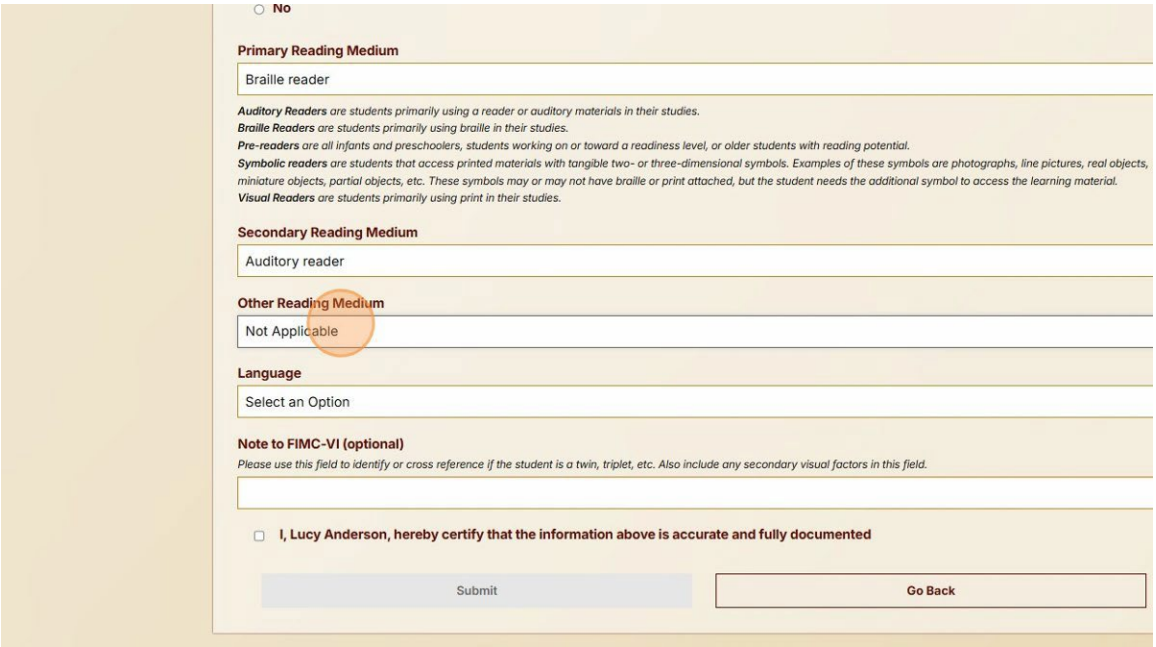
27. Select the Primary Reading Medium that best applies to the student. A description of each reading medium is provided below the drop-down menu.



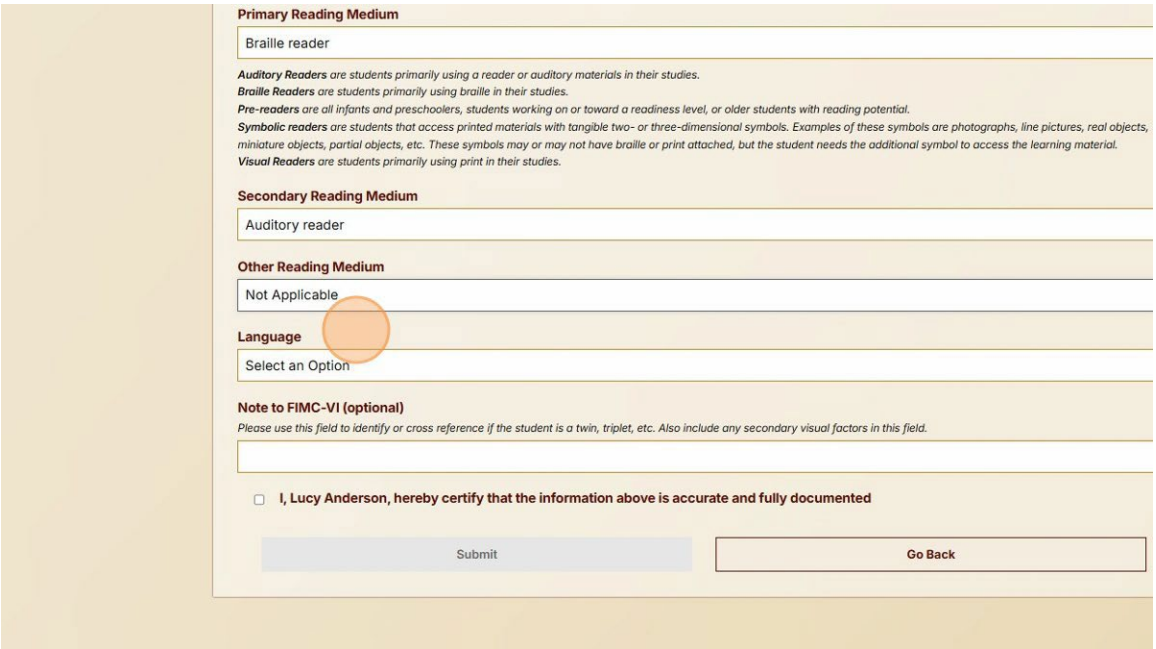
28. Select the Secondary Reading Medium that best applies to the student. You may select "Not Applicable".



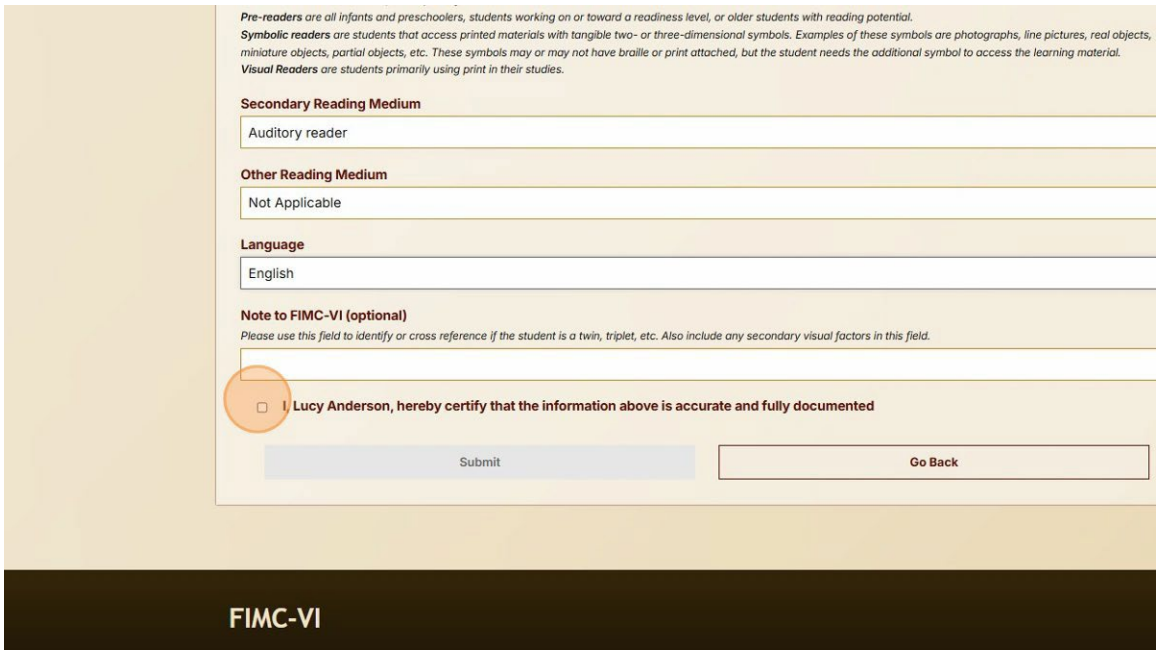
29. Select the Other Reading Medium that best applies to the student. You may select "Not Applicable".



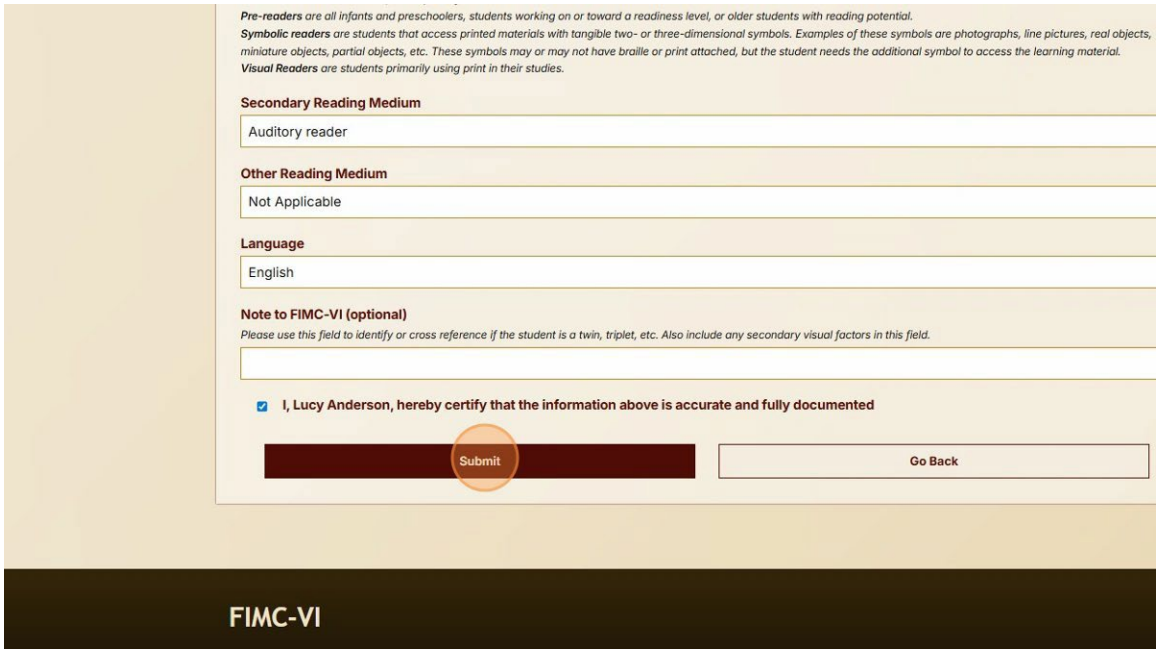
30. Select the language that is most commonly used in instructional materials for this student. APH uses this information to project demand for Spanish or other language materials in braille and large print.



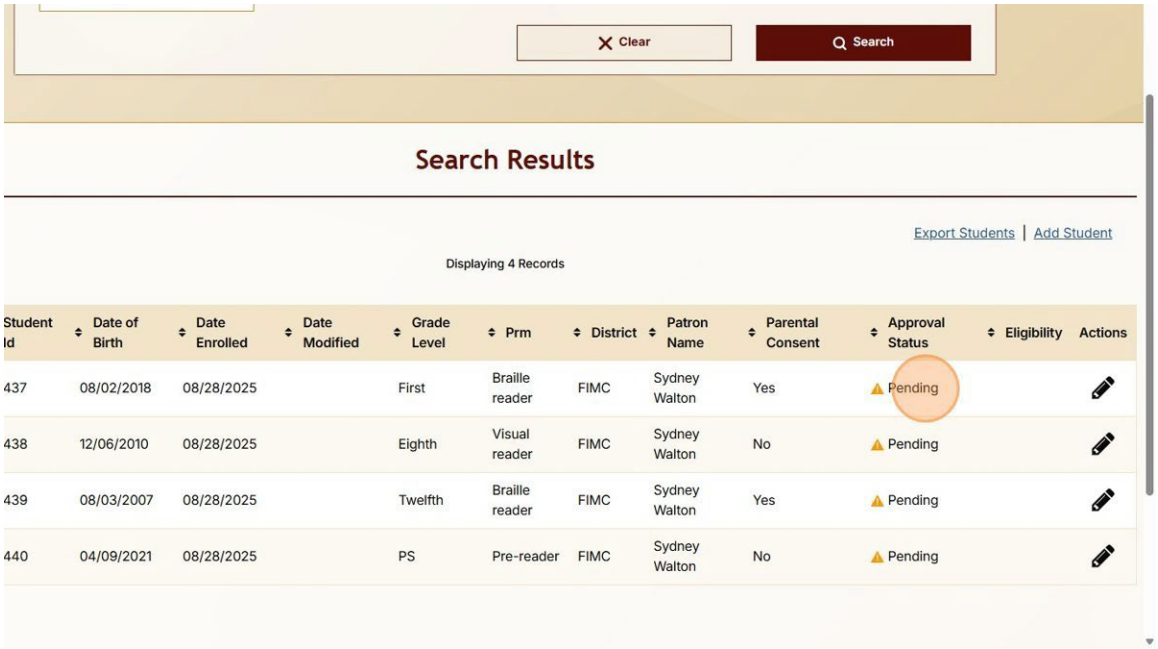
31. Select the certification box.



32. Select "Submit".

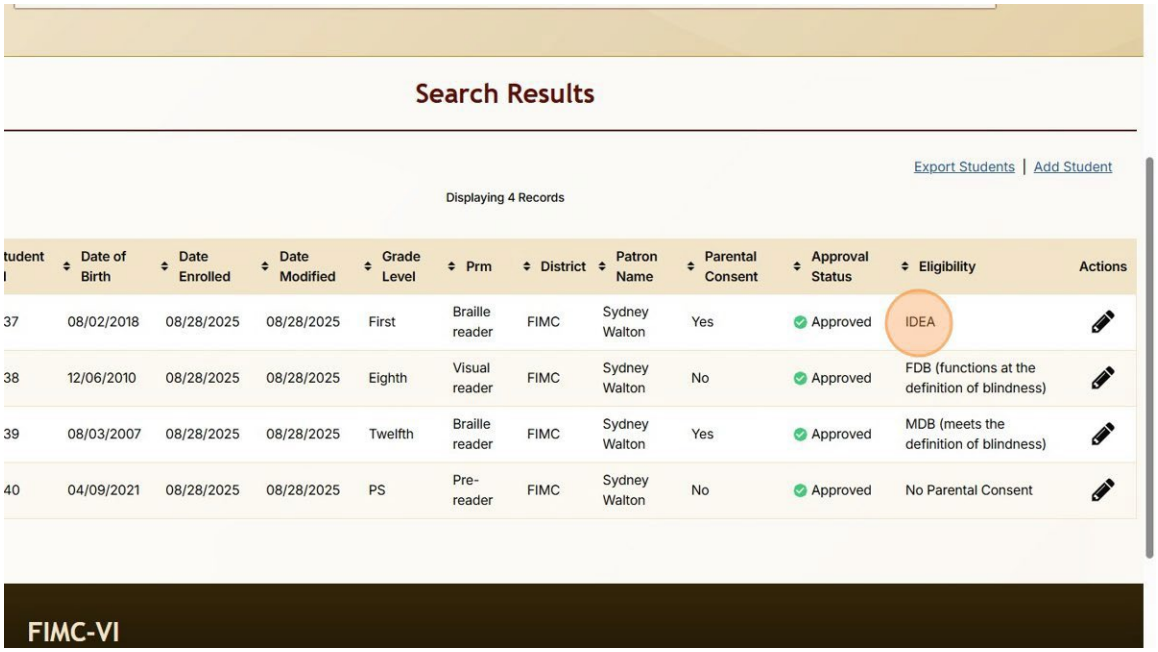


33. You will be returned to the Student Management page, and the student you registered will show with an Approval Status of Pending.



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.



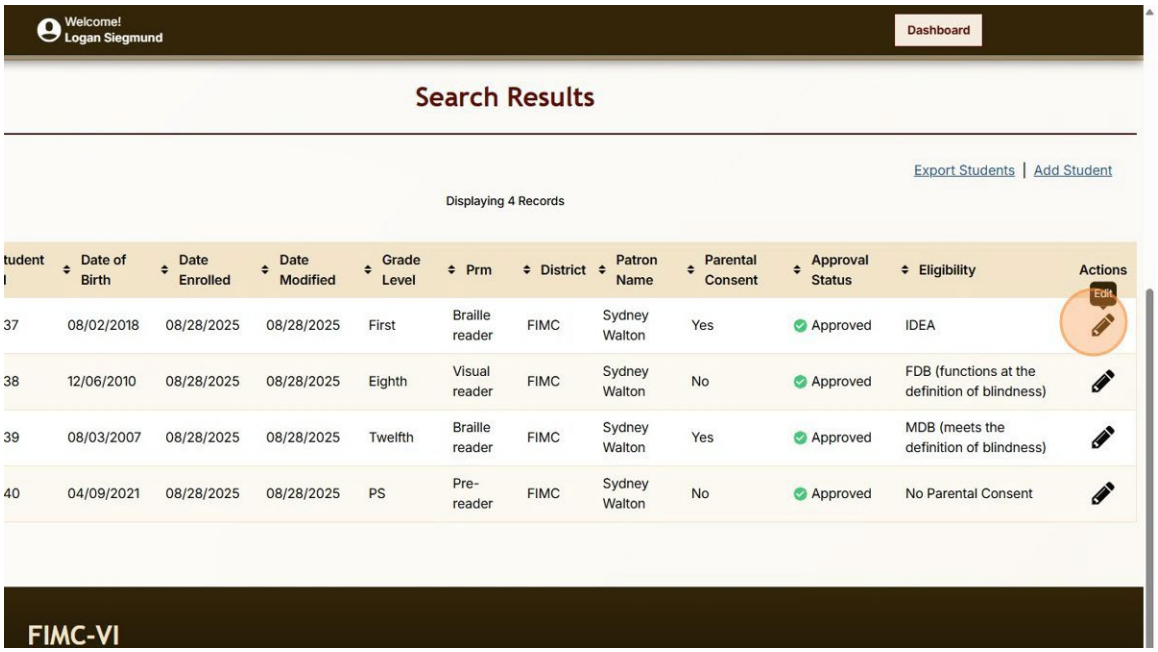
tudent I	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney 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	

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

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

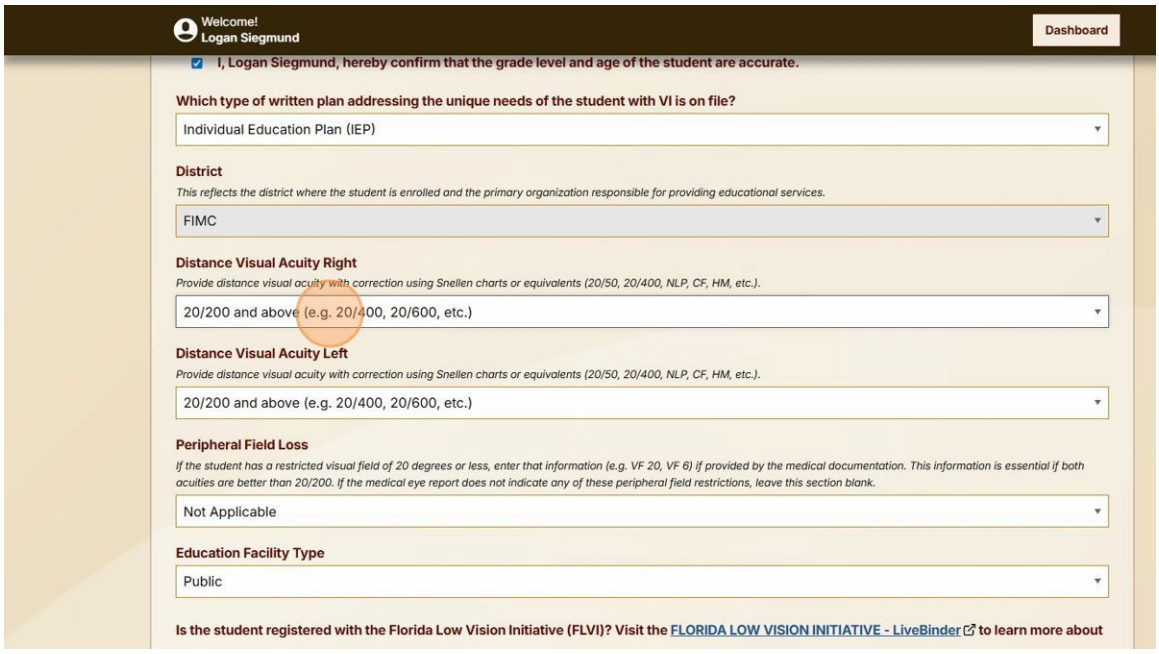
2. Scroll down and select the Student Management tile.

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

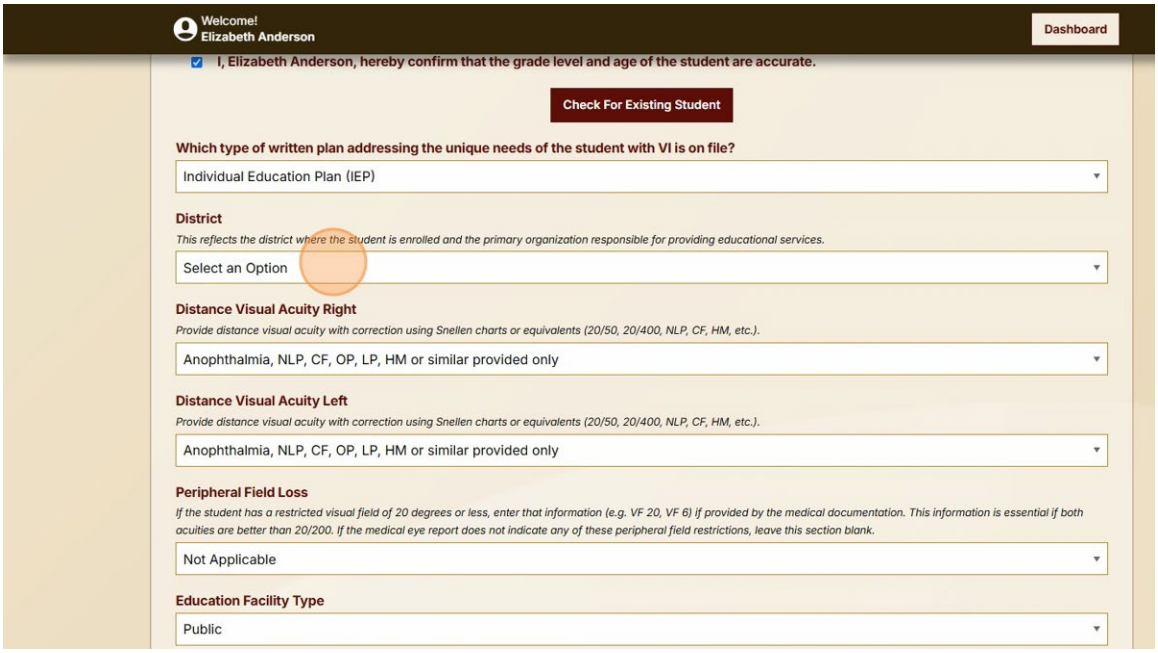


tudent	Date of Birth	Date Enrolled	Date Modified	Grade Level	Prm	District	Patron Name	Parental Consent	Approval Status	Eligibility	Actions
37	08/02/2018	08/28/2025	08/28/2025	First	Braille reader	FIMC	Sydney Walton	Yes	Approved	IDEA	
38	12/06/2010	08/28/2025	08/28/2025	Eighth	Visual reader	FIMC	Sydney 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	

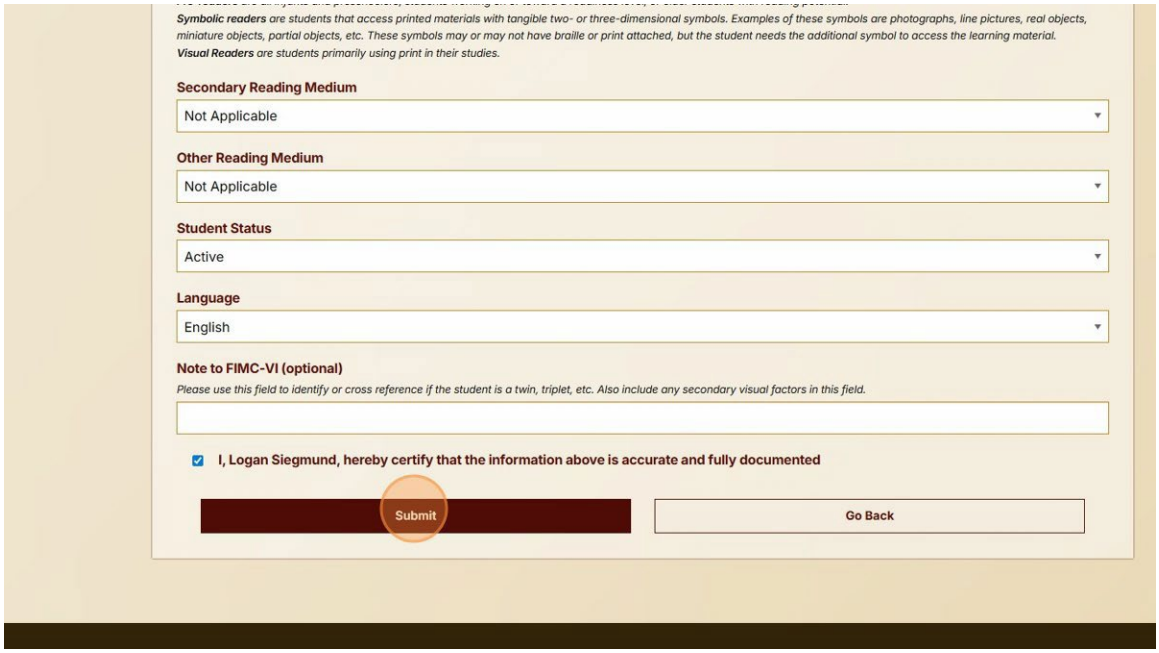
4. Make any needed changes to the student's information.



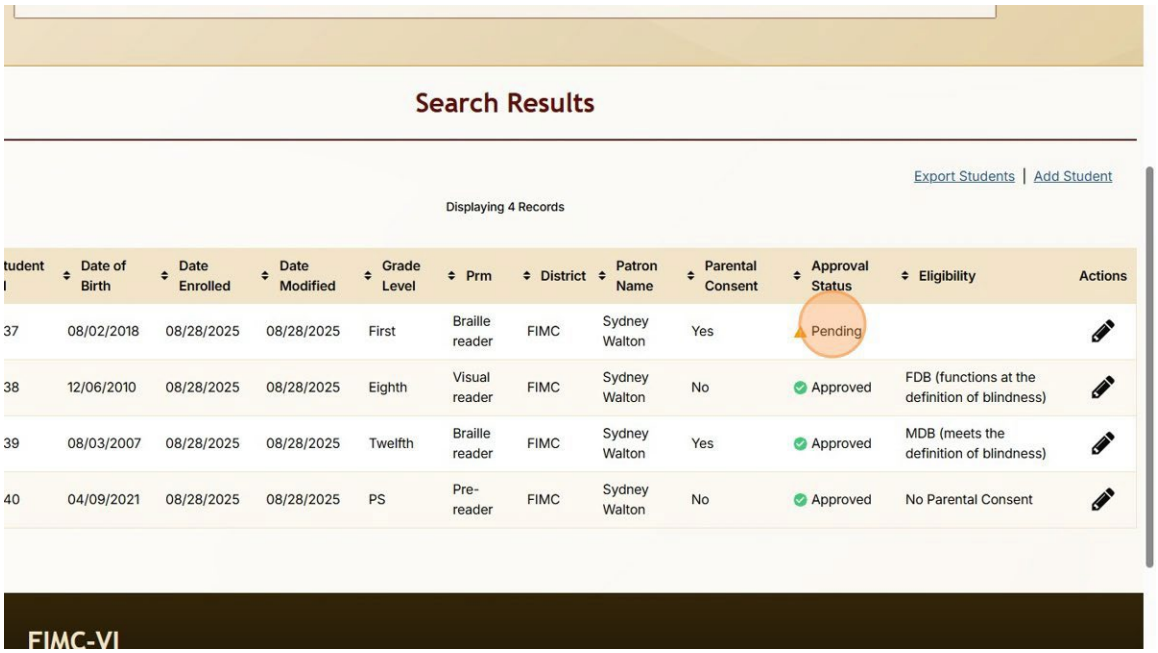
5. If the District field is showing "Select an Option", select the county that the student resides in.



6. Select "Submit".



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



Search Results

Export Students | Add Student

Displaying 4 Records

tudent	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	

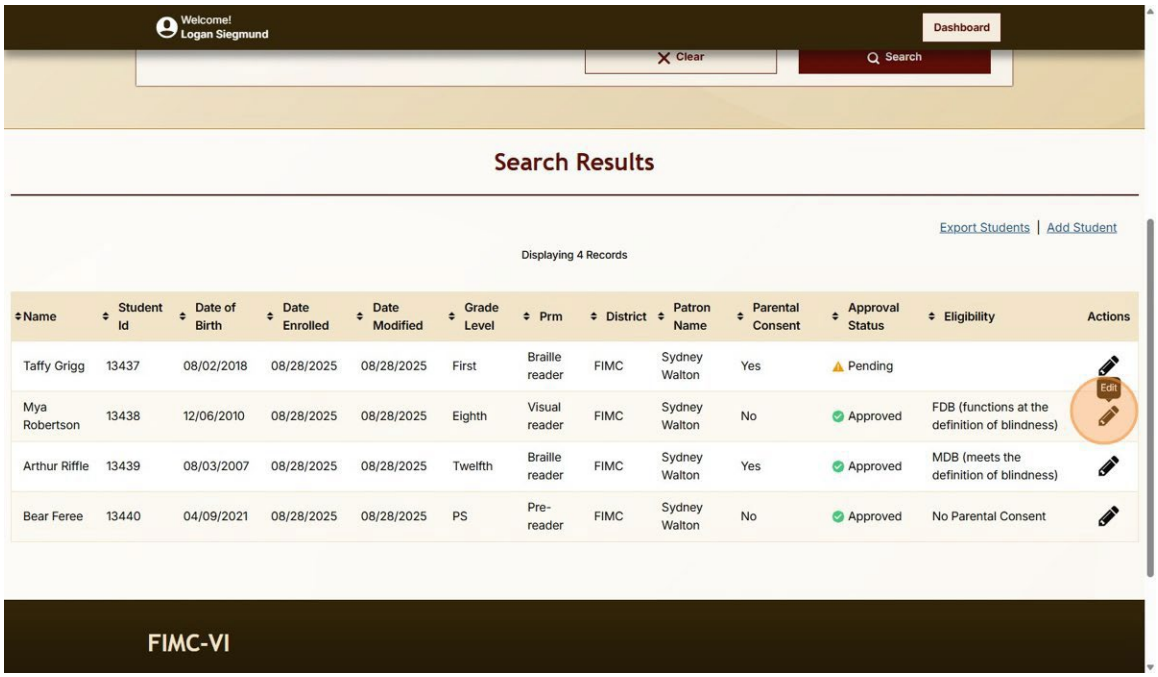
FIMC-VI

Make a Student Inactive – Private, Agency, and Homeschool

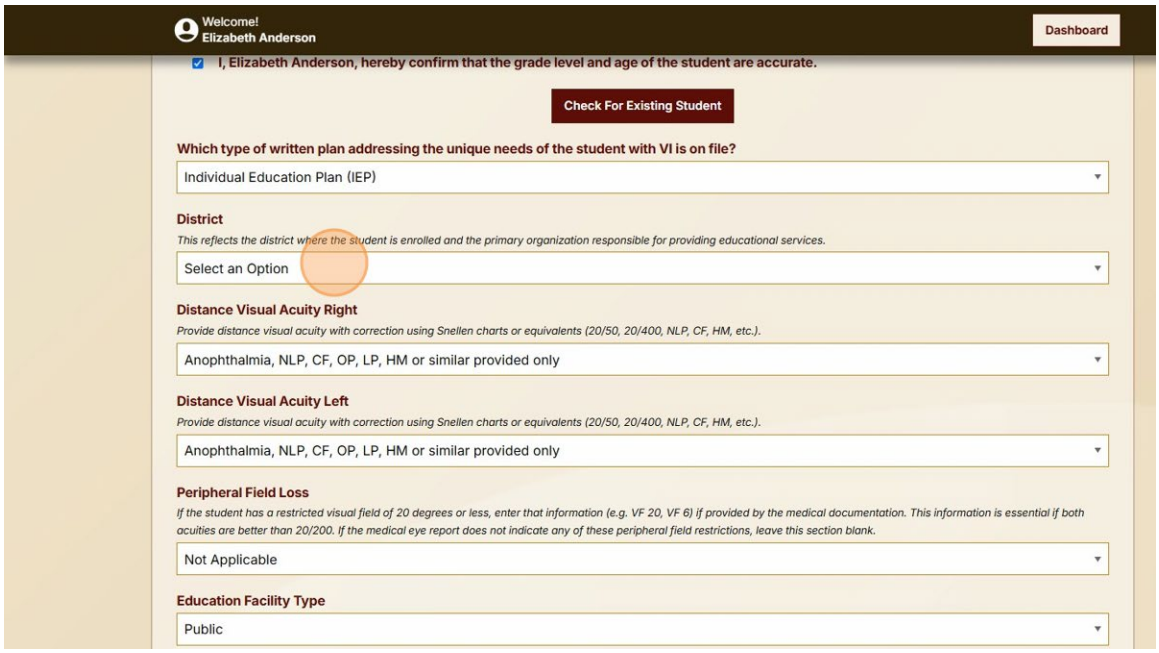
1. Navigate to https://portal.fimcvi.org/dashboard

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

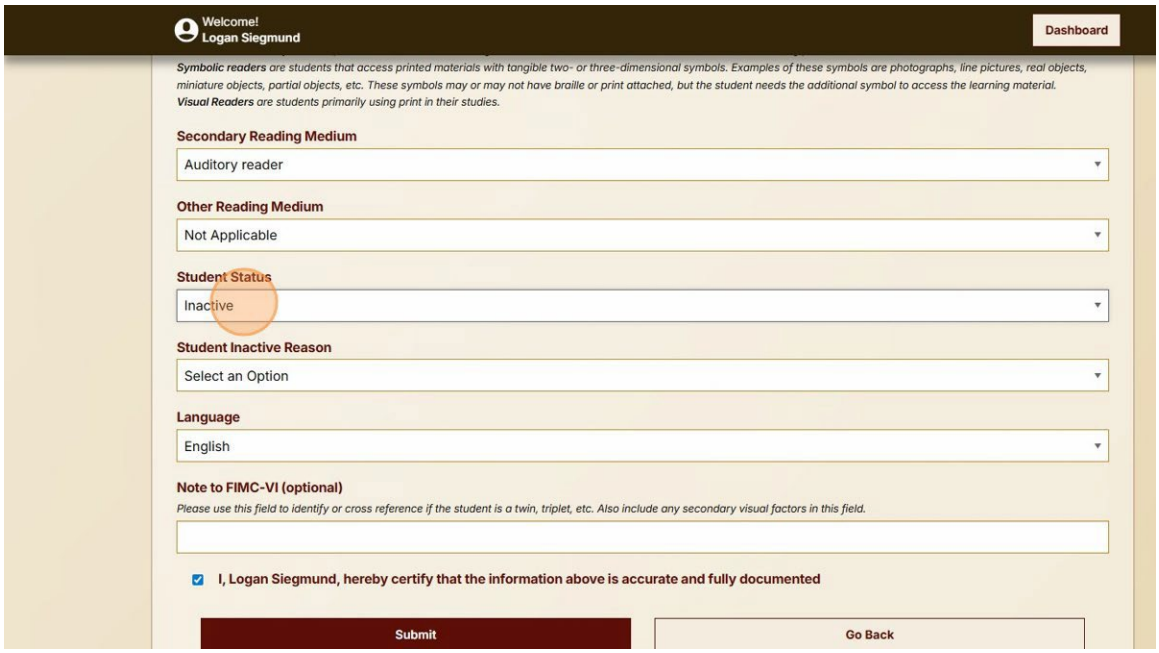
3. Select the pencil icon in the Actions column for the student you need to update.



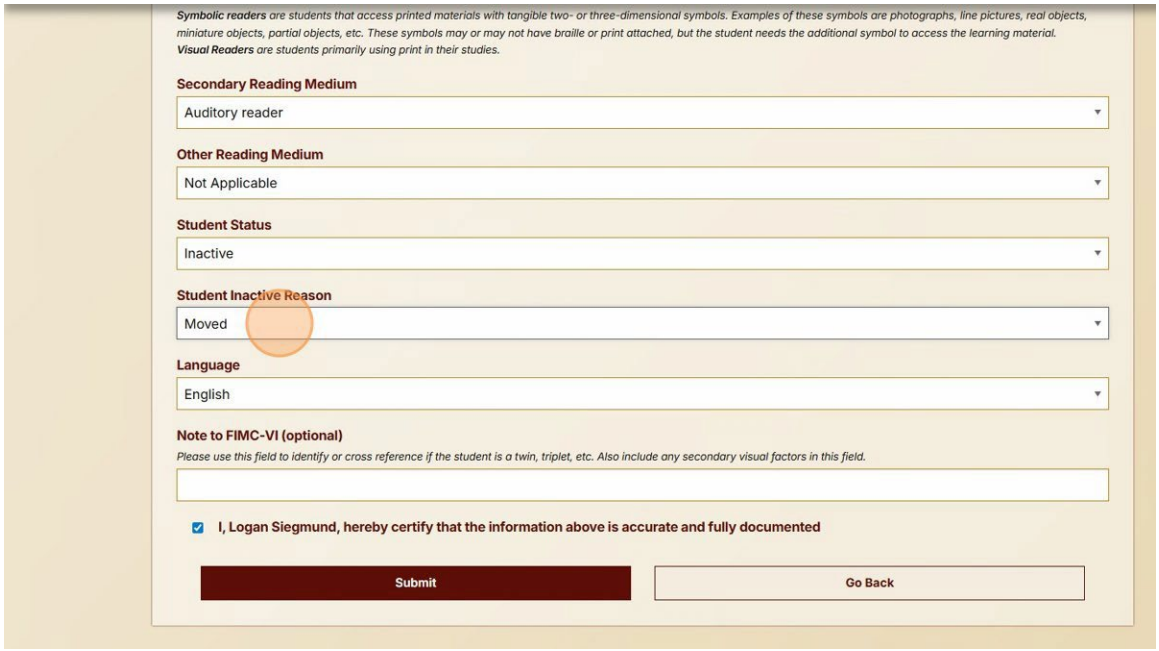
4. If the District field is showing "Select an Option", select the county that the student resides in.



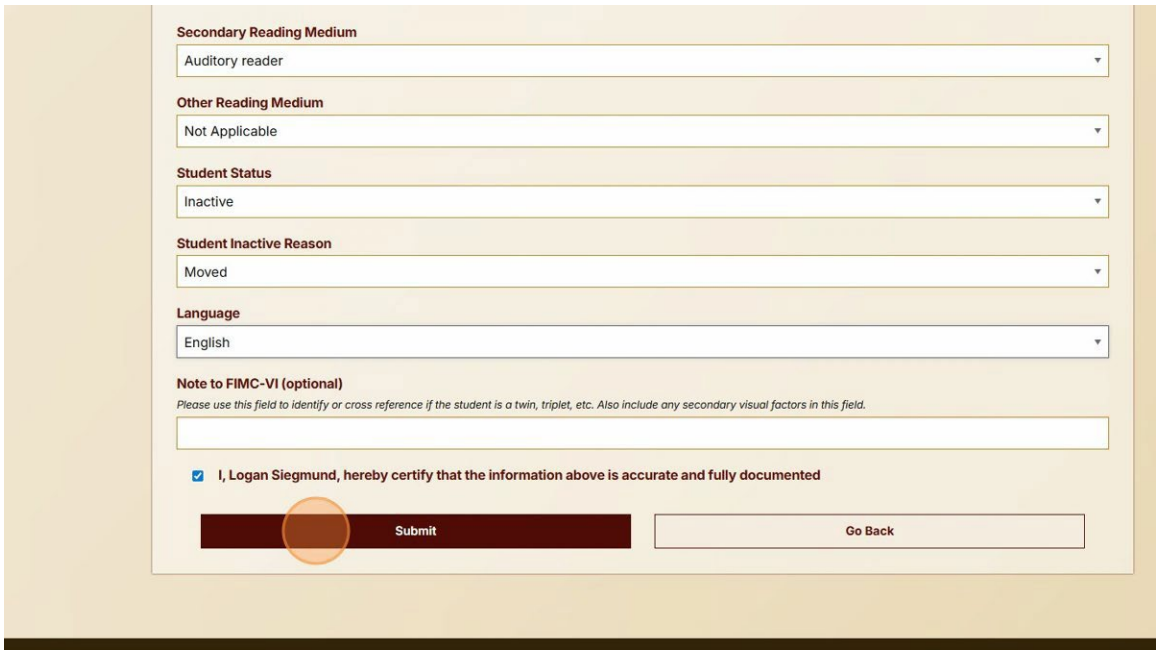
5. Scroll down to the Student Status field and select the "Inactive" option.



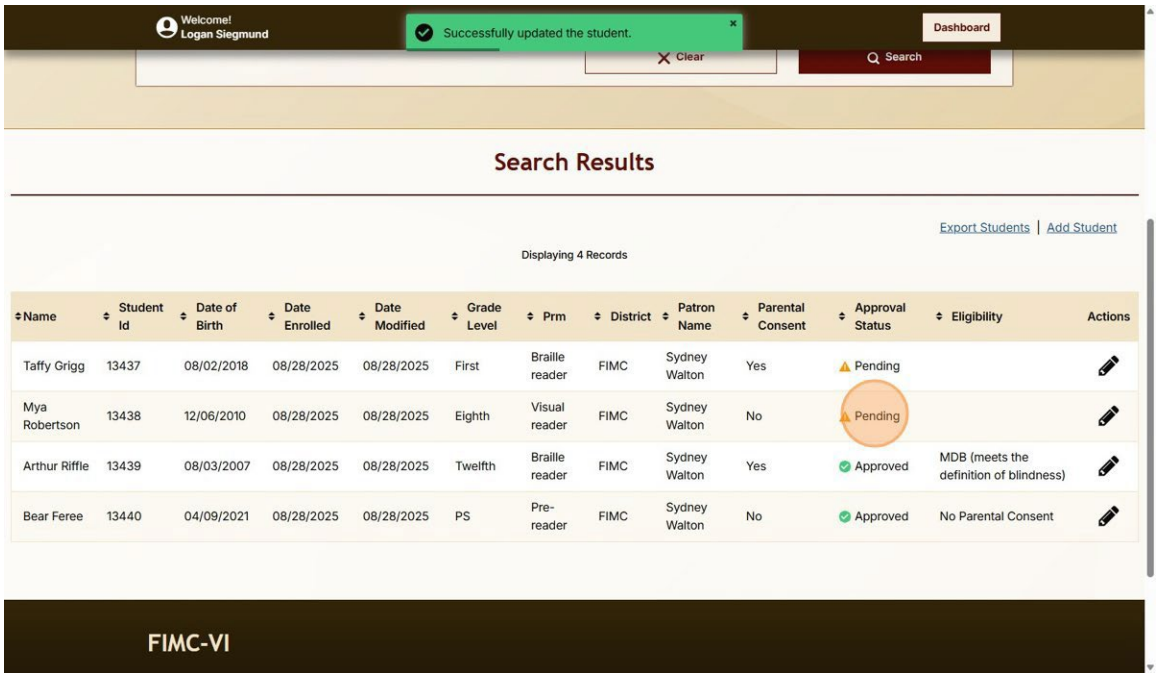
6. When the "Student Inactive Reason" field appears, select the option that applies to the student.



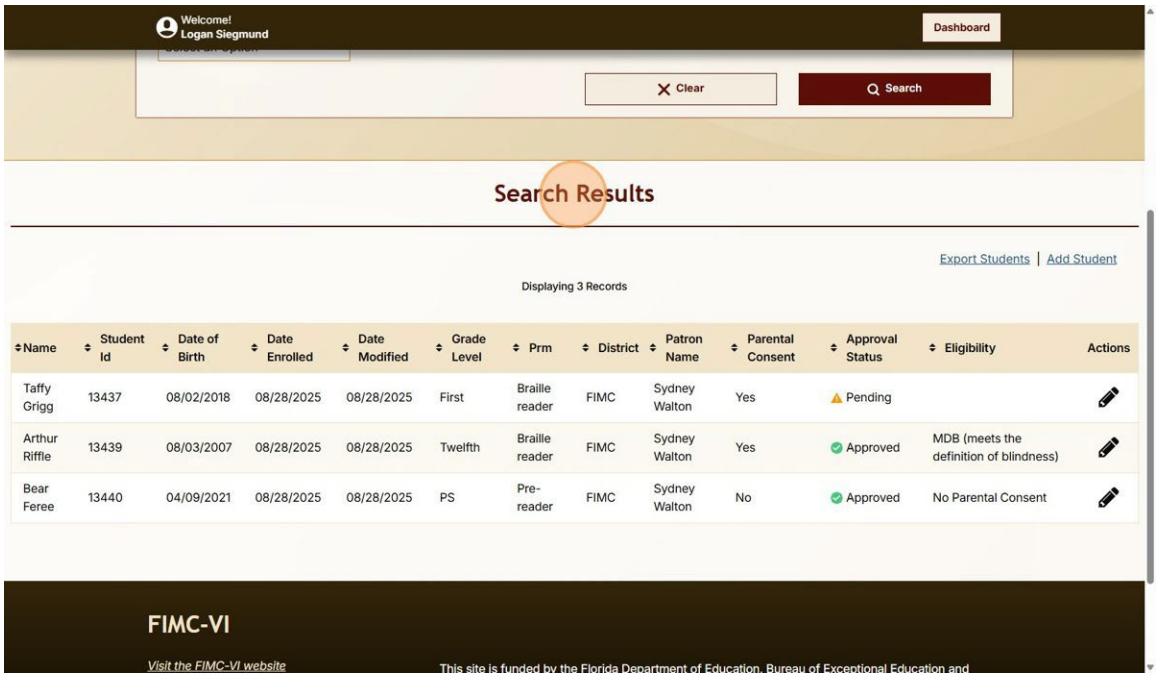
7. Select "Submit".



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

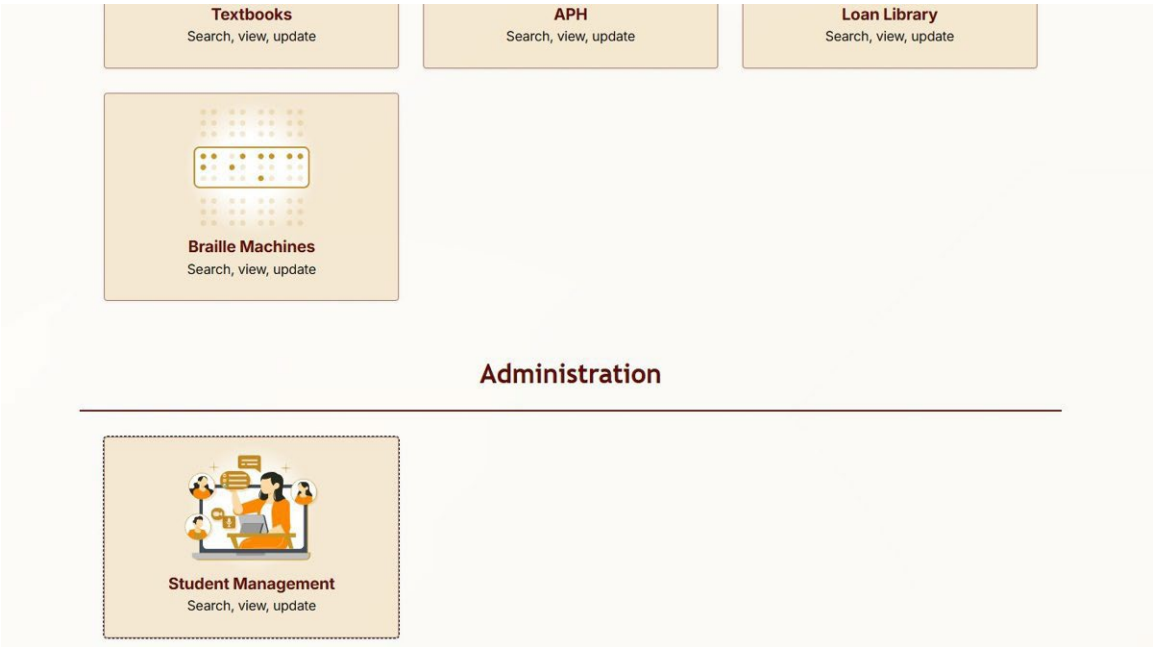


9. When the request is processed, the student will be removed from your organization's student list.



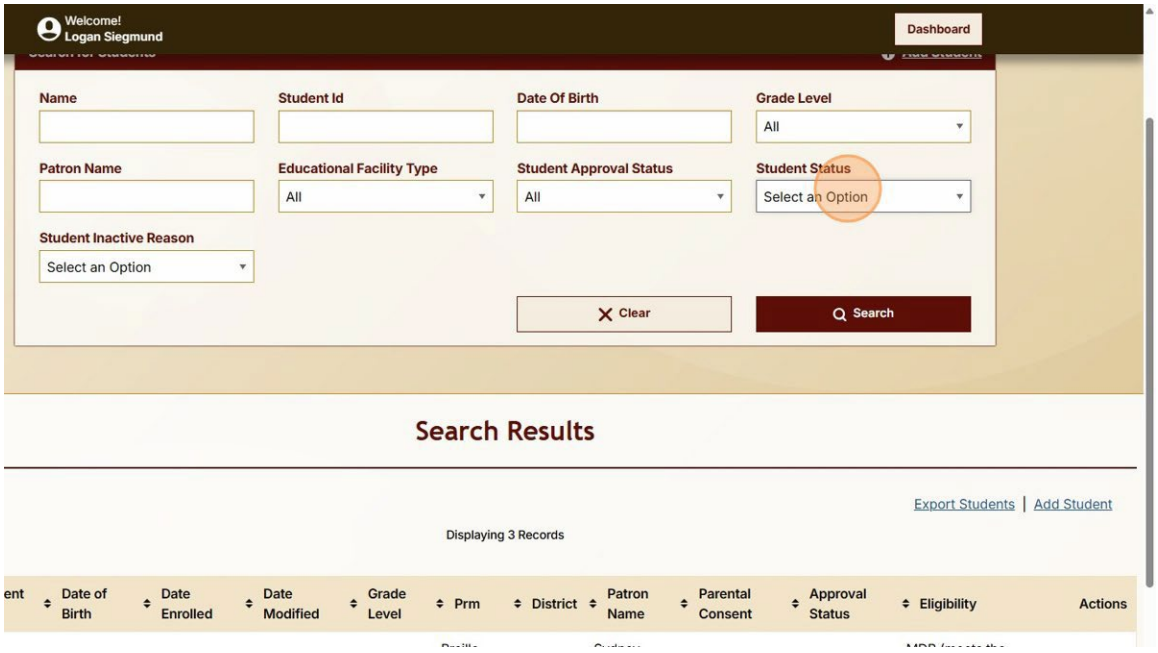
View Student List for Your Organization

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

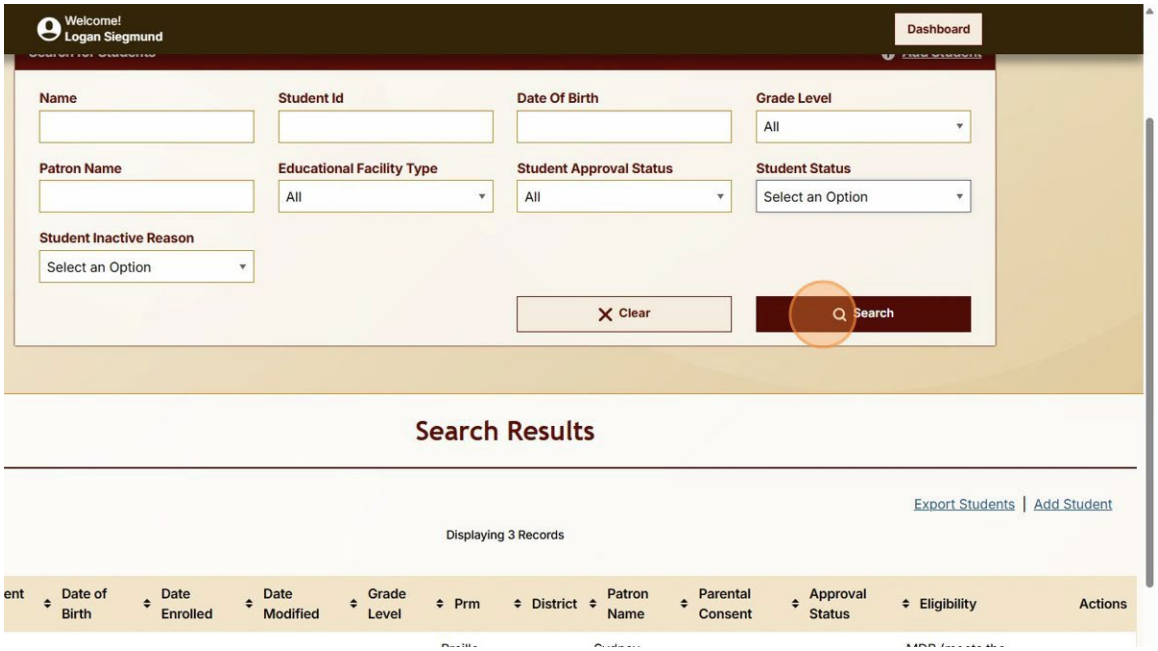


2. Scroll down and select the Student Management tile.

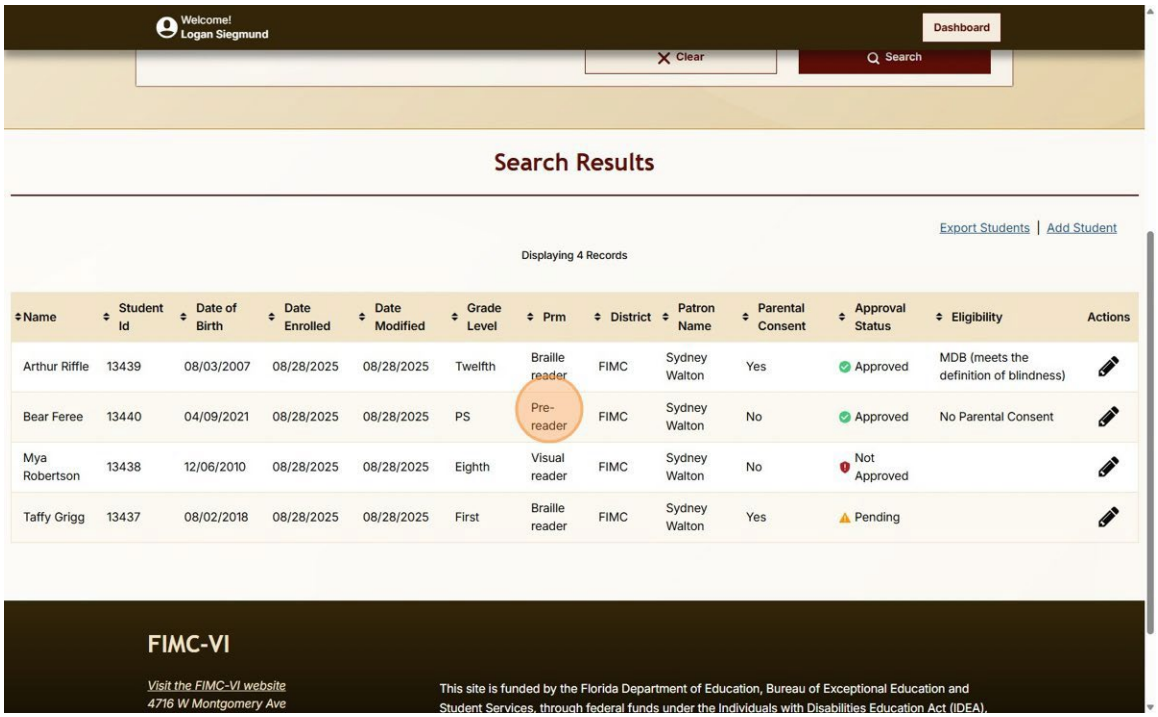
3. You may choose to search by student name, ID, date of birth, grade level, etc. However, the easiest way to view all students is to ensure the Student Status is left with no option selected and the Student Approval Status is set to All.



4. Select "Search".



5. 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.



Annual Census Timelines

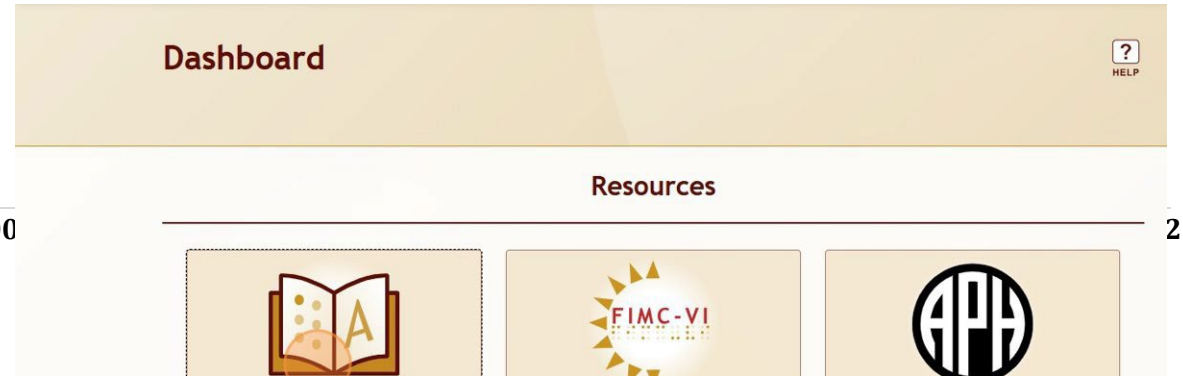
1. December 1-31 – ESE directors and administrators update users in User Management
2. January 1-31 – District/LEA and organization staff update ALL student records
    a. Statuses
        i. Need Info – student has not been updated
        ii. Pending – student has been updated but not approved by FIMC-VI
        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

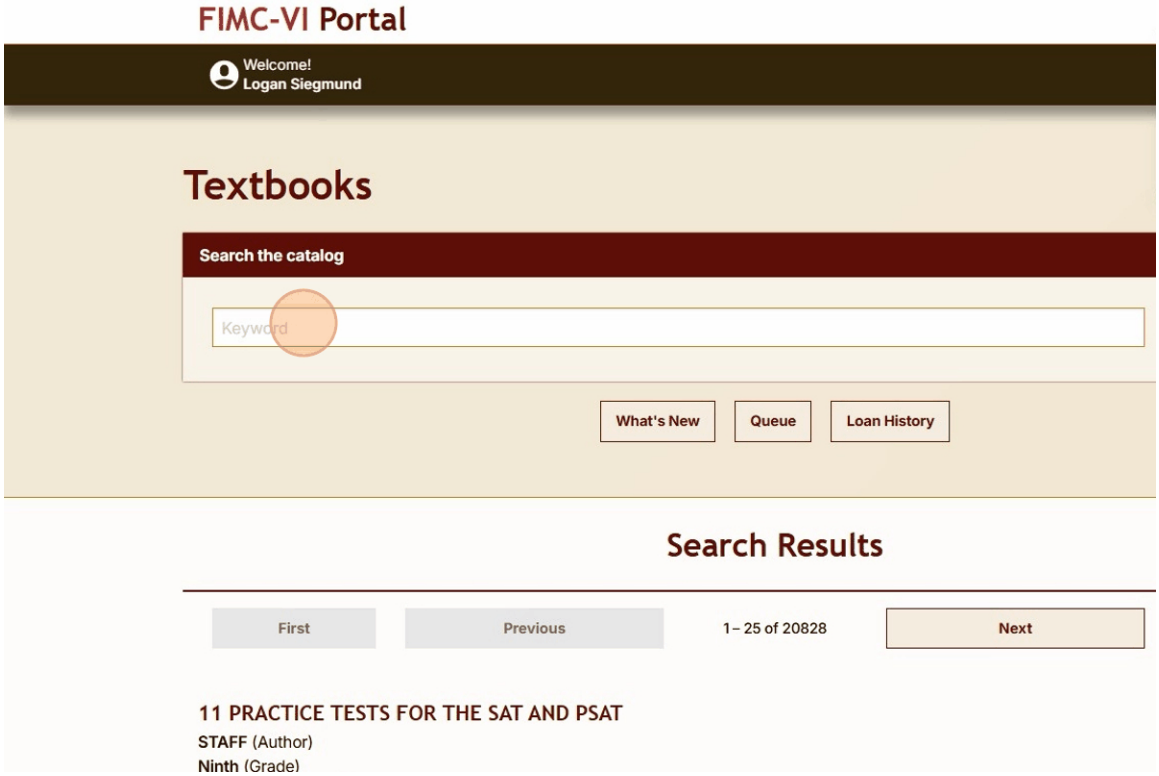
How to Use Textbook "Add to Queue" Feature and Check Out

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

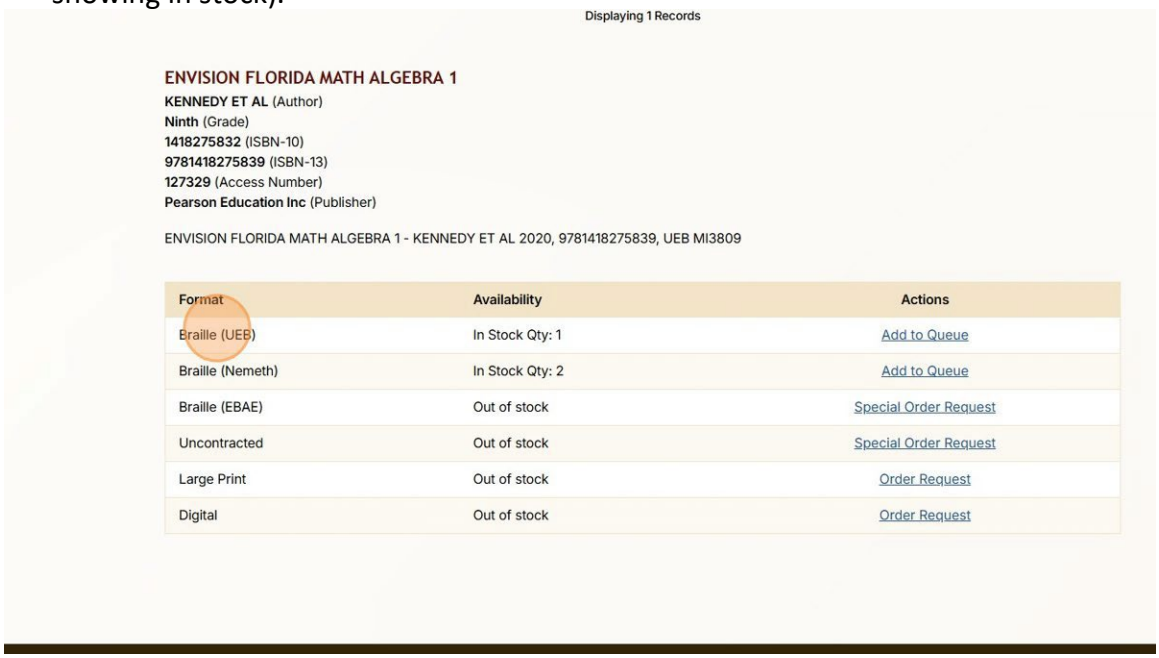
2. Select the Textbooks tile.



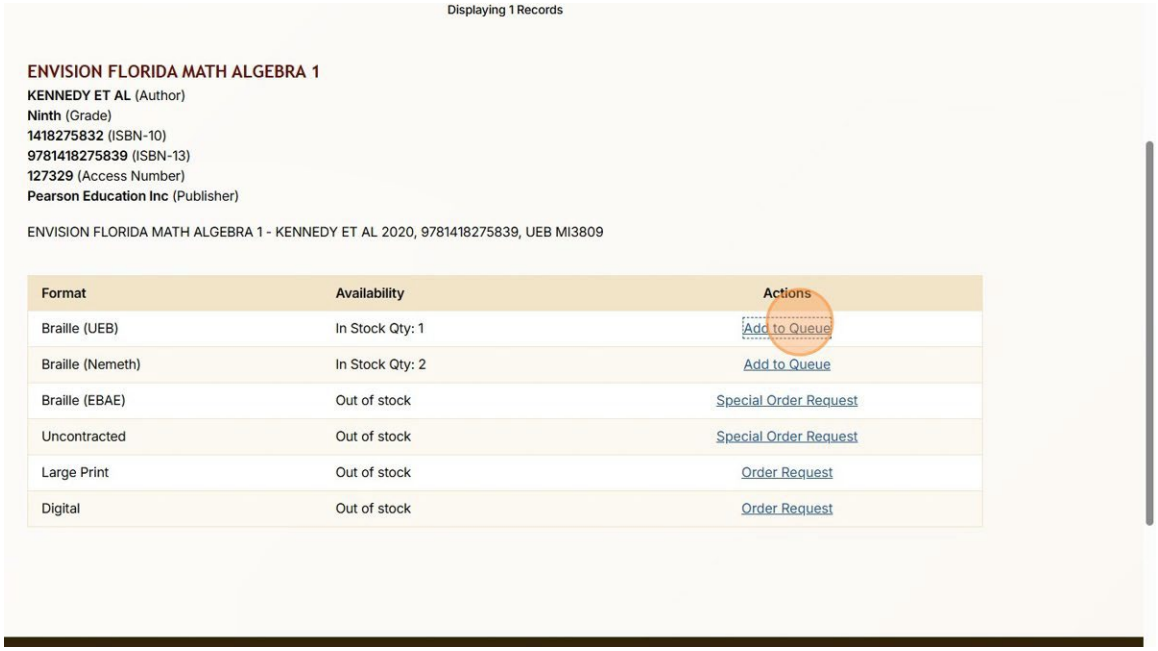
3. In the Search field, type the ISBN of the title you are searching for and select the Search button. Do not use spaces or hyphens.



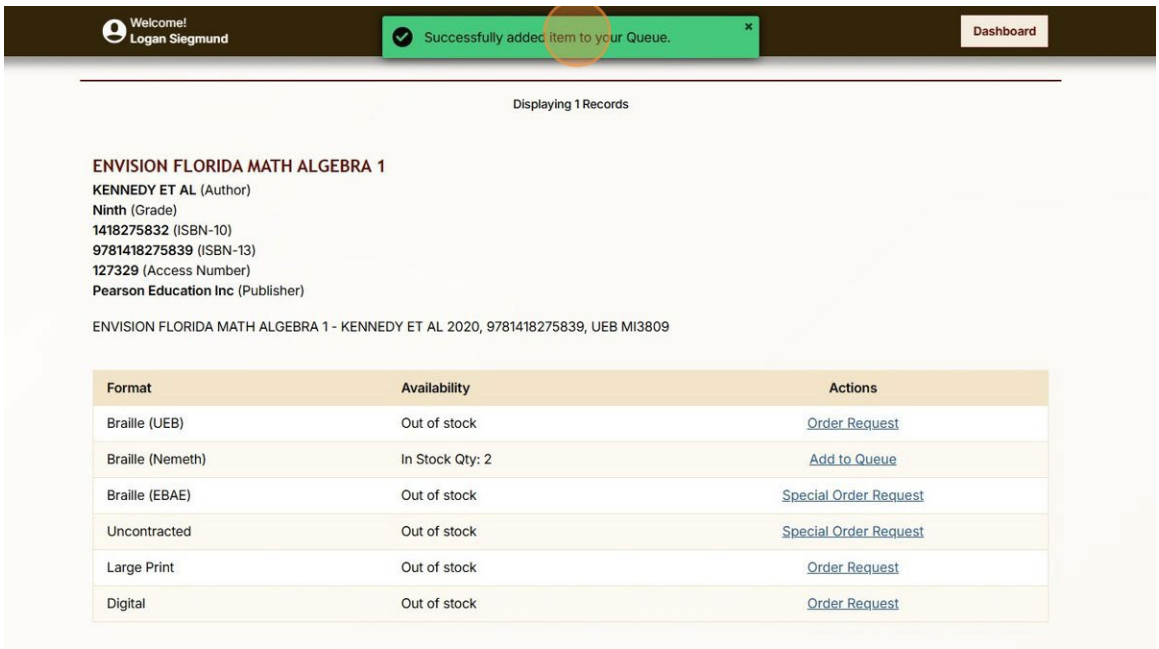
4. If the title appears in results, confirm that needed format is available (quantity showing in stock).



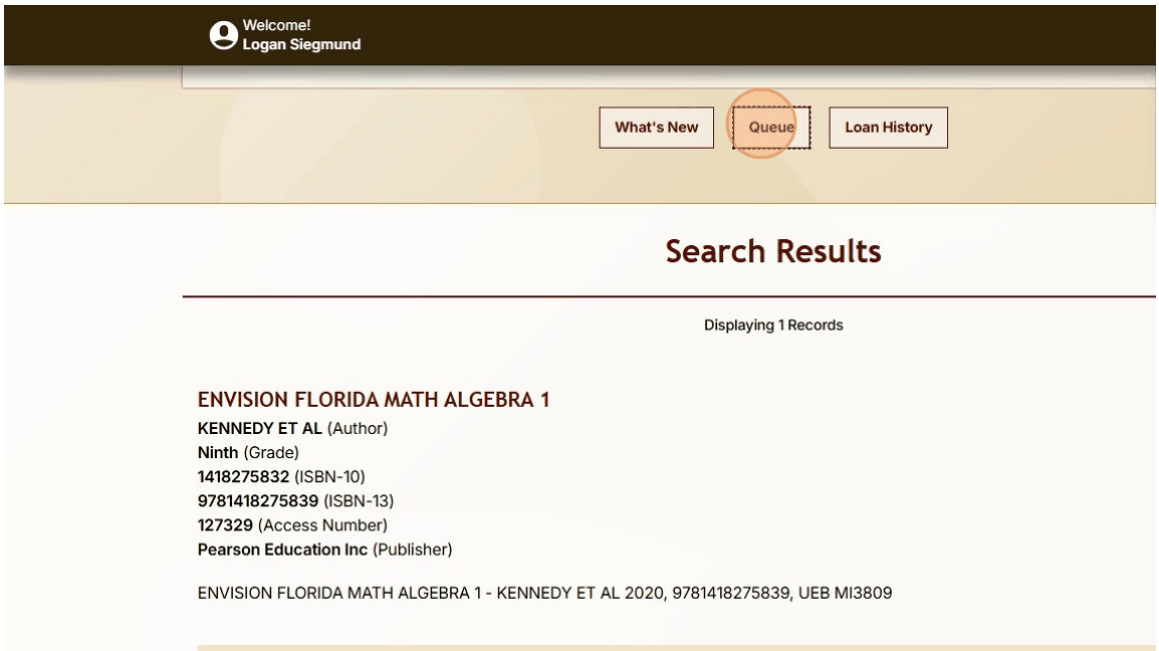
5. Select "Add to Queue".



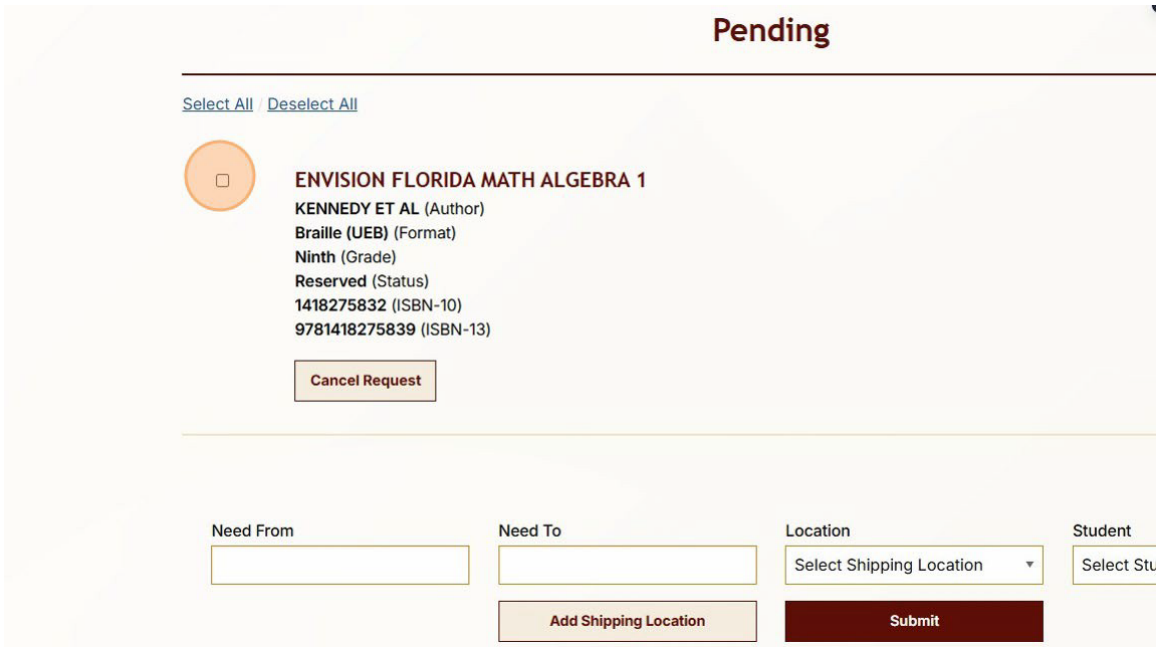
6. A message will appear showing "Successfully added item to your Queue."



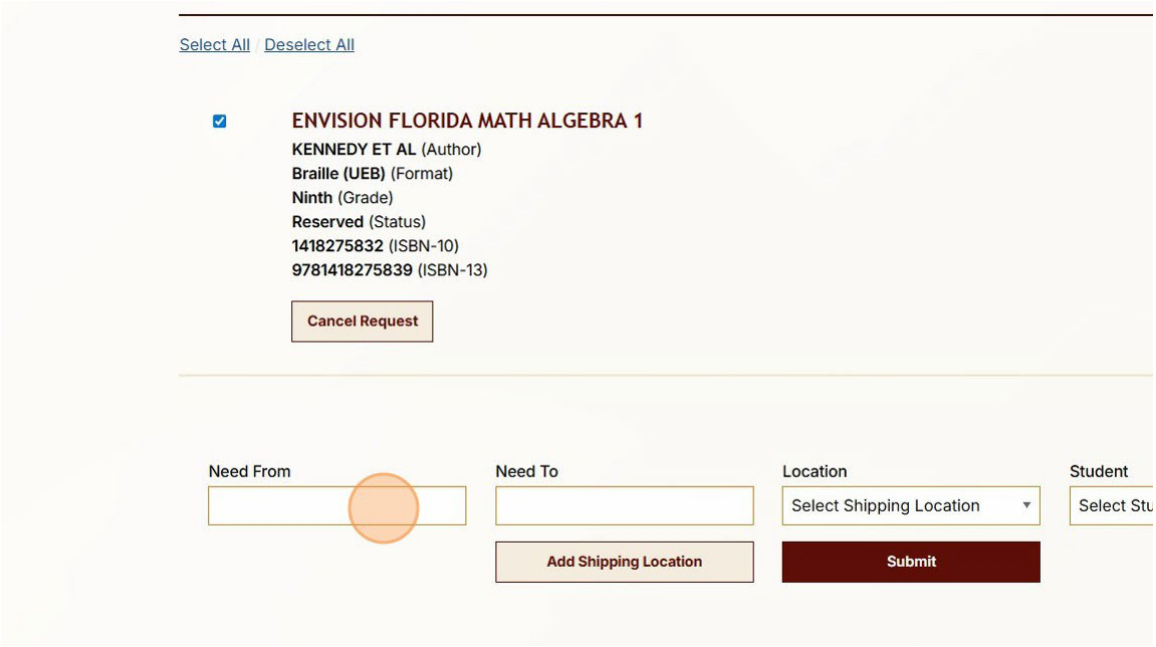
7. To check out, select "Queue" above the Search Results.



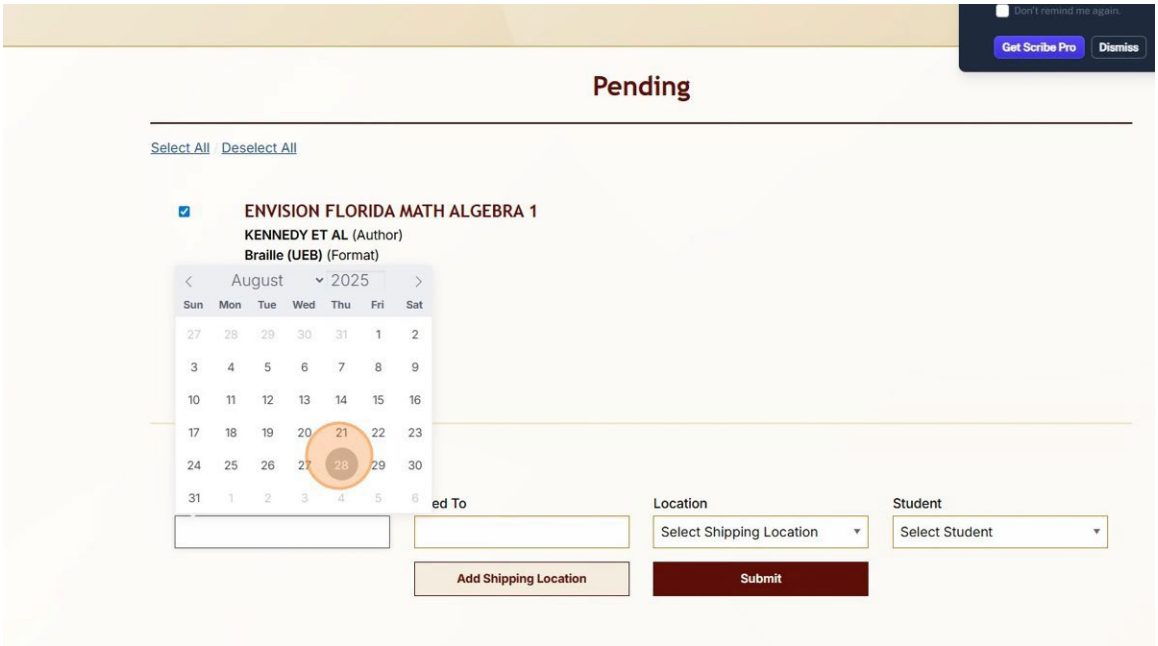
8. Select the checkbox next to the title you want to check out. You may select multiple titles at a time. Any selected titles will be assigned to the same student and shipped to the same location.



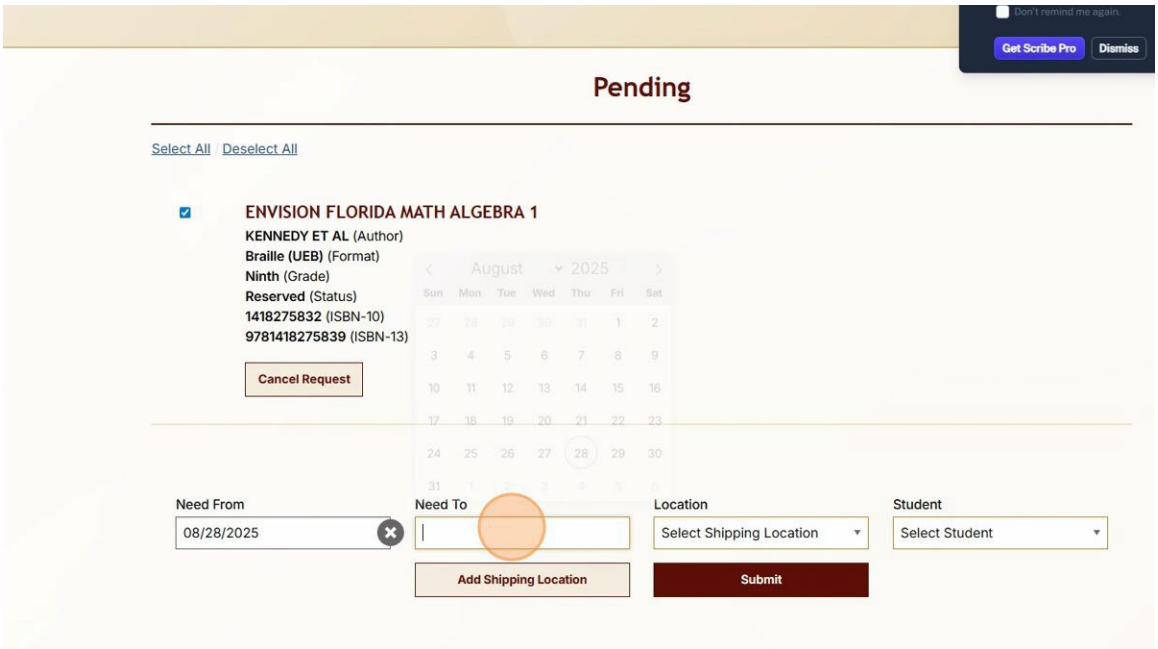
9. Select the "Need From" field.



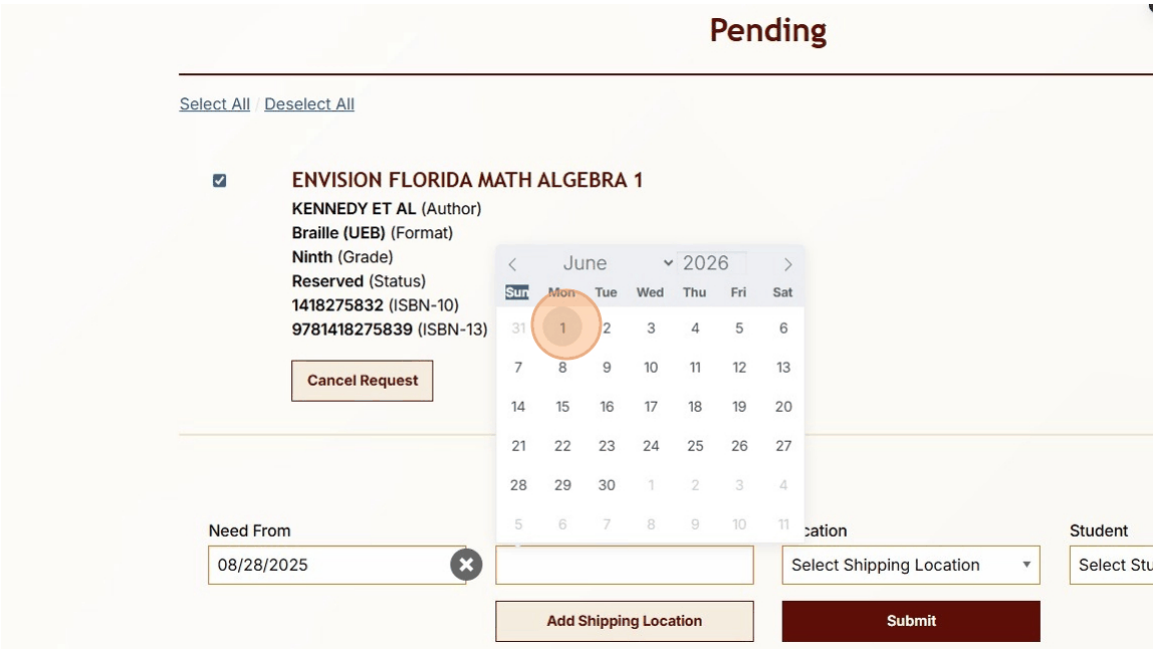
10. Use the calendar to select the date you need this title by.



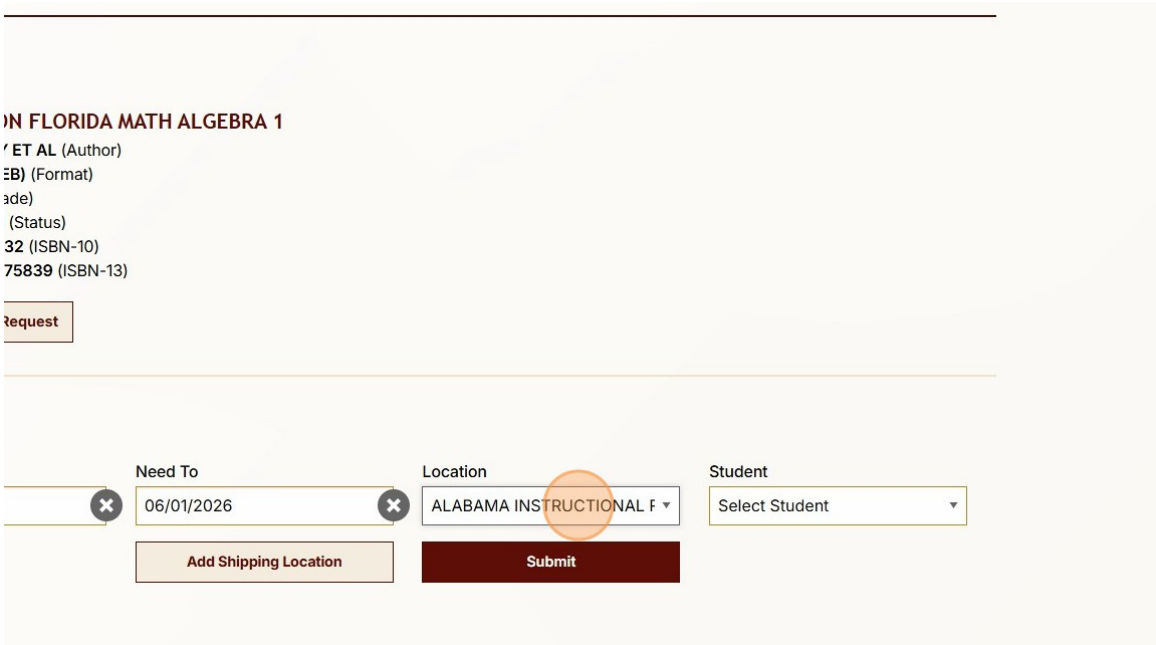
11. Select the "Need To" field.



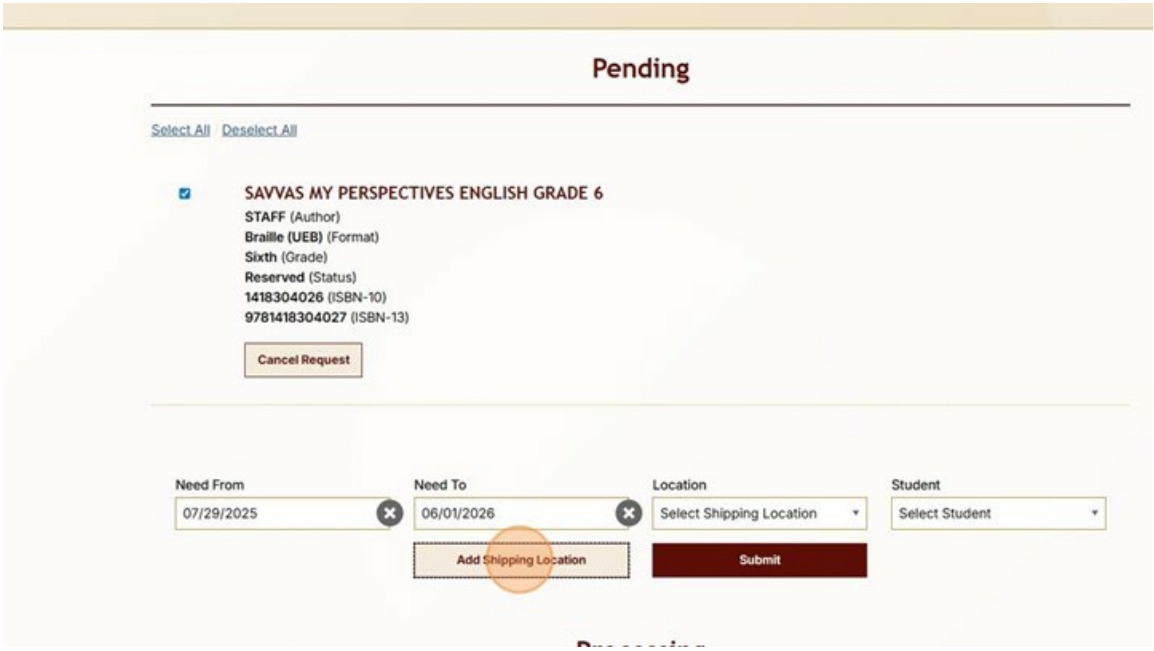
12. Use the calendar to select the date when the book will no longer be needed by this student.



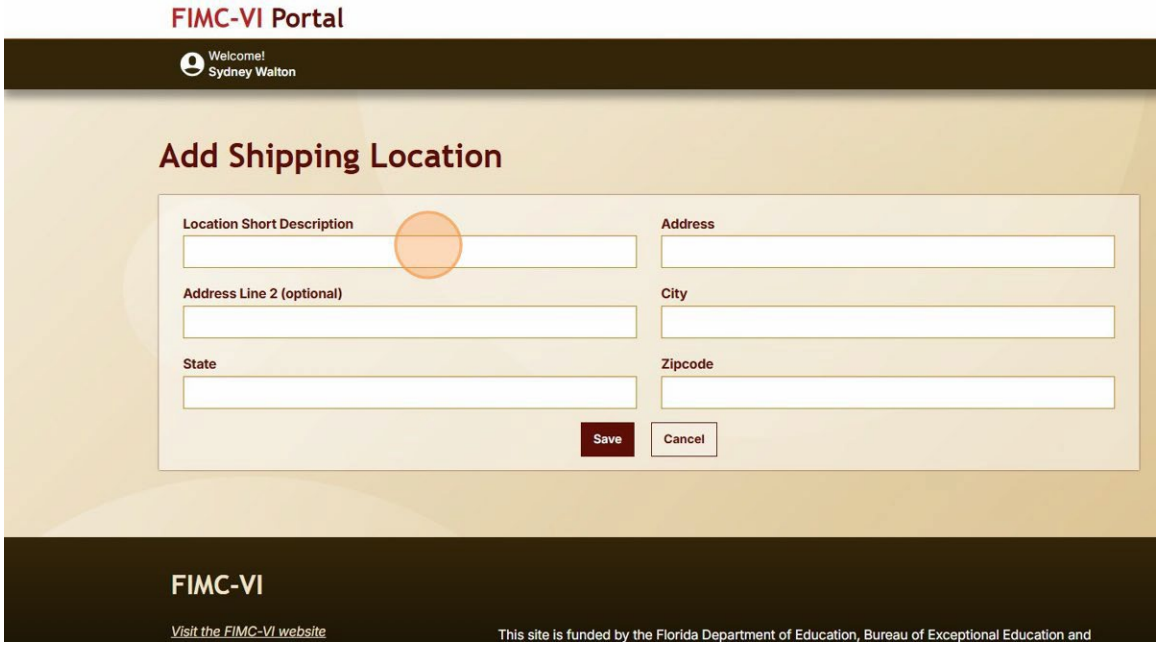
13. Select the location this title should be sent to. Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI if needed.



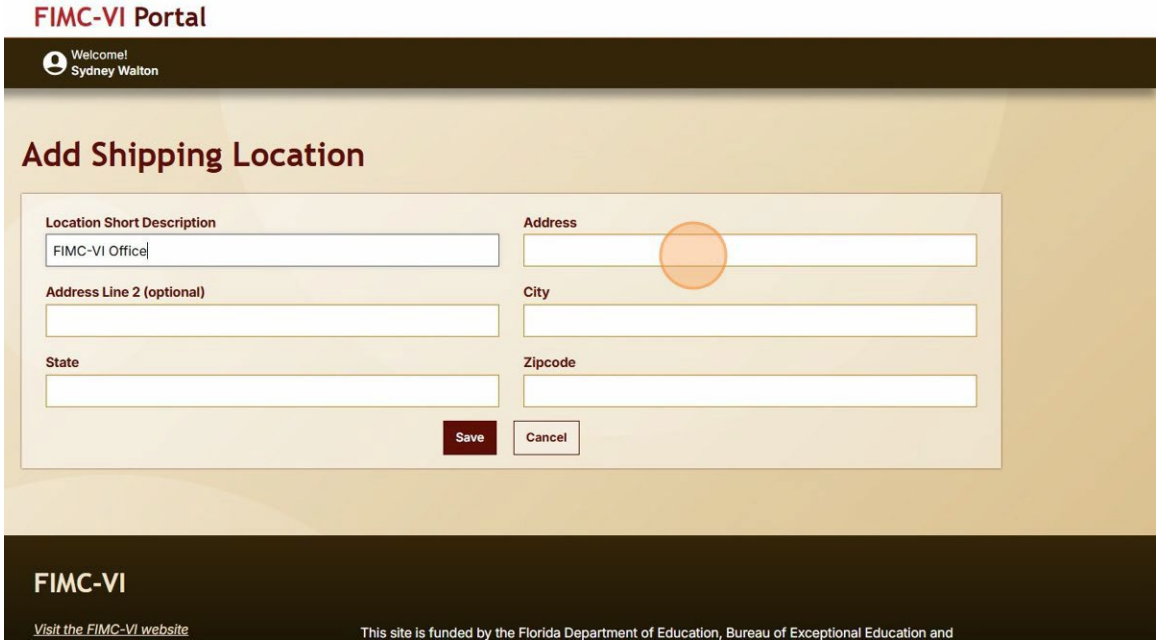
14. If the needed location is not showing, you may select Add Shipping Location. Otherwise, skip to step 22.



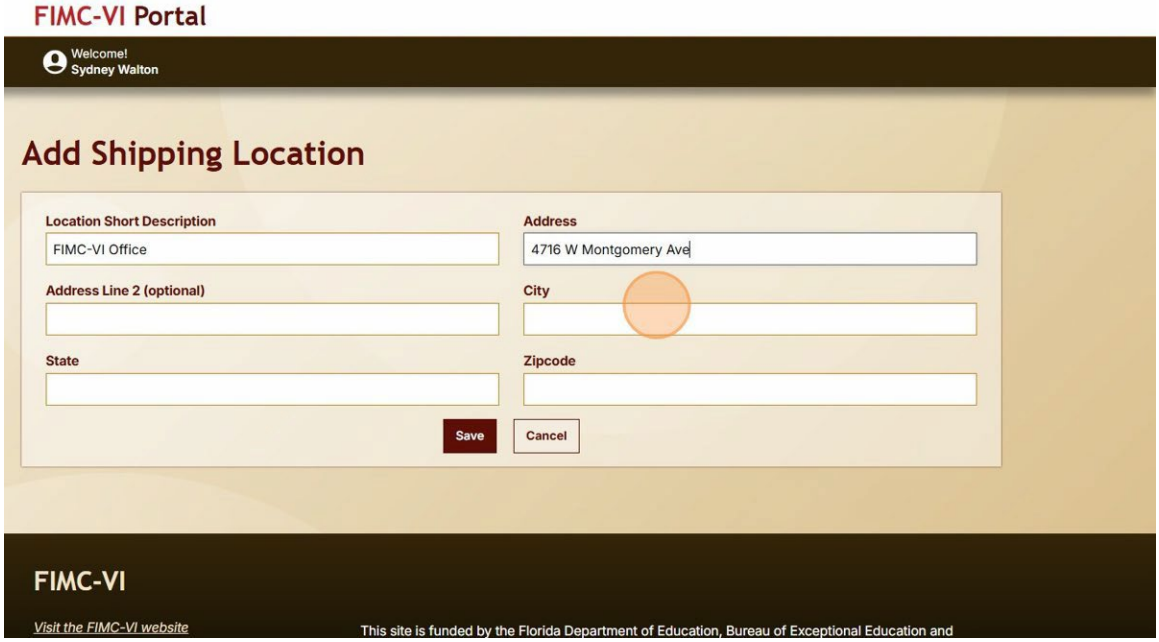
15. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.



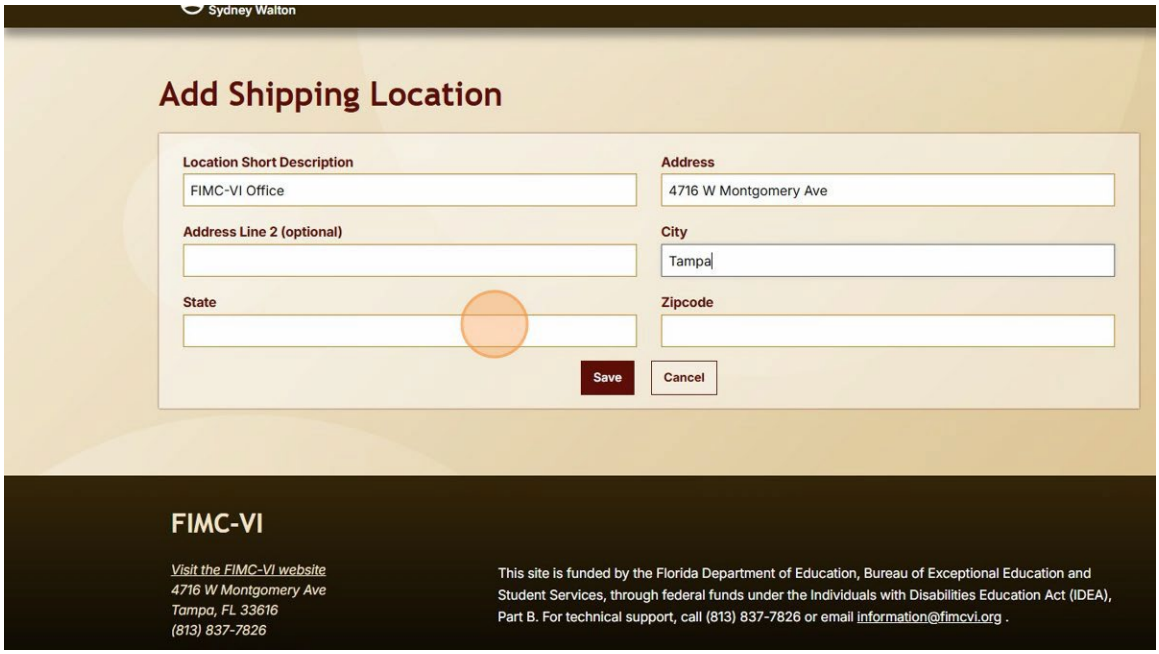
16. In the "Address" field, type the street address of the location. For example: 4716 W Montgomery Ave. You may use the Address Line 2 field as well if needed.



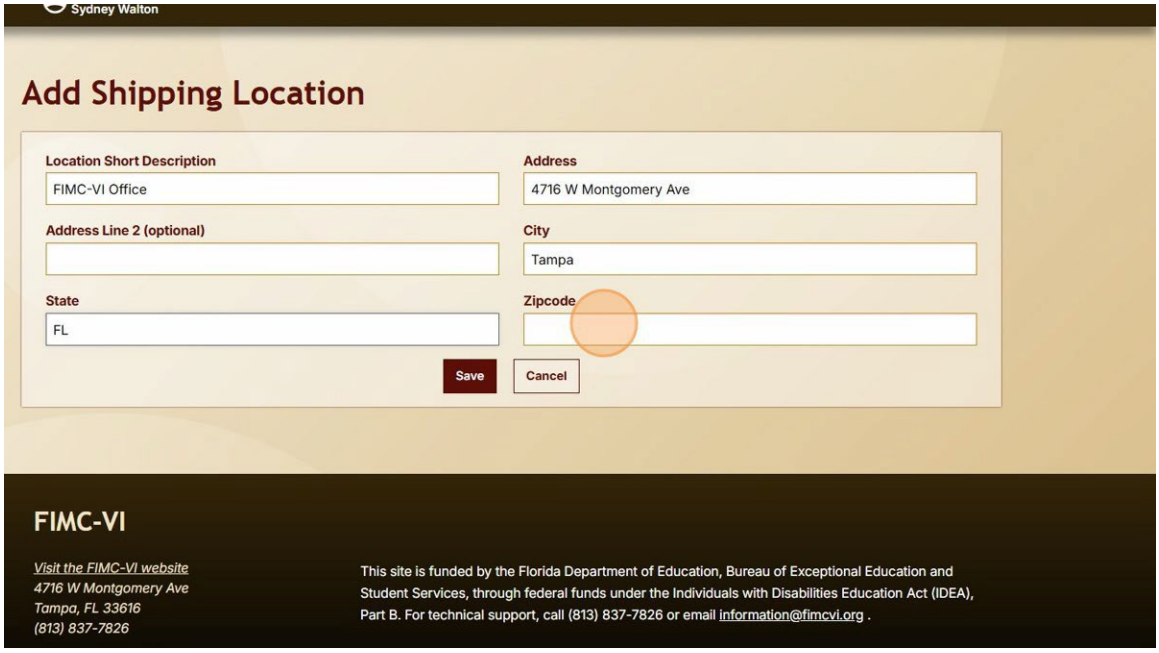
17. In the "City" field, type the name of the city.



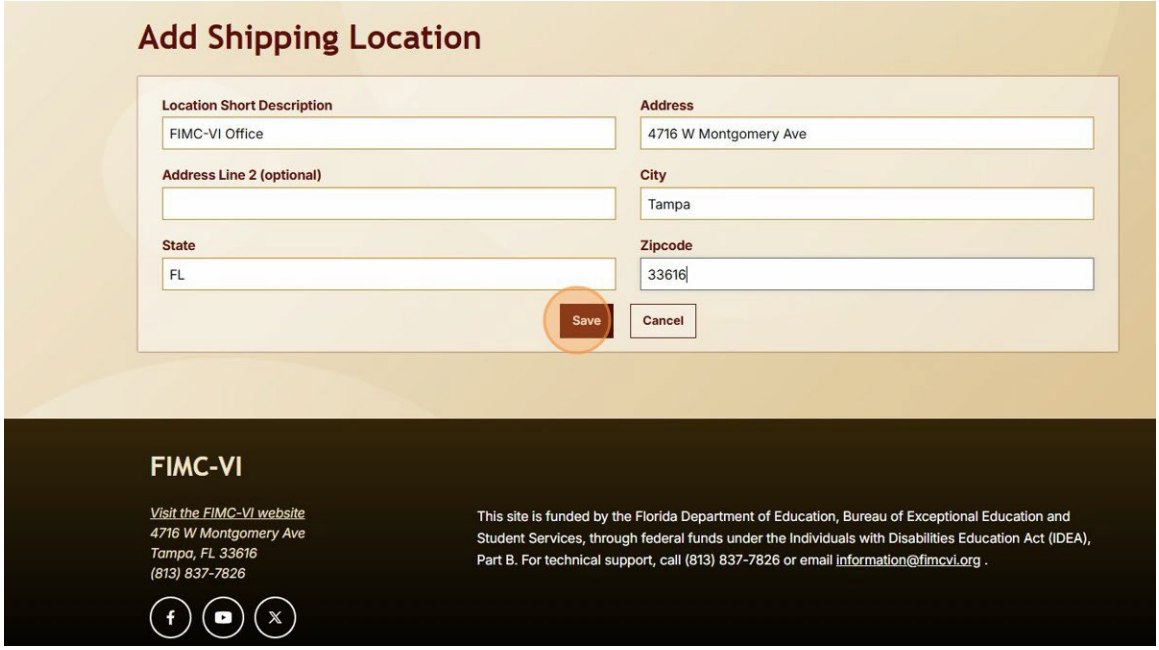
18. In the "State" field, type FL for Florida.



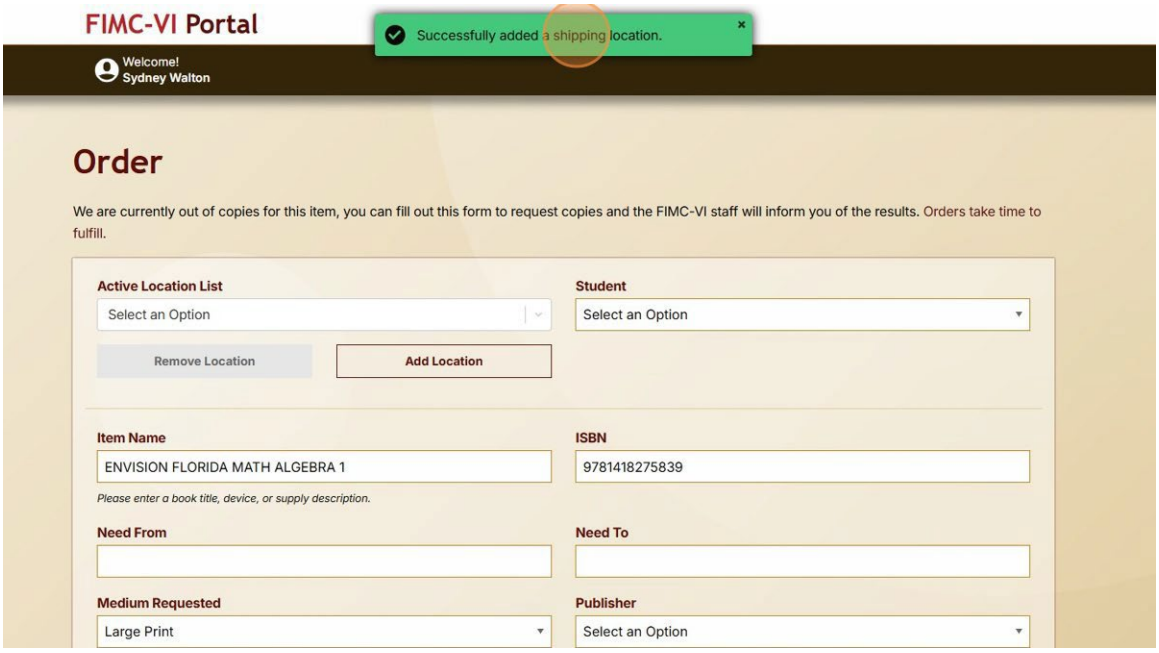
19. In the "Zipcode" field, type the zip code.



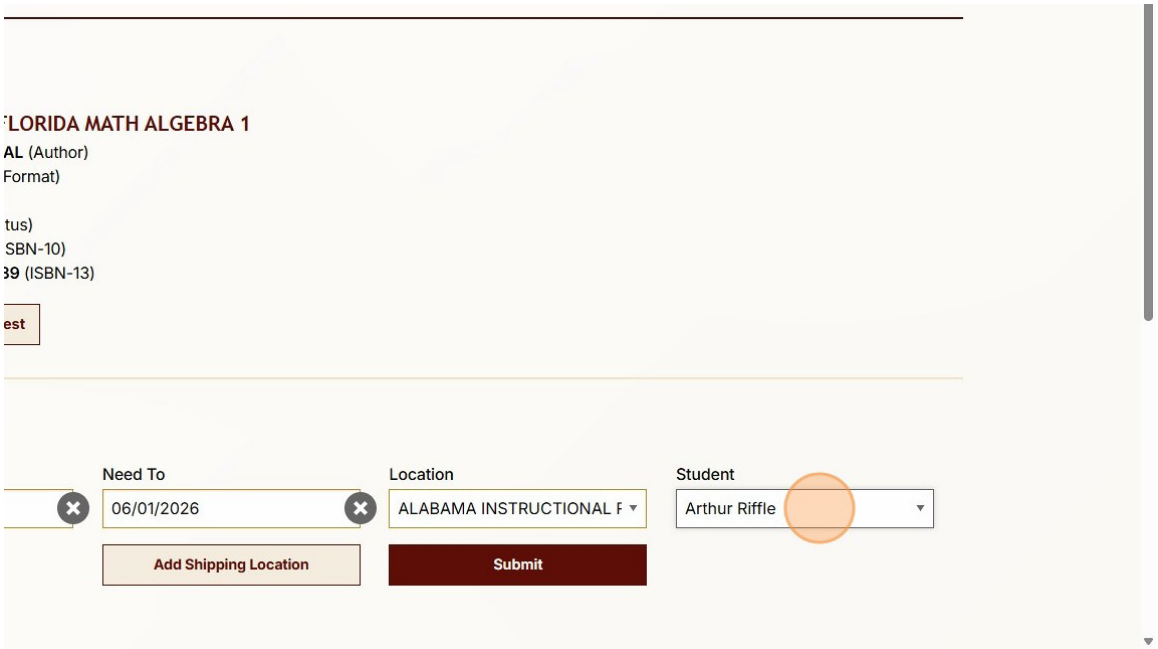
20. Select "Save".



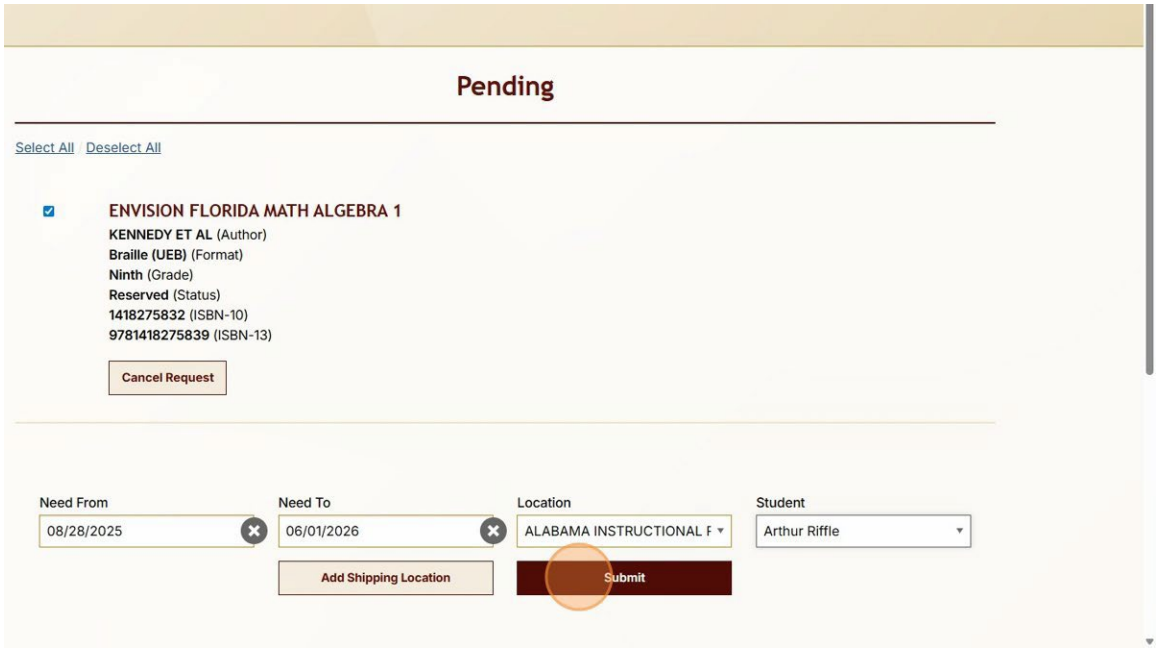
21. A message will appear stating "Successfully added a shipping location." You may close this message.



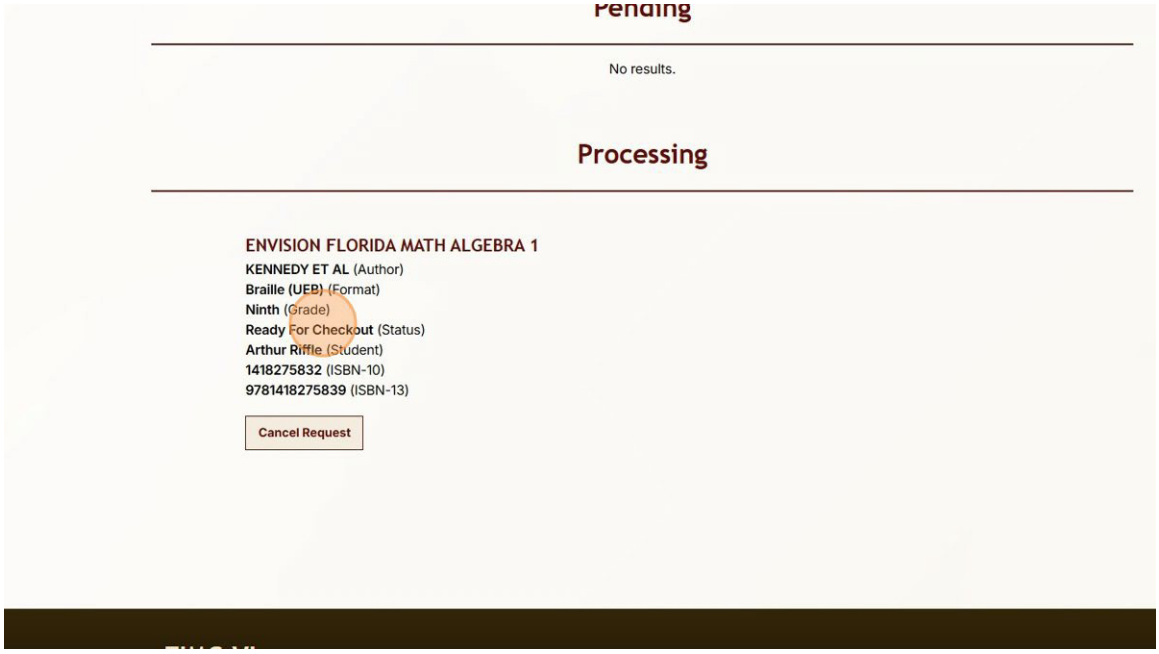
22. Select the student this title should be assigned to.



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

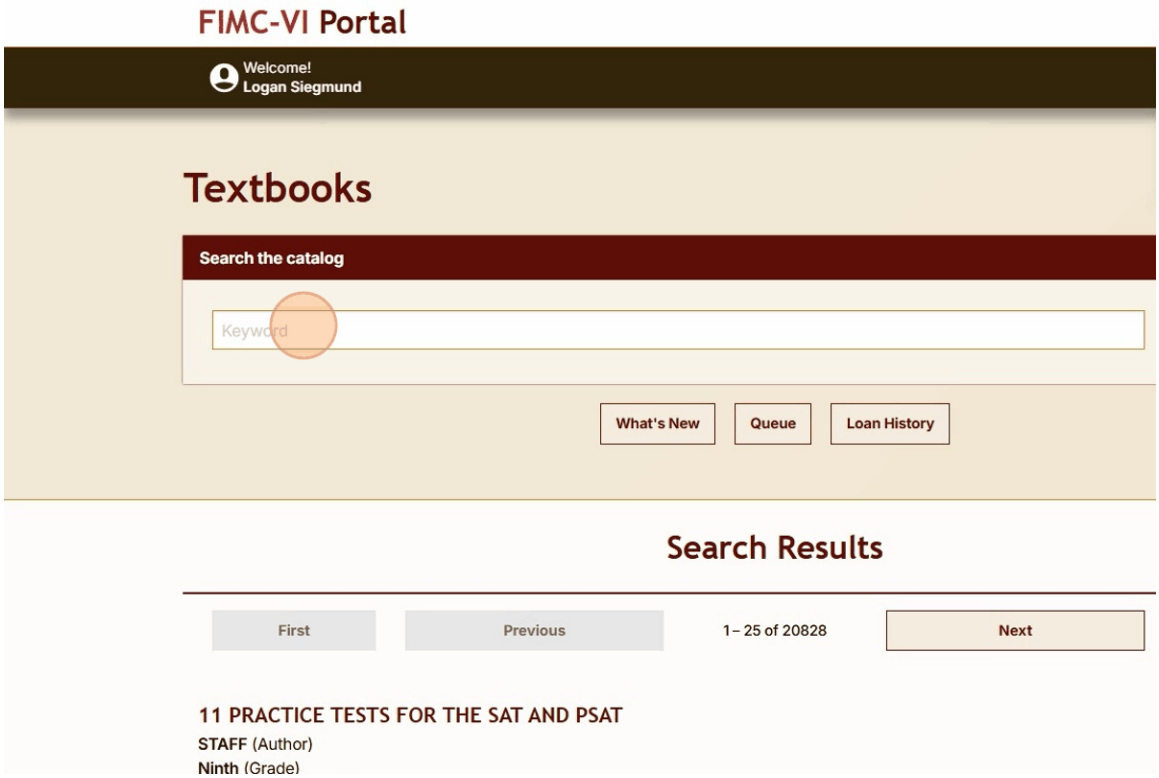
When a textbook has been produced or purchased previously but is not available on the shelf, the Order Request link will appear.

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

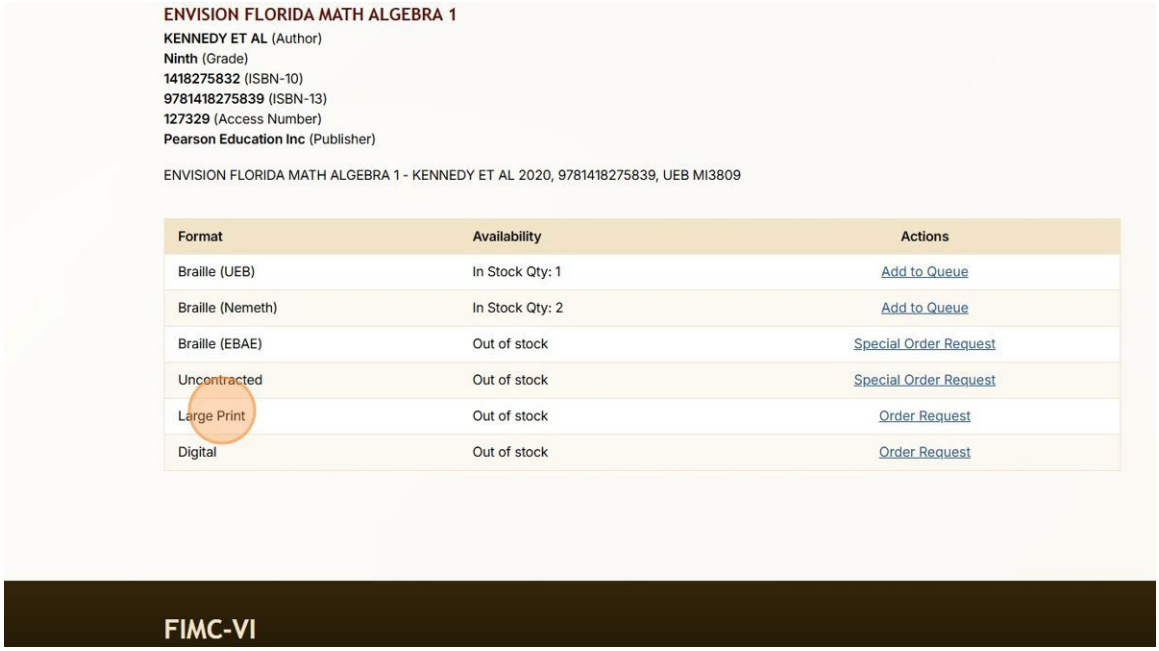
1. Navigate to https://portal.fimcvi.org/dashboard

2. Select the Textbooks tile.

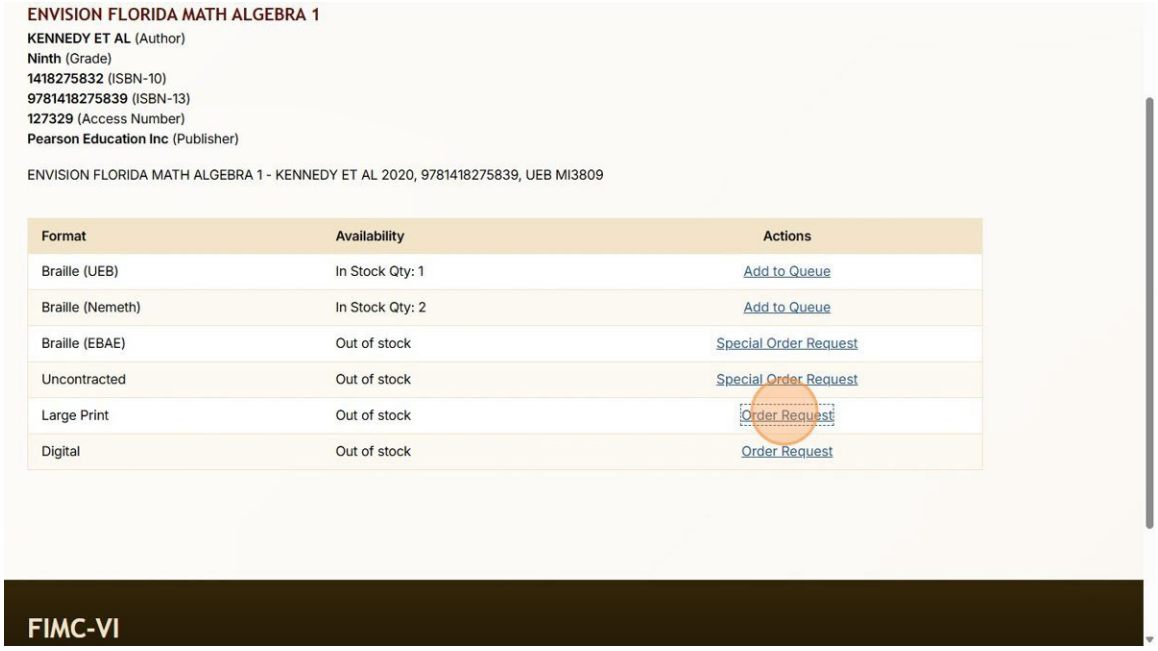
3. In the Search field, type the ISBN of the title you are searching for and select the Search button.



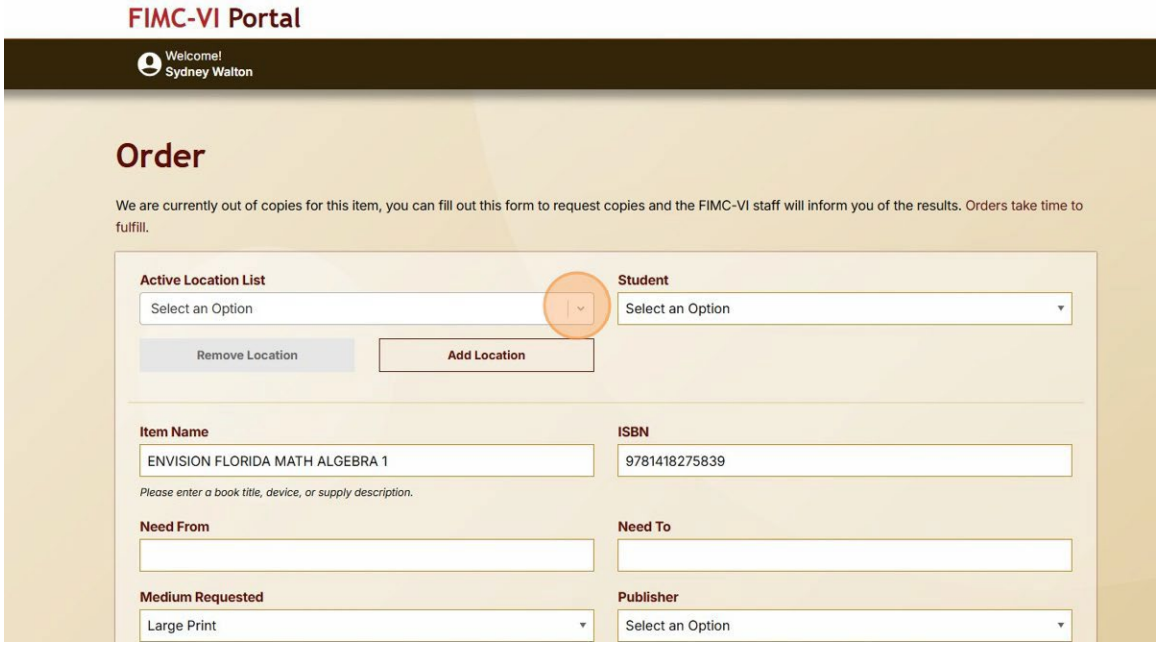
4. Locate the needed ISBN/title and determine the availability of the needed format. If Order Request appears under Actions, FIMC-VI will need to produce or purchase another copy of the title in order to fulfill your order. FIMC-VI may request an inkprint.



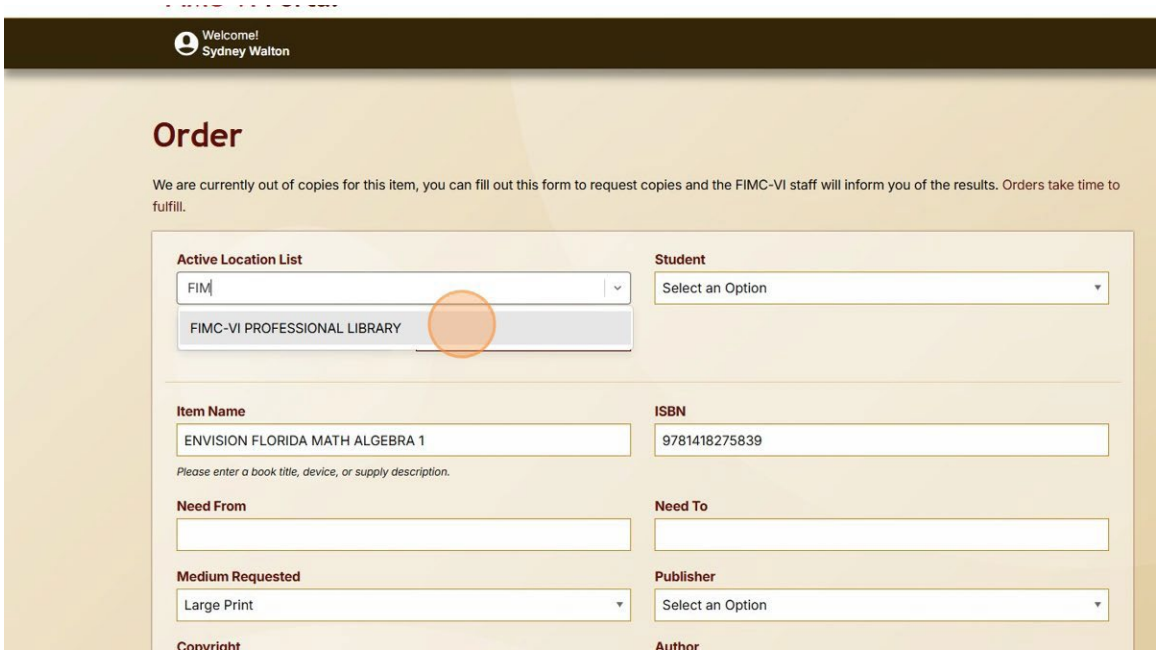
5. Select the "Order Request" link.



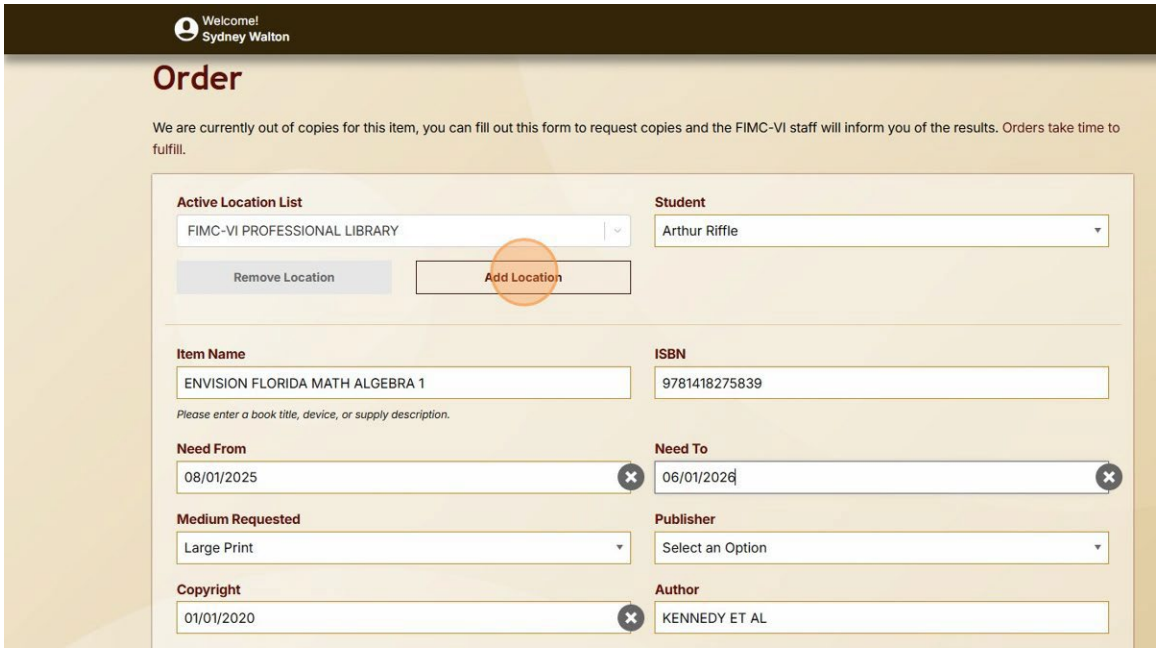
6. The next screen is where you will select the location, student, need from, and need to dates.



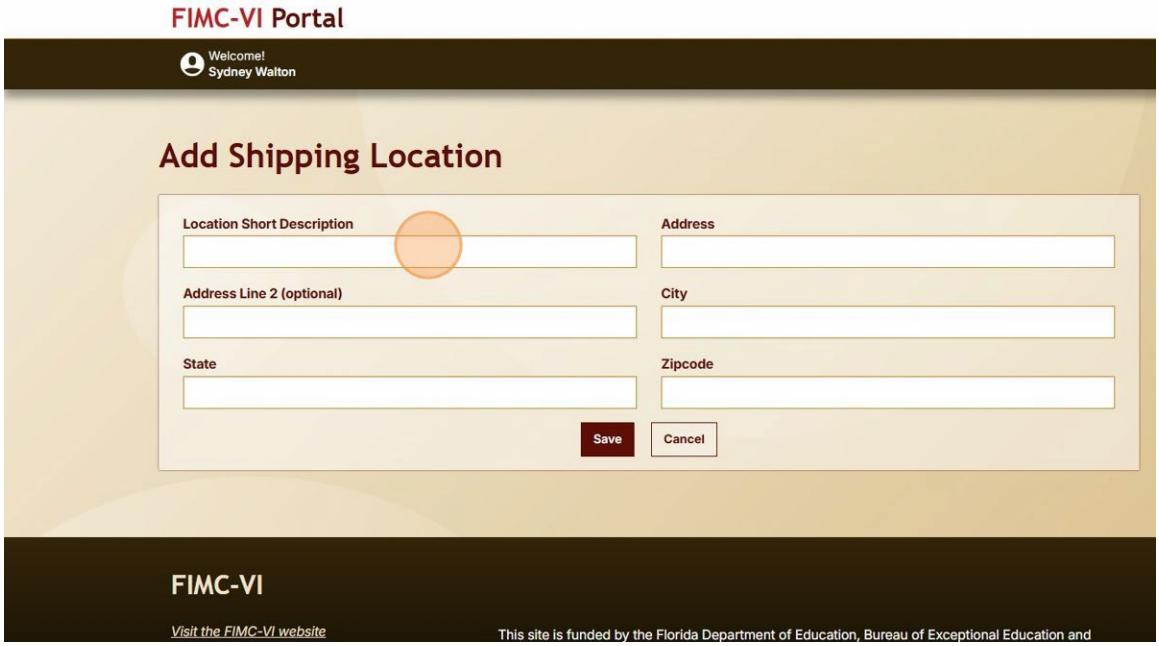
7. Search in the Active Location List for the location the order should be sent to. CAUTION: All locations for all organizations in the state are shown, so be sure to select the correct location. You may confirm locations with FIMC-VI.



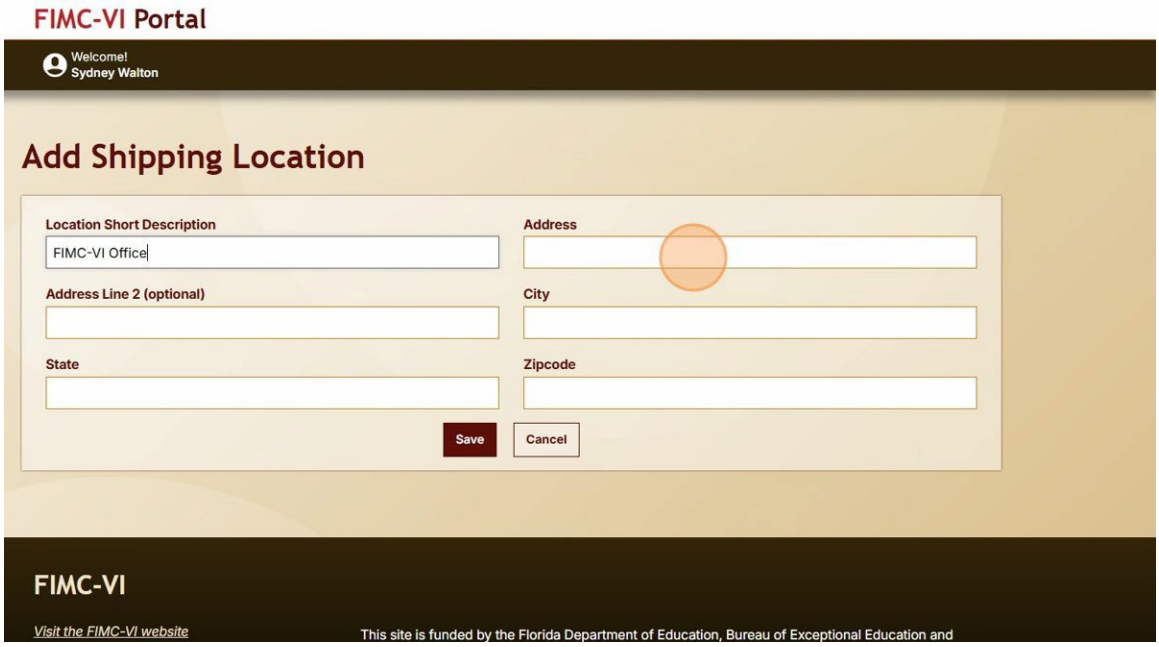
8. If the needed location is not showing, you may select Add Location. Otherwise, skip to step 17.



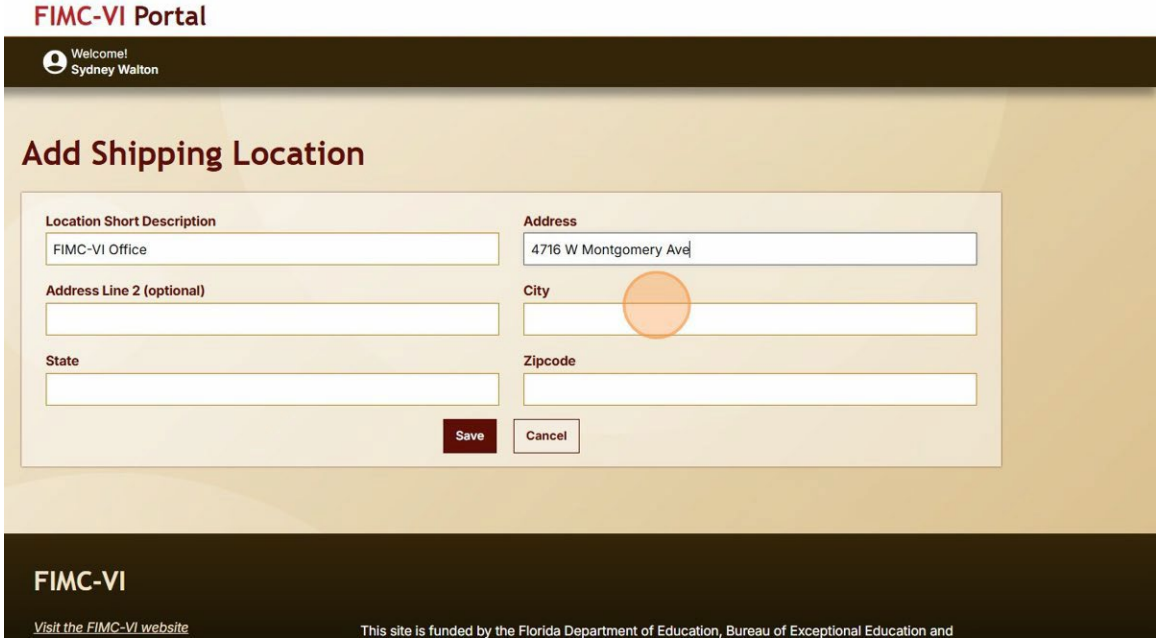
9. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.



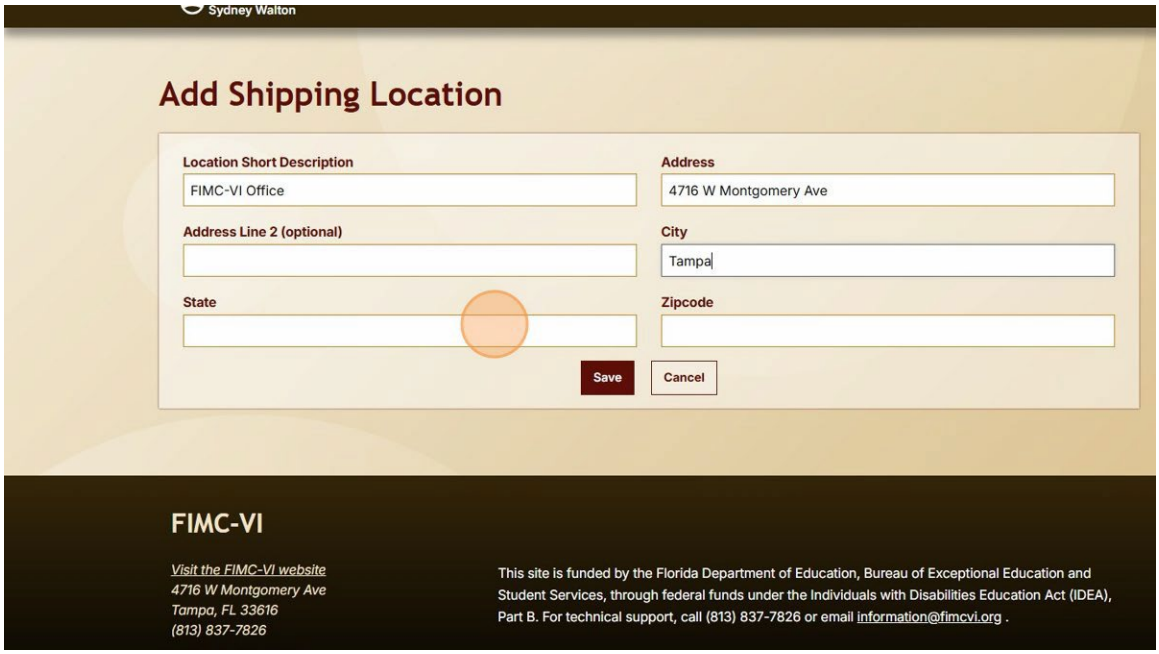
10. In the "Address" field, type the street address of the location. For example: 4716 W Montgomery Ave. You may use the Address Line 2 field as well if needed.



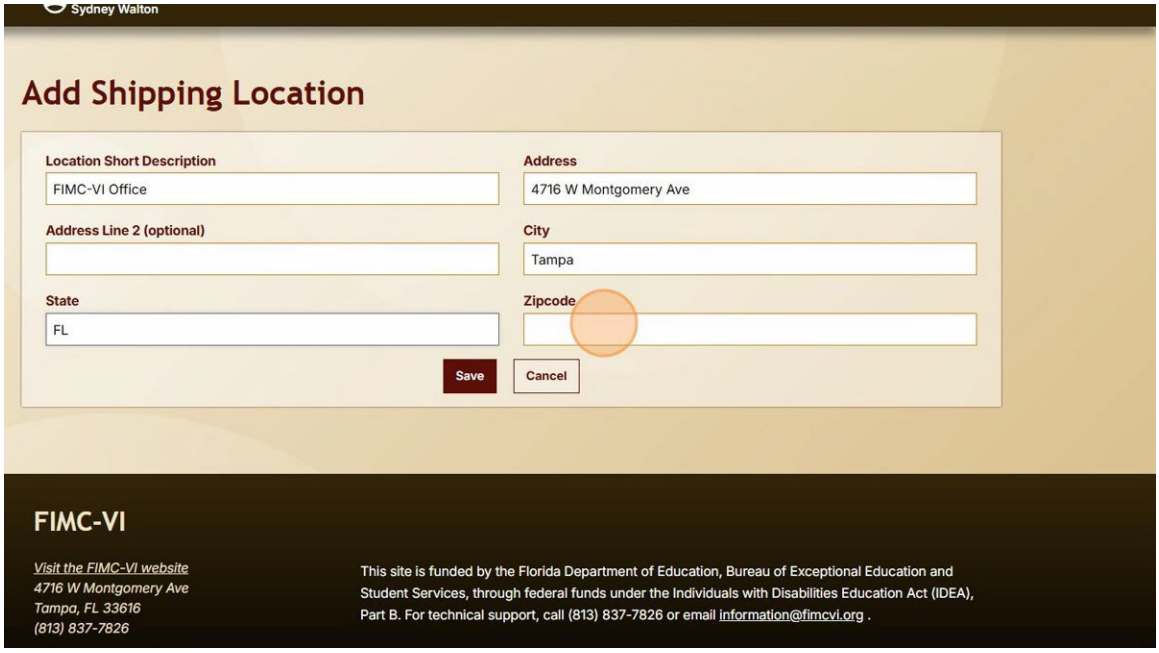
11. In the "City" field, type the name of the city.



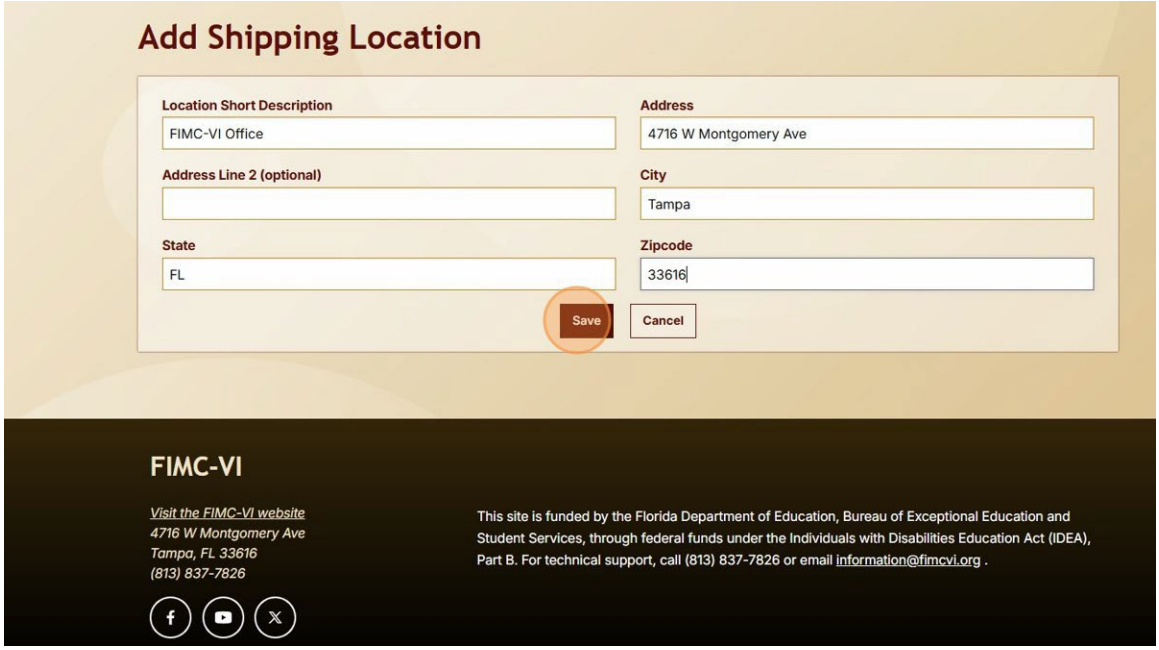
12. In the "State" field, type FL for Florida.



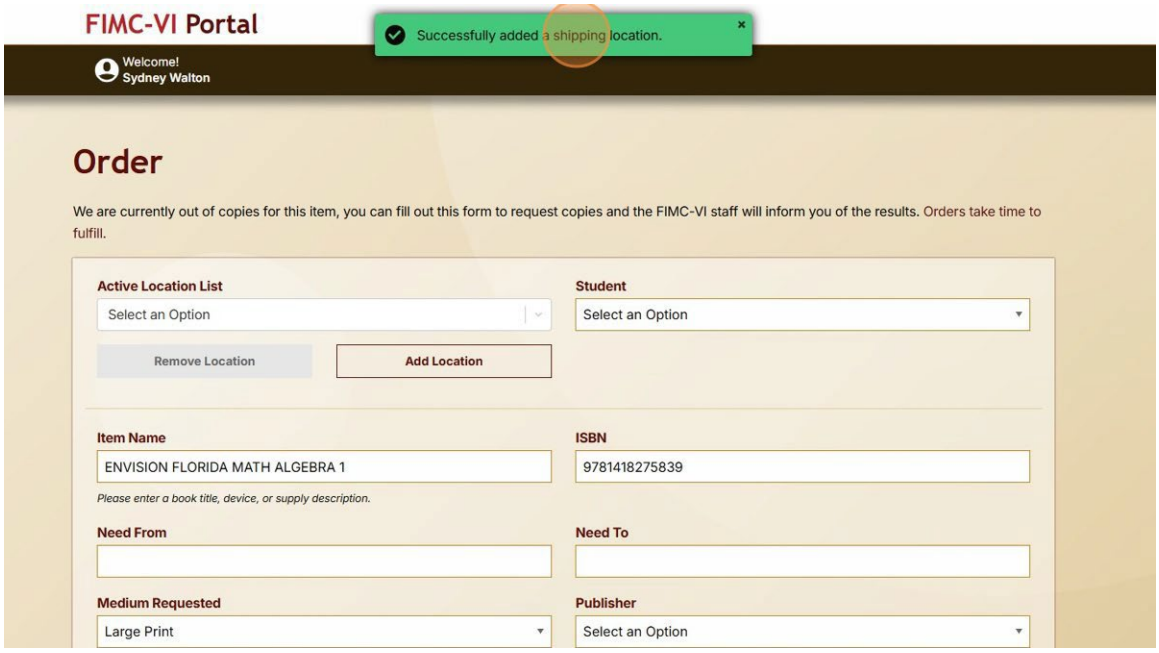
13. In the "Zipcode" field, type the zip code.



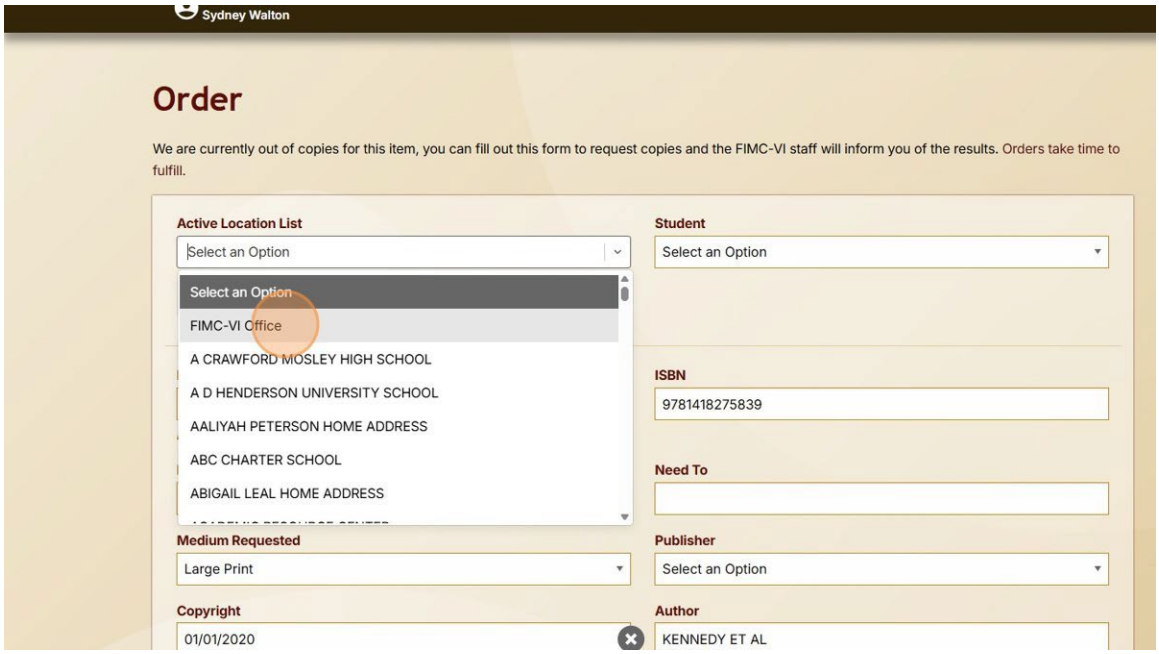
14. Select "Save".



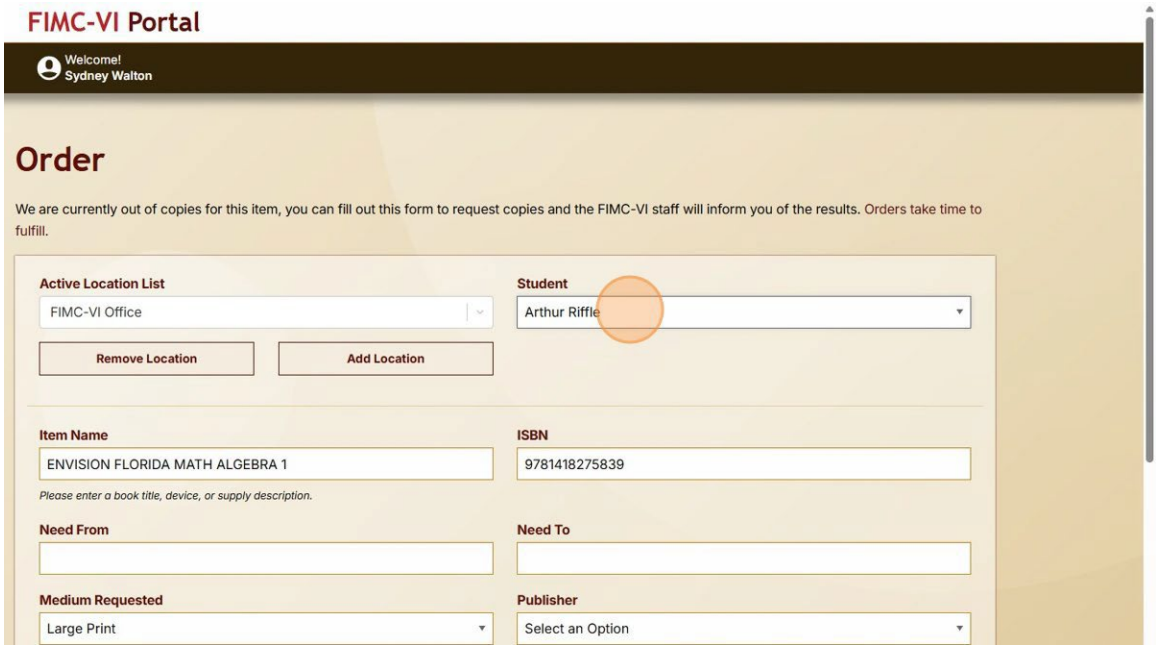
15. A message will appear stating "Successfully added a shipping location." You may close this message.



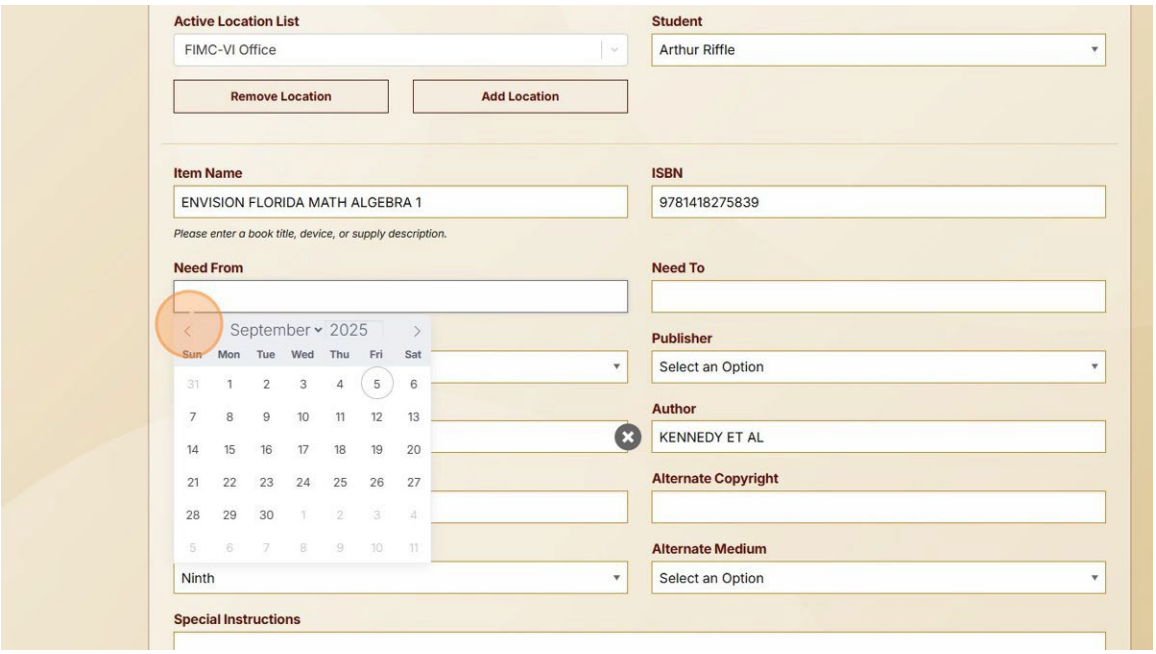
16. Search for the new location in the Active Location List.



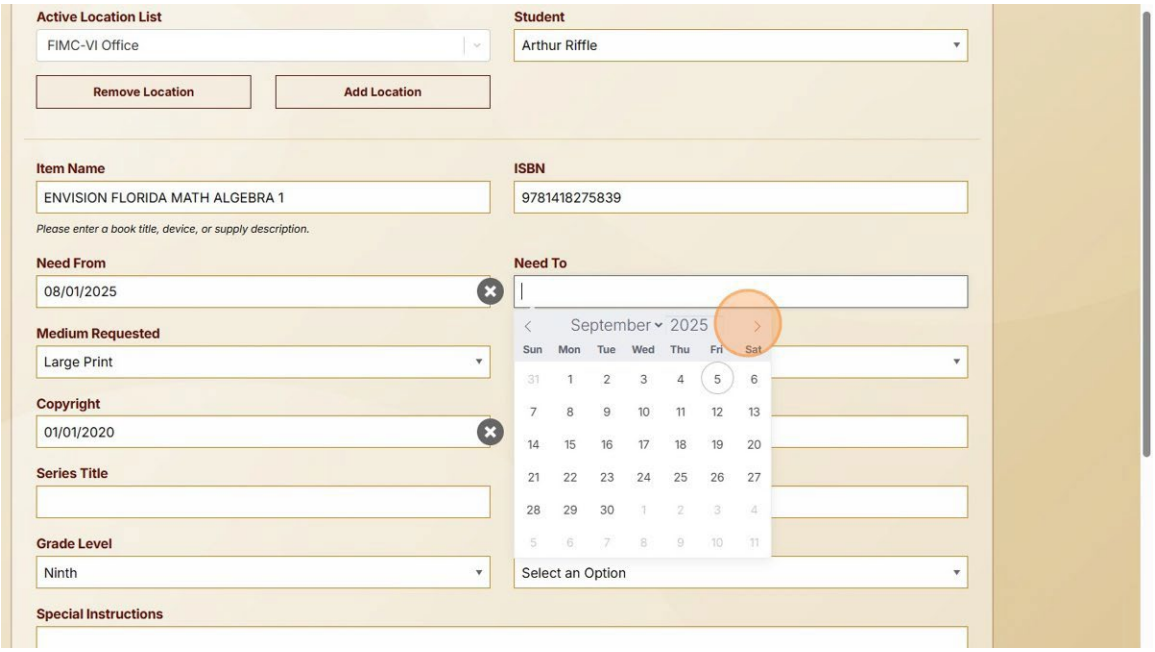
17. In the Student field, select the student the order should be assigned to.



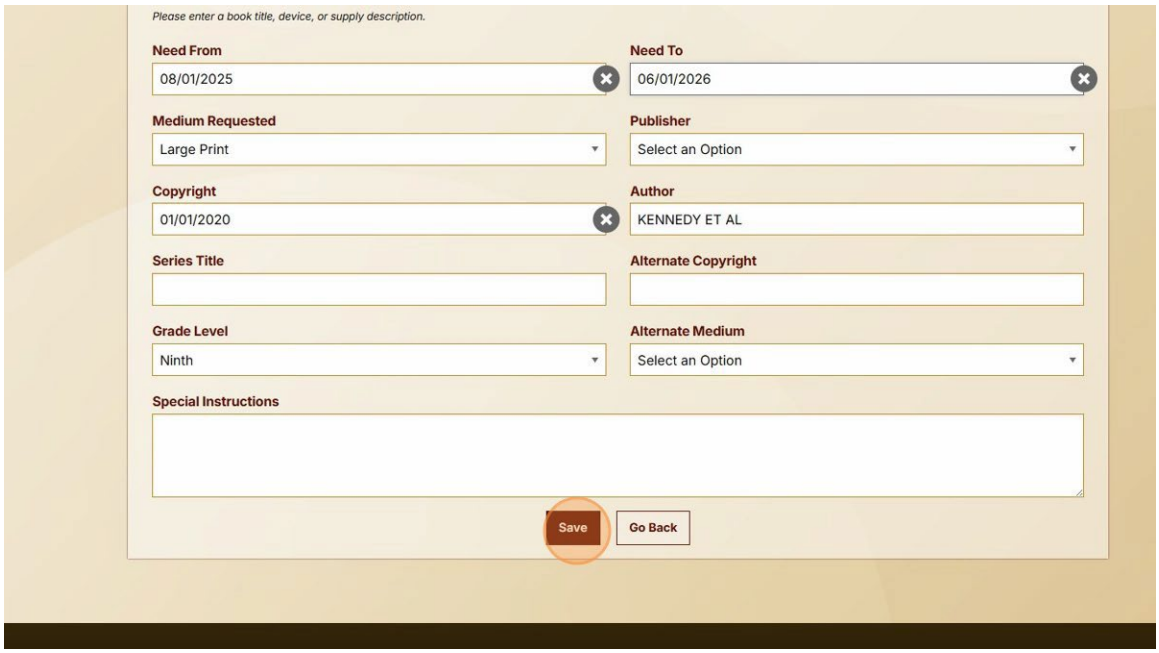
18. Select the Need From field and use the calendar to select a date.



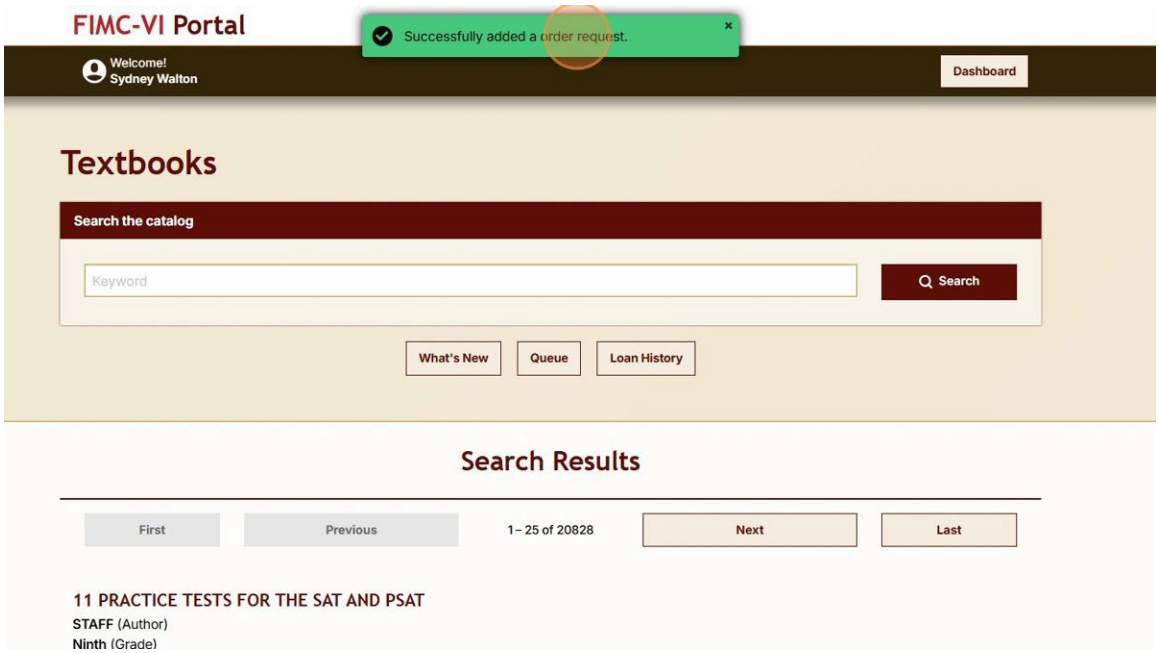
19. Select the Need To field and use the calendar to select a date.



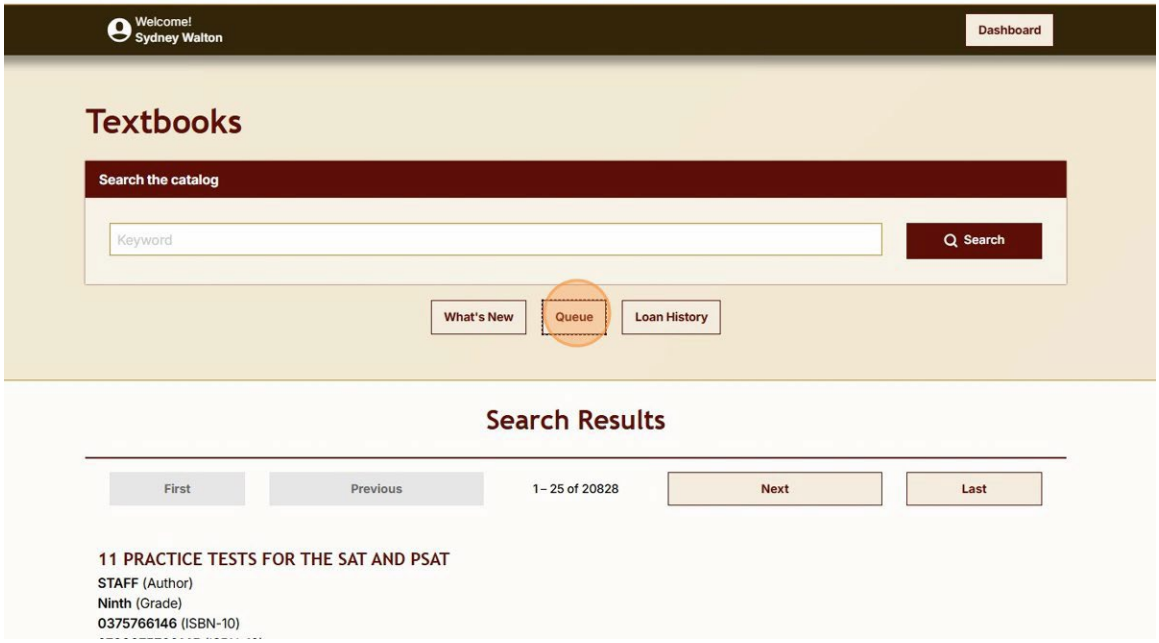
20. Select "Save".



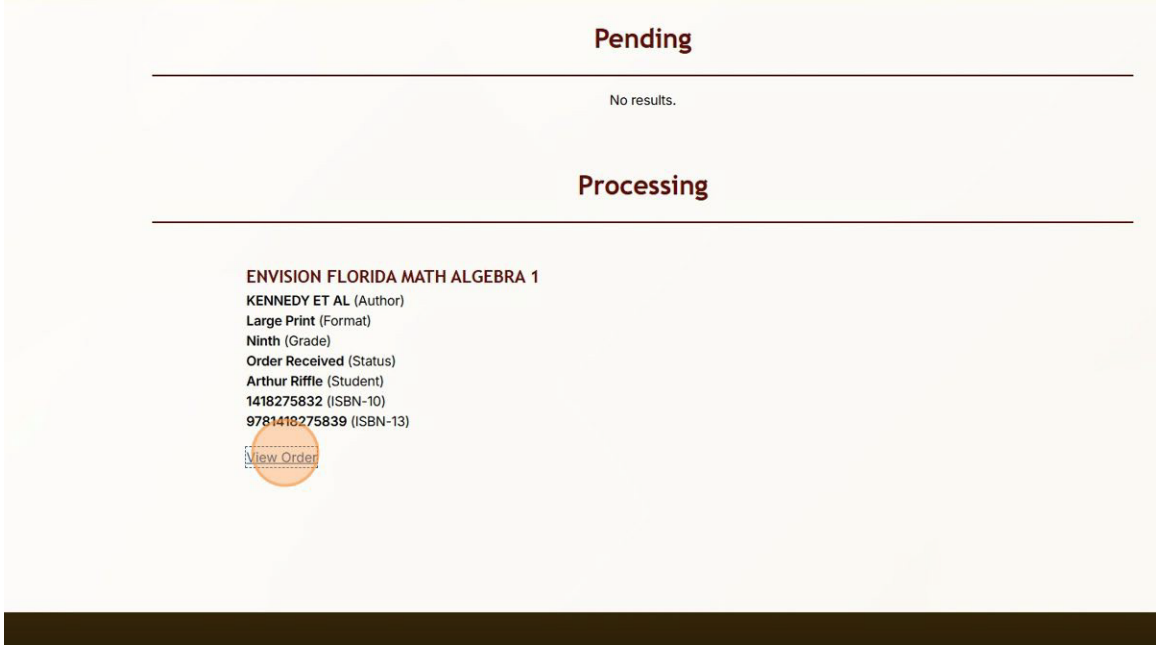
21. A message will appear stating "Successfully added a order request." You may close this message.



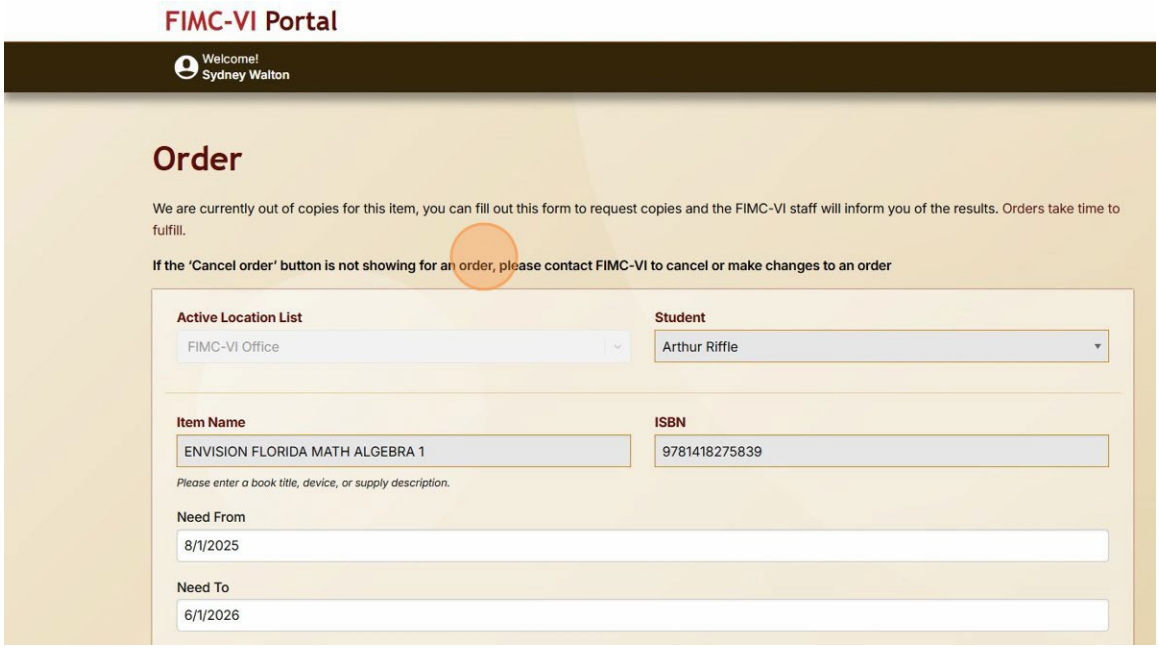
22. To view submitted Order Requests, select the Queue above the Search Results.



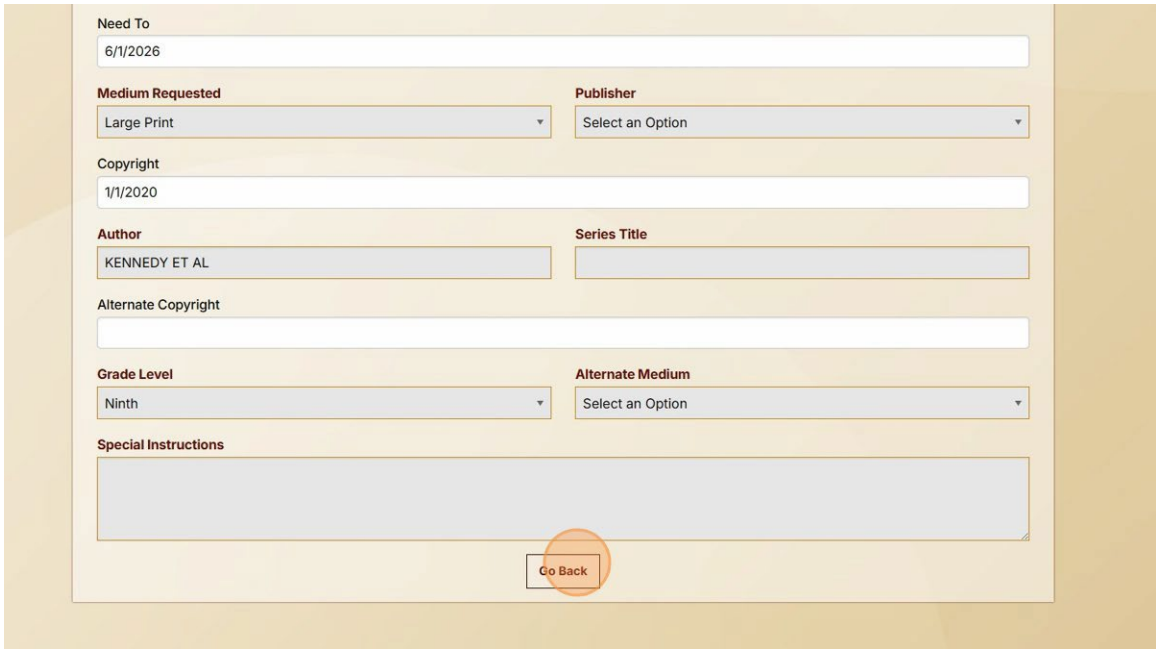
23. The submitted order will appear under Processing. Select the "View Order" link to view details.



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).



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



How to Use Textbook "Special Order Request" Feature

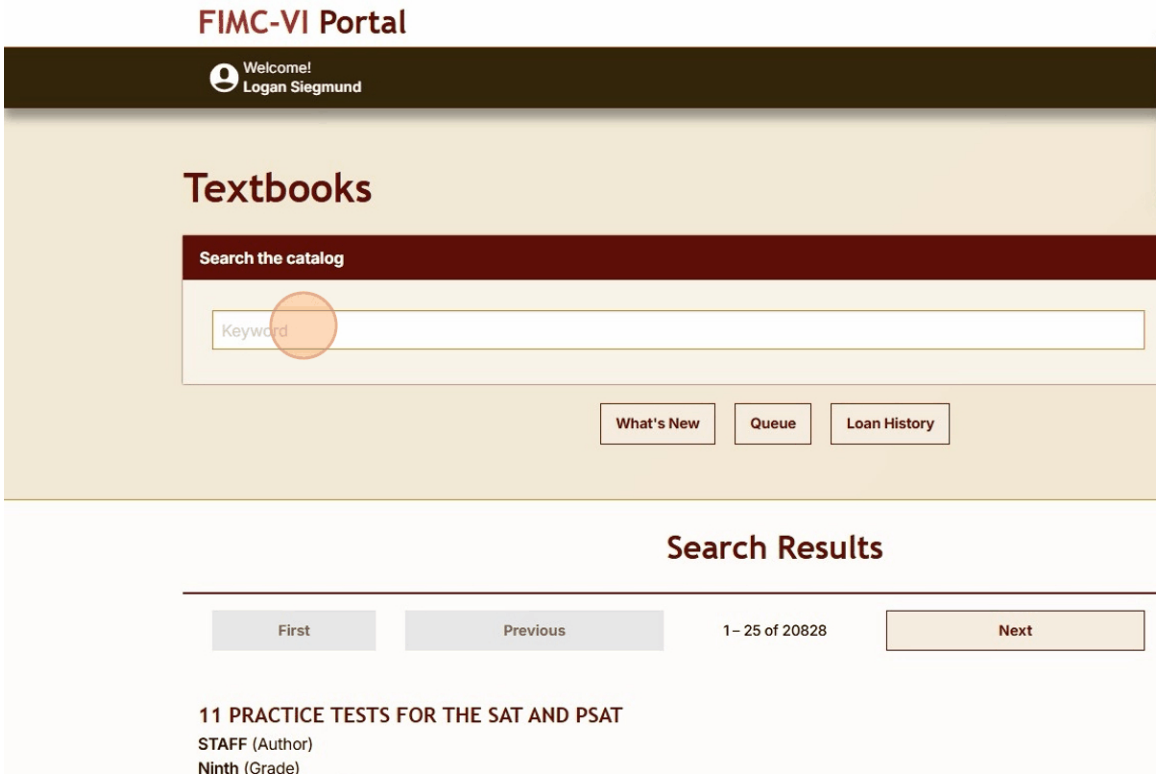
When a textbook or format has never been produced or purchased by FIMC-VI, the Special Order Request link will appear. These orders take the longest to fulfill and an inkprint may be requested.

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

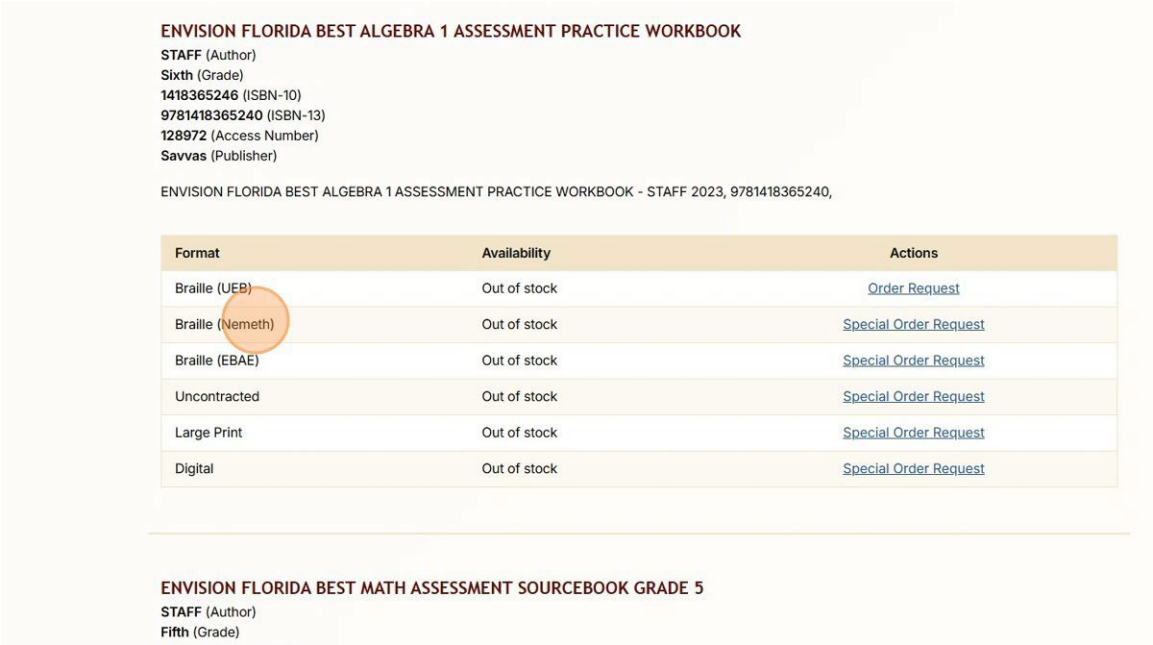
1. Navigate to https://portal.fimcvi.org/dashboard

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.



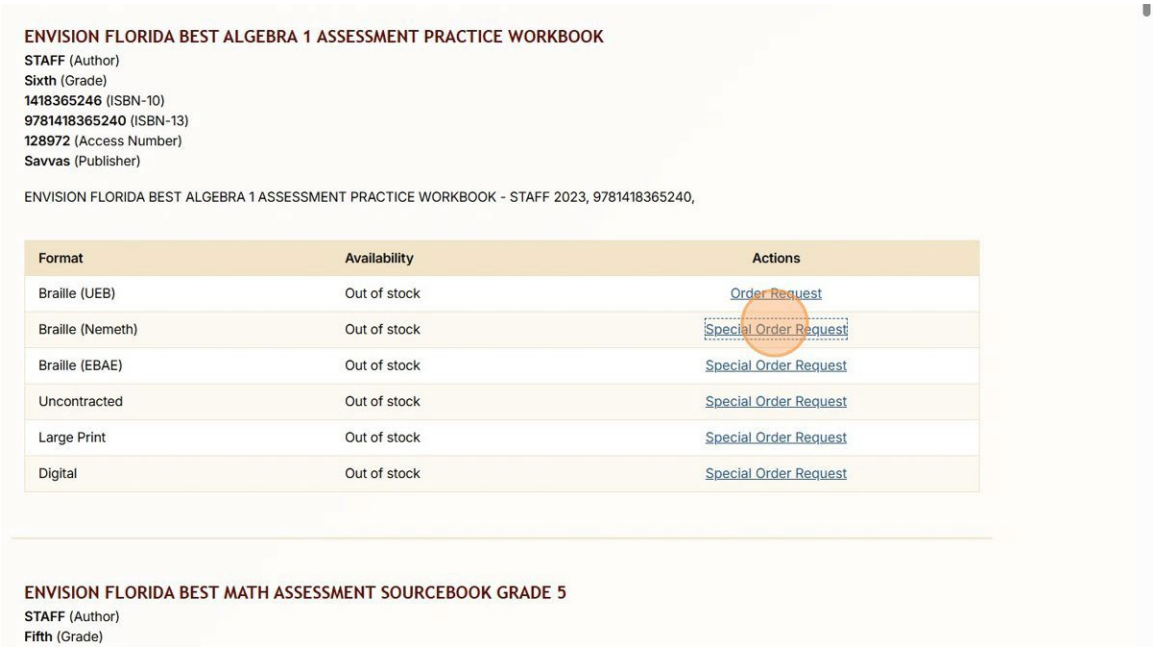
ENVISION FLORIDA BEST ALGEBRA 1 ASSESSMENT PRACTICE WORKBOOK
STAFF (Author)
Sixth (Grade)
1418365246 (ISBN-10)
9781418365240 (ISBN-13)
128972 (Access Number)
Savvas (Publisher)

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)
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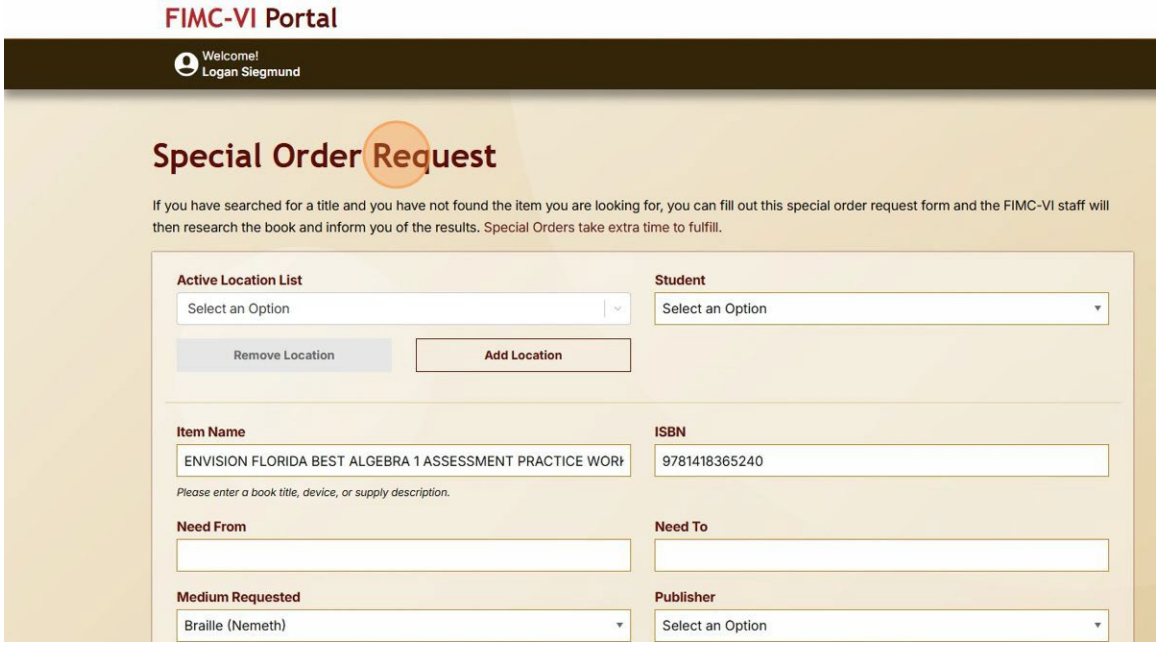
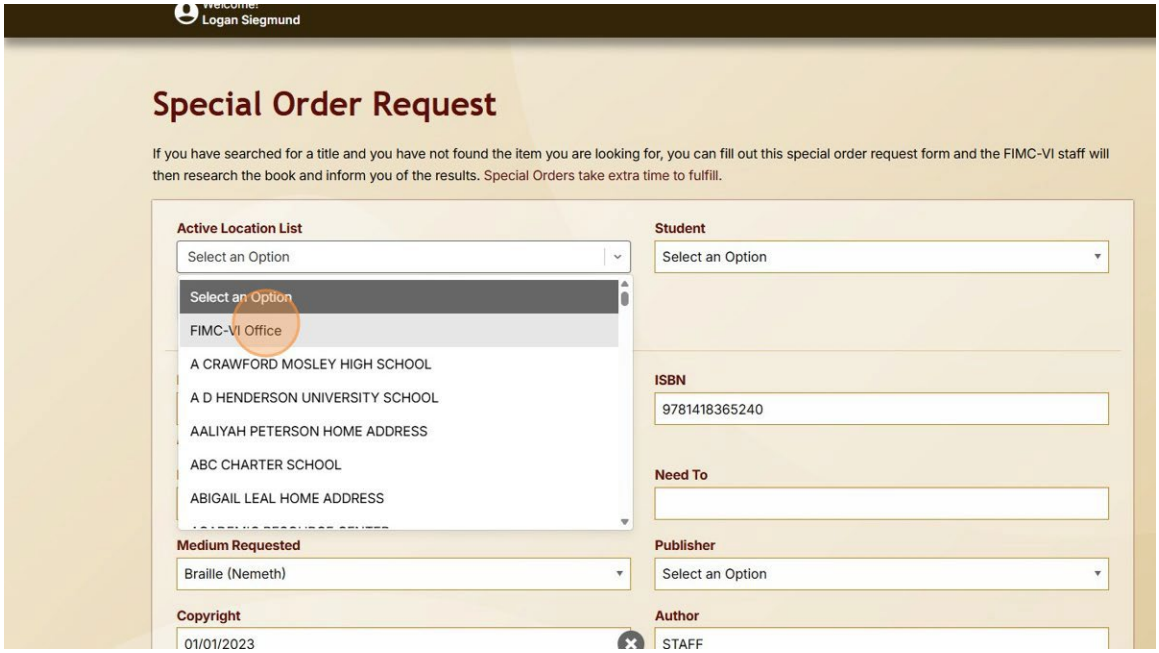
Uncontracted	Out of stock	Special Order Request
Large Print	Out of stock	Special Order Request
Digital	Out of stock	Special Order Request

ENVISION FLORIDA BEST MATH ASSESSMENT SOURCEBOOK GRADE 5
STAFF (Author)
Fifth (Grade)

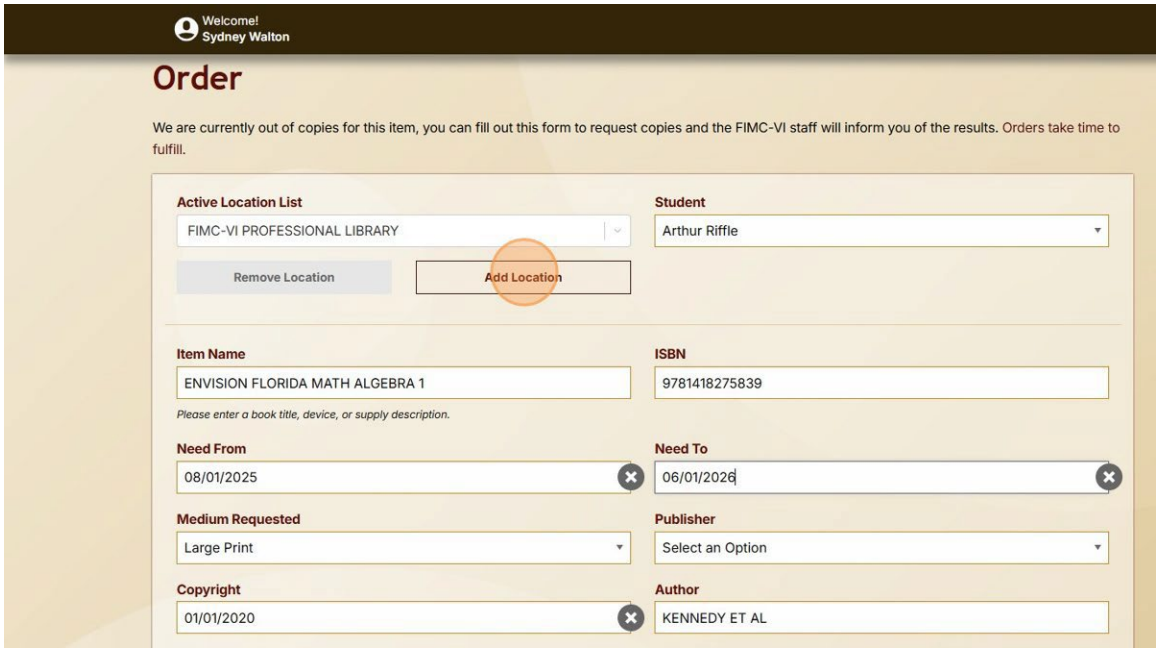
6. The next screen is where you will select the location, student, need from, and need to dates.



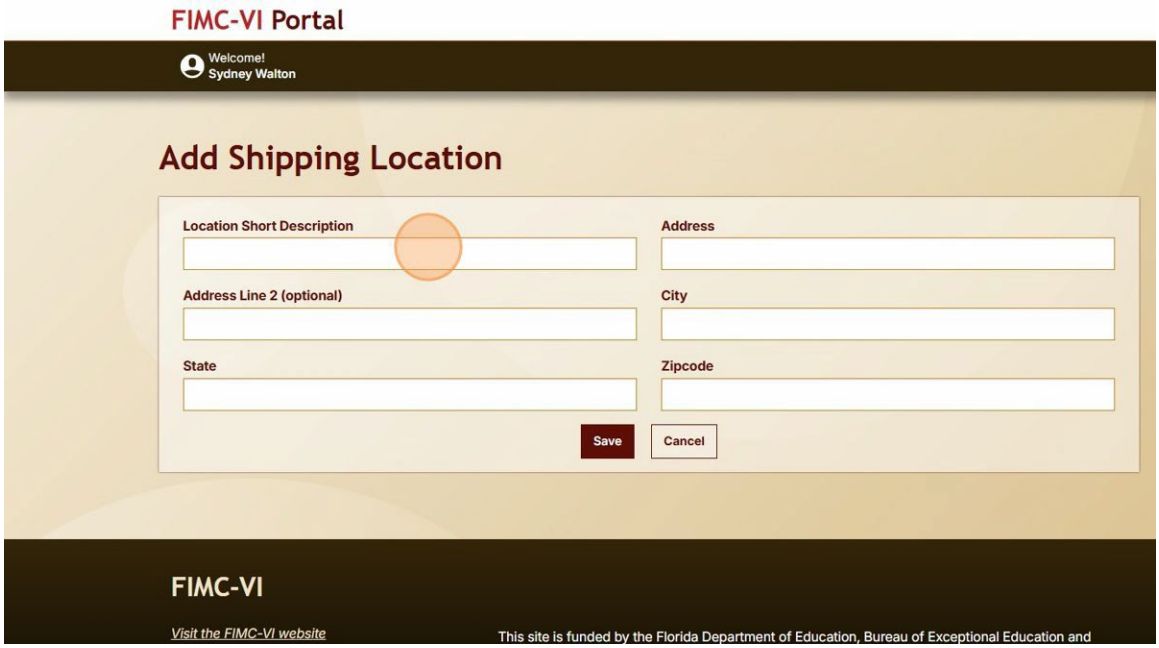
7. Search in the Active Location List for the location the order should be sent to. CAUTION: All locations for all organizations in the state are shown, so be sure to select the correct location. You may confirm locations with FIMC-VI.



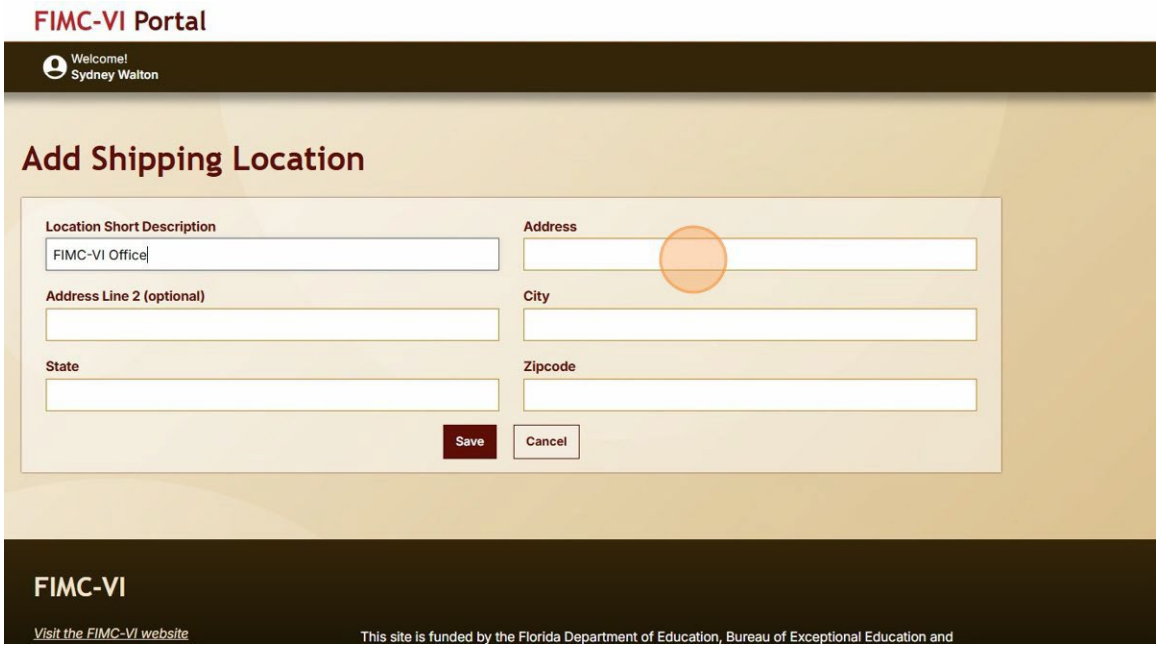
8. If the needed location is not showing, you may select Add Location. Otherwise, skip to step 17.



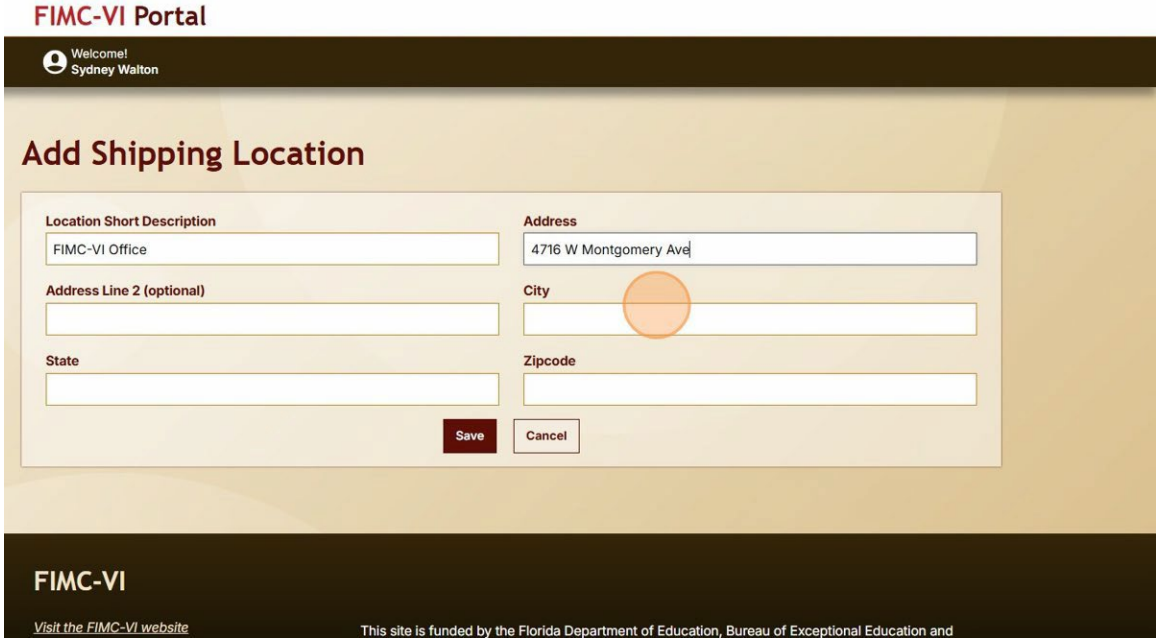
9. In the "Location Short Description" field, type the name of the location. For example, the name of the building, school, or department.



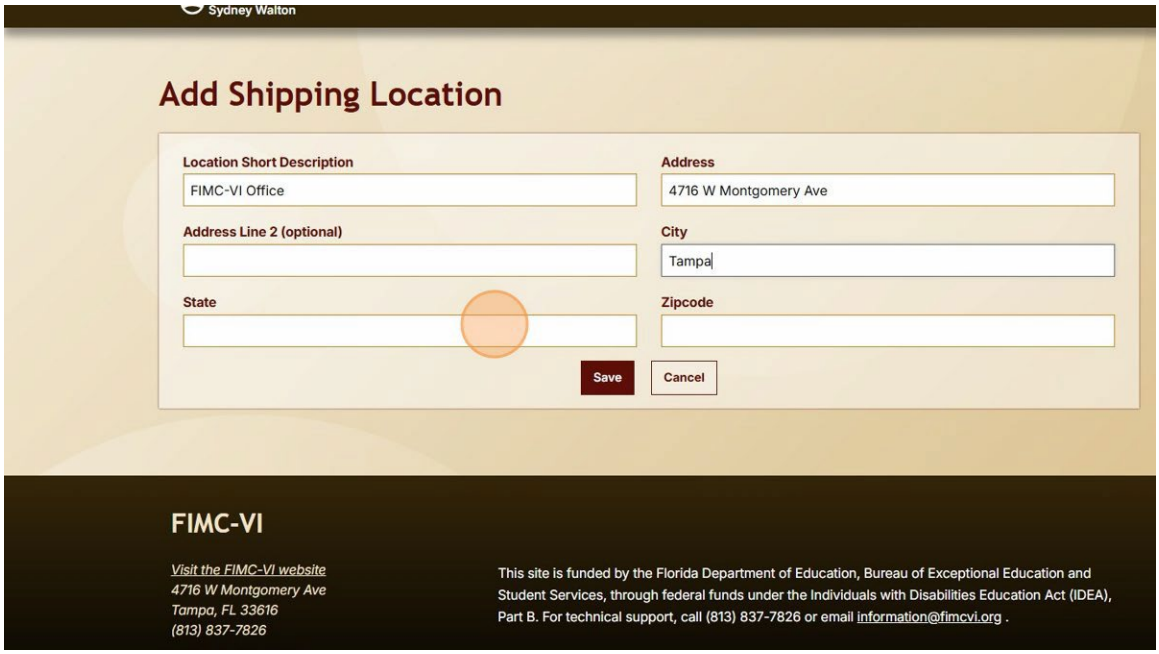
10. In the "Address" field, type the street address of the location. For example: 4716 W Montgomery Ave. You may use the Address Line 2 field as well if needed.



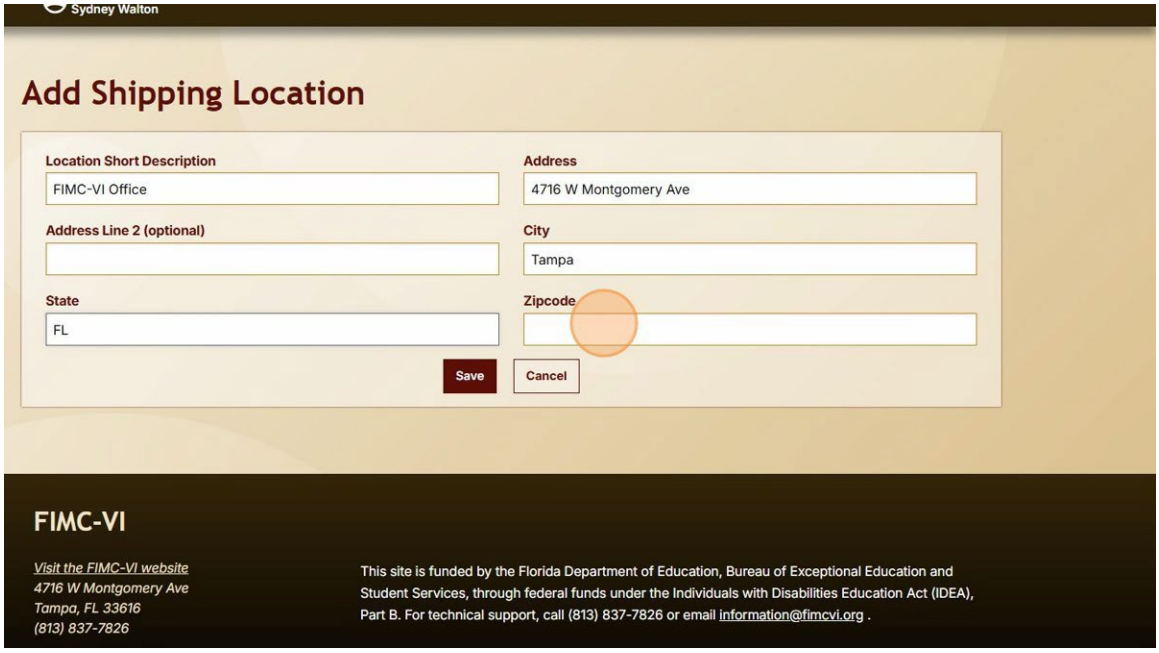
11. In the "City" field, type the name of the city.



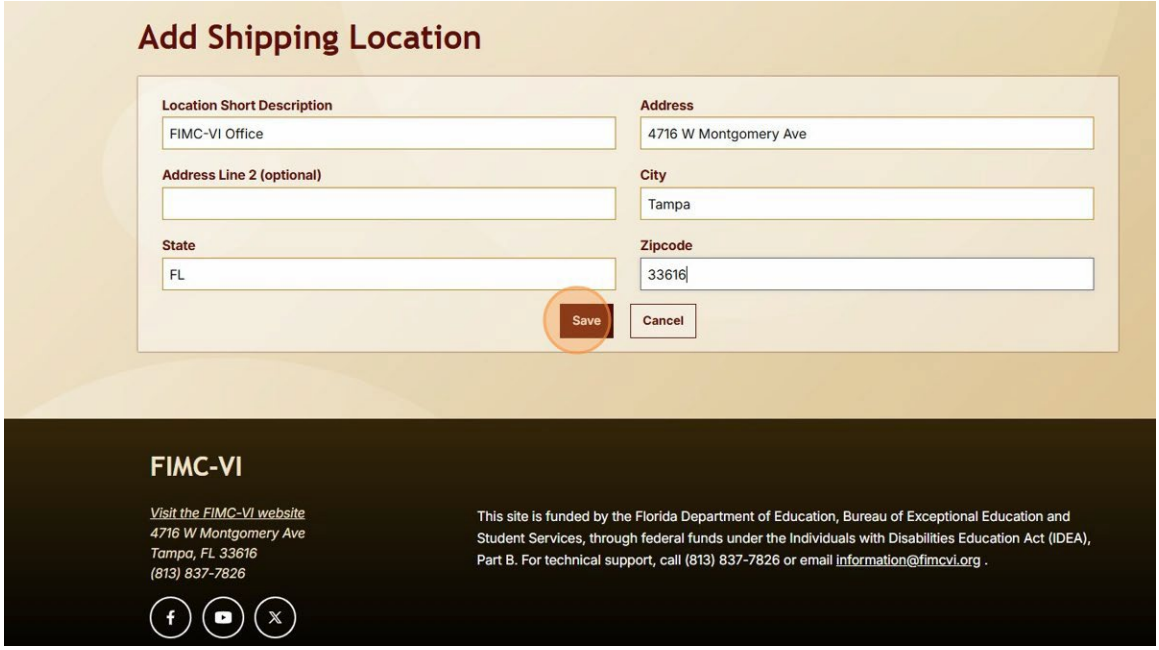
12. In the "State" field, type FL for Florida.



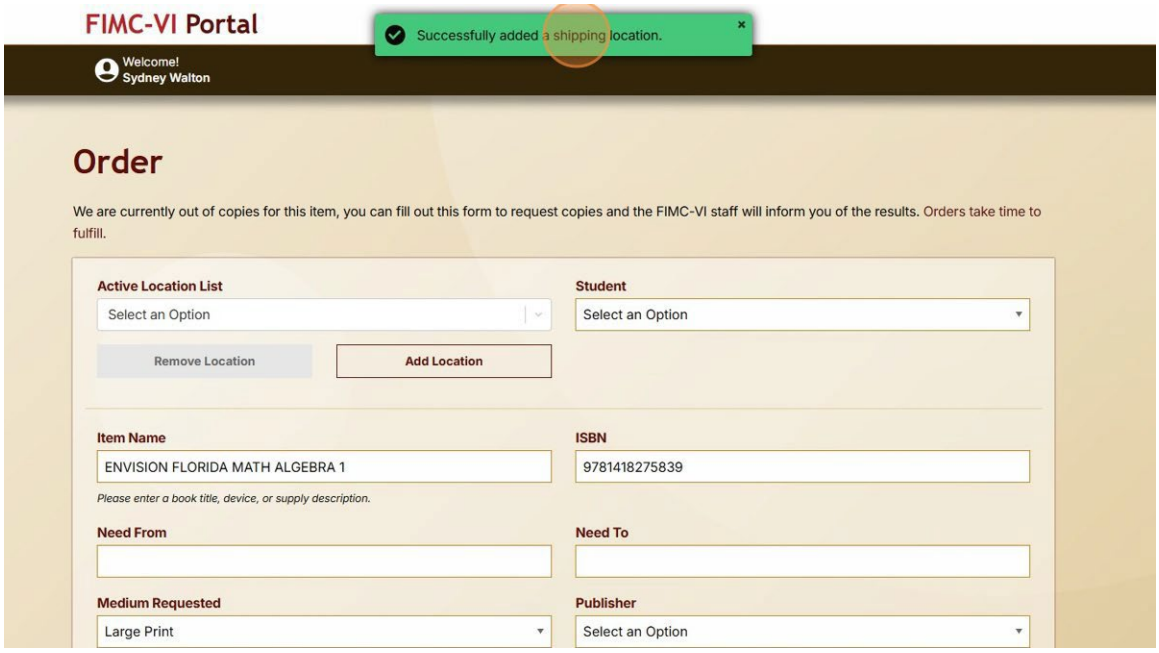
13. In the "Zipcode" field, type the zip code.



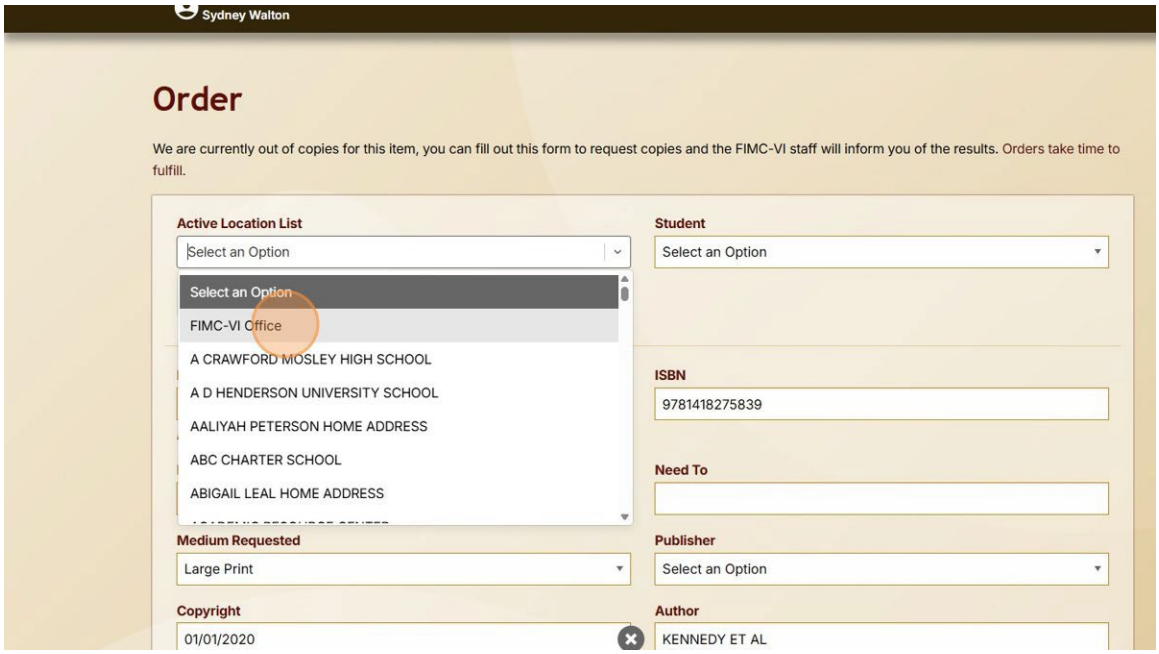
14. Select "Save".



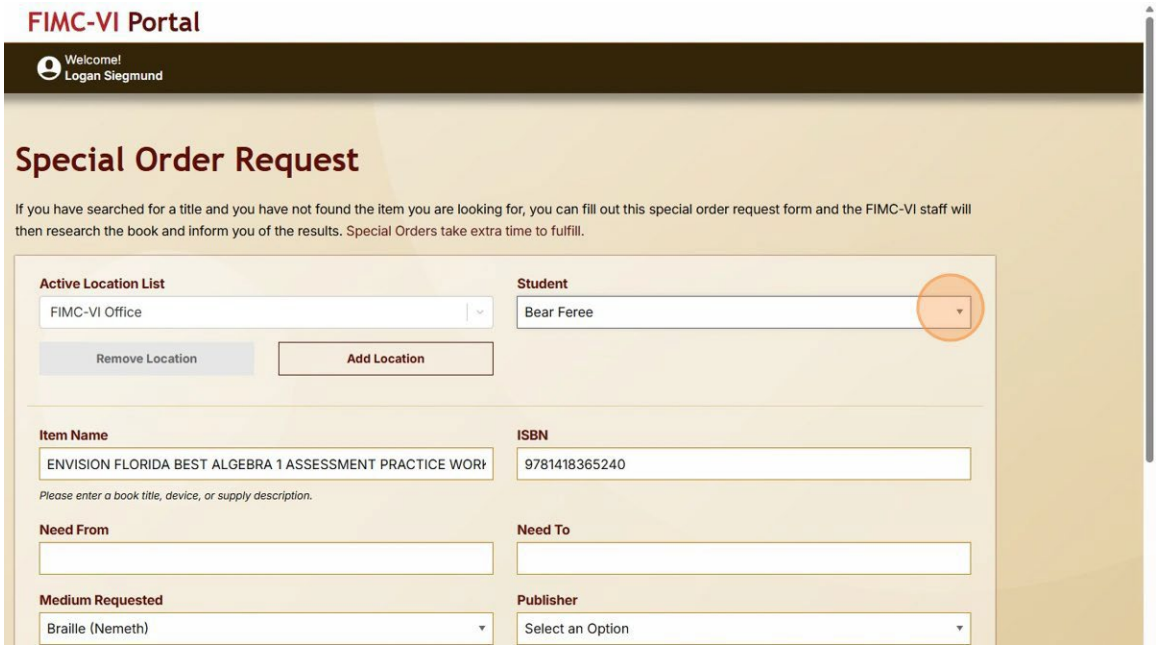
15. A message will appear stating "Successfully added a shipping location." You may close this message.



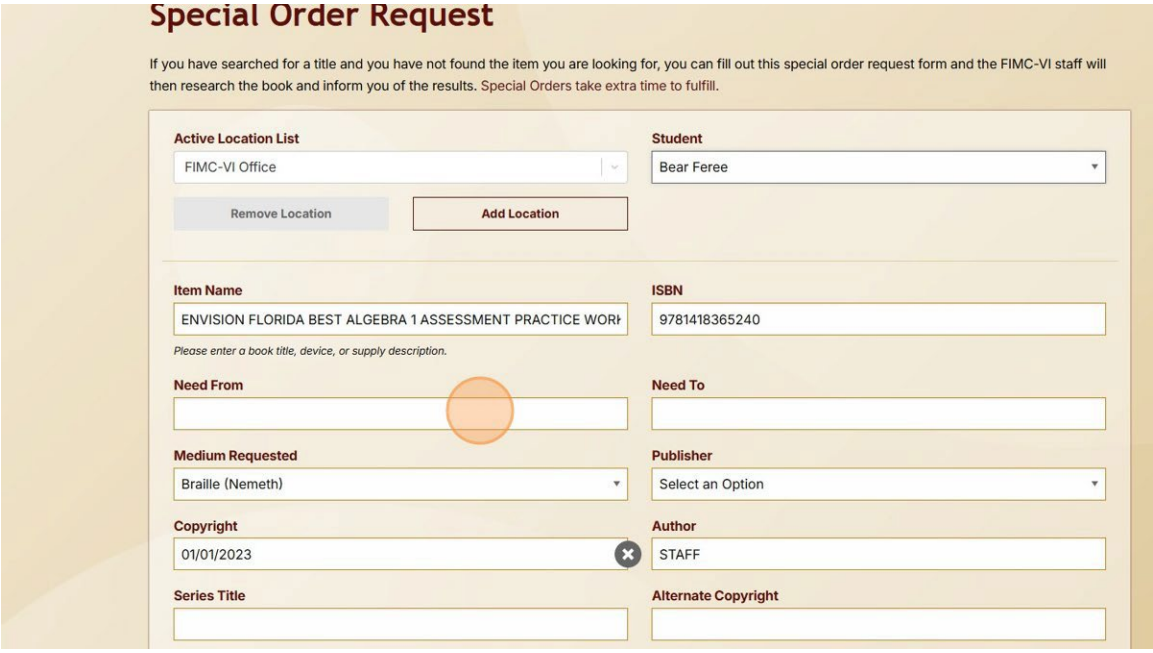
16. Search for the new location in the Active Location List.



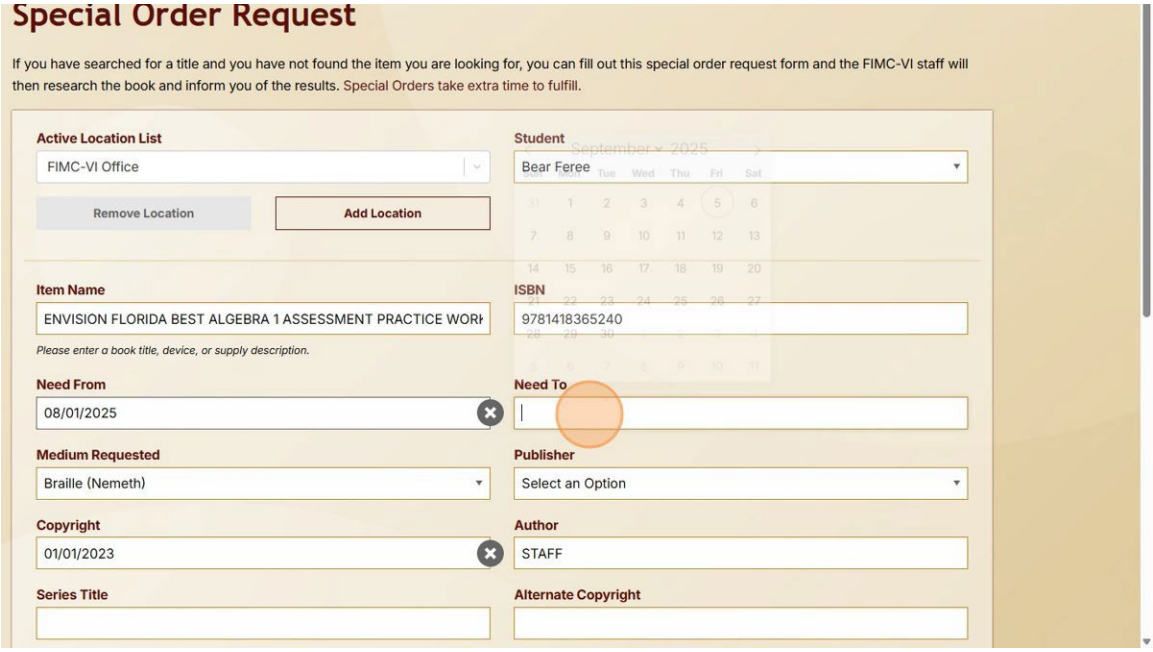
17. In the Student field, select the student the order should be assigned to.



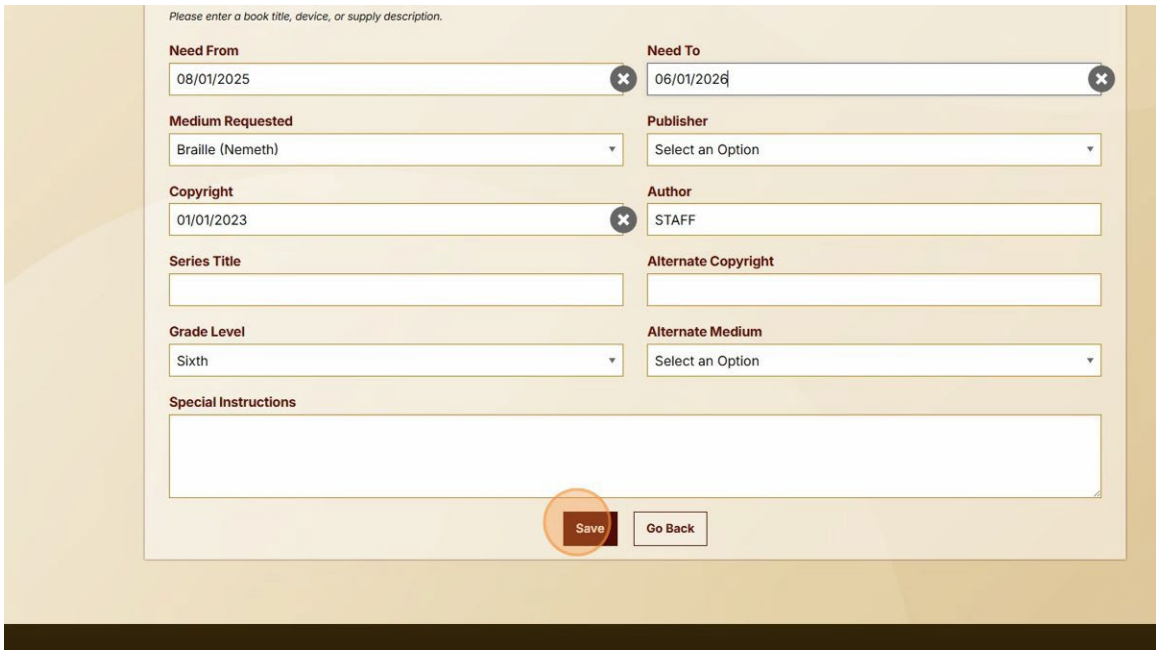
18. Select the Need From field and use the calendar to select a date.



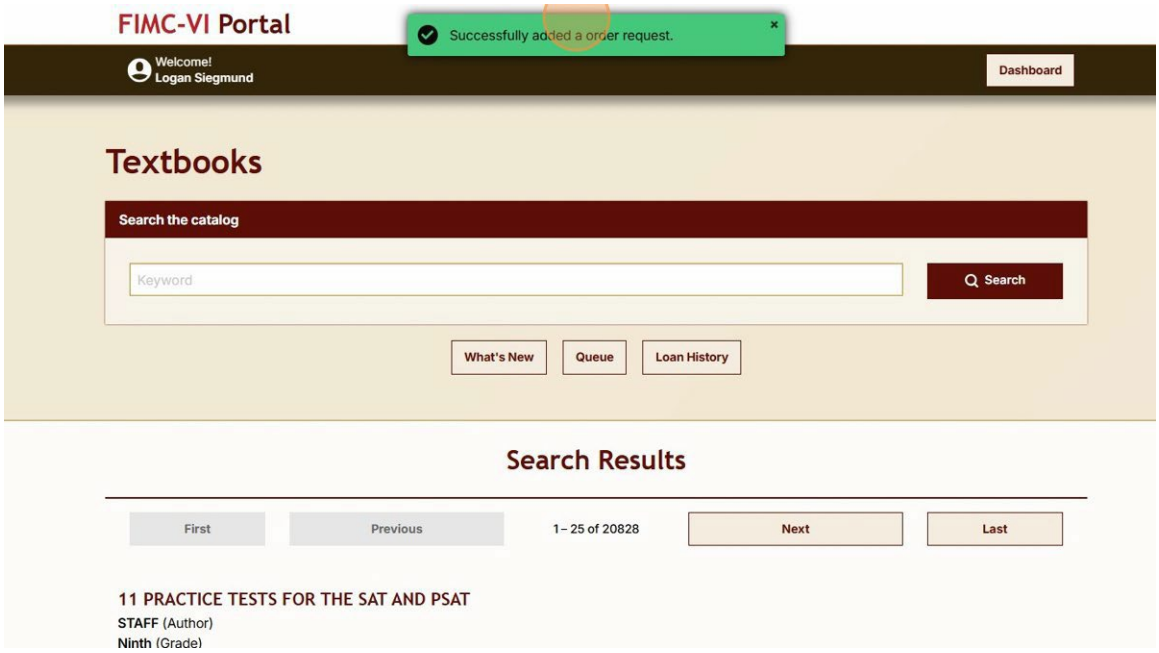
19. Select the Need To field and use the calendar to select a date.



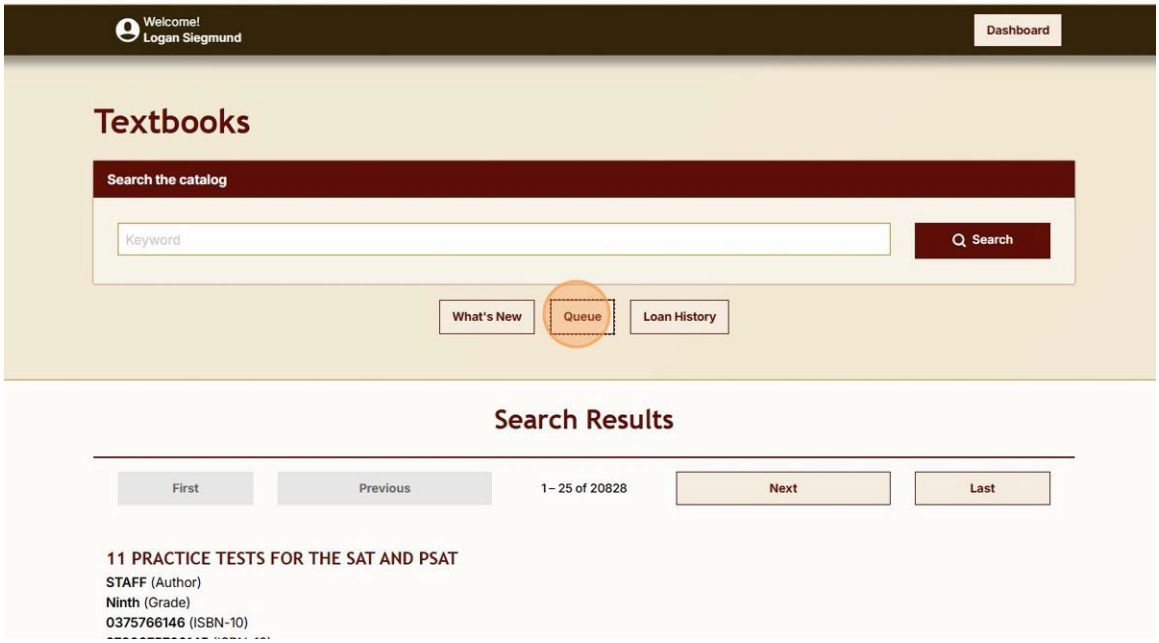
20. Select "Save".



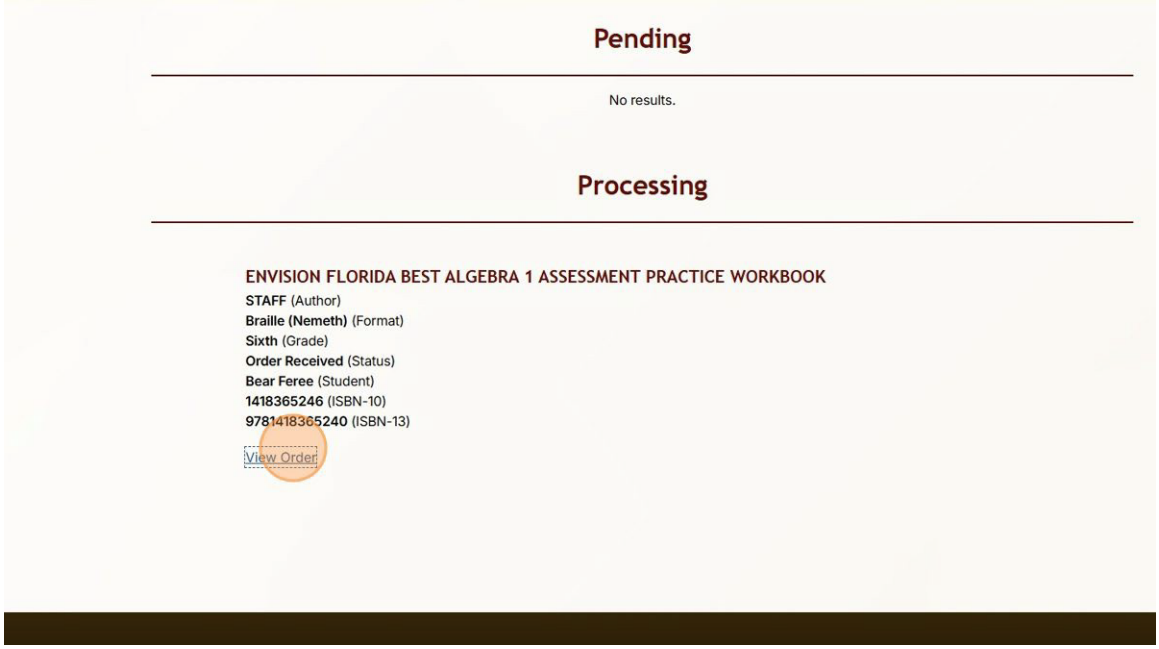
21. A message will appear stating "Successfully added a order request." You may close this message.



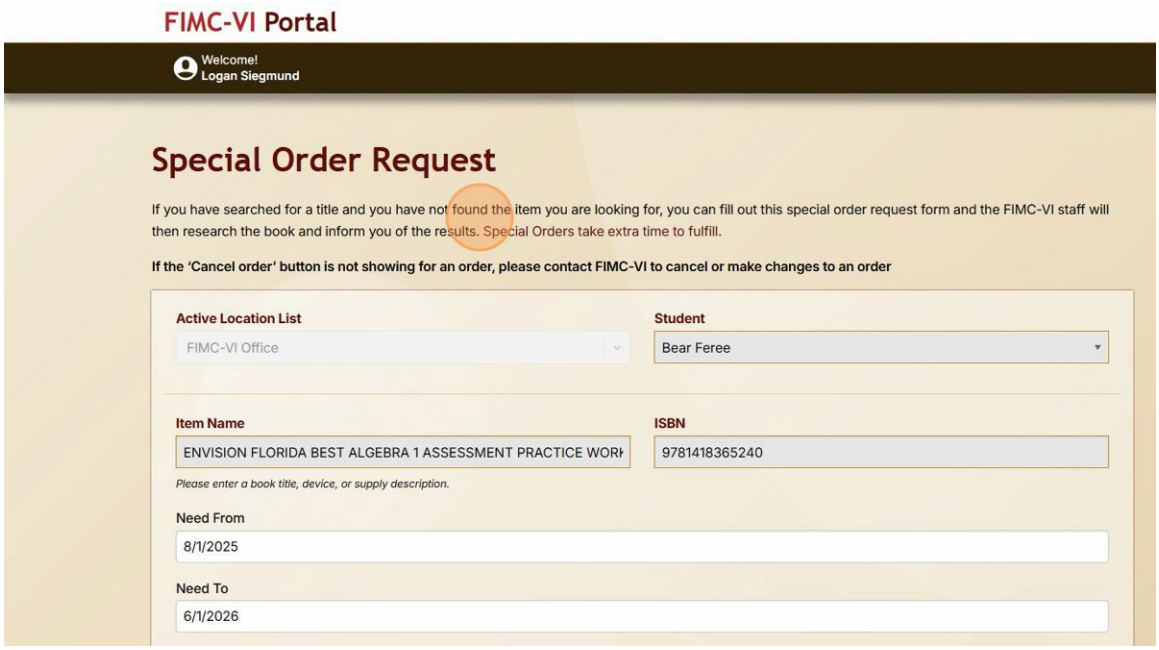
22. To view submitted Special Order Requests, select the Queue above the Search Results.



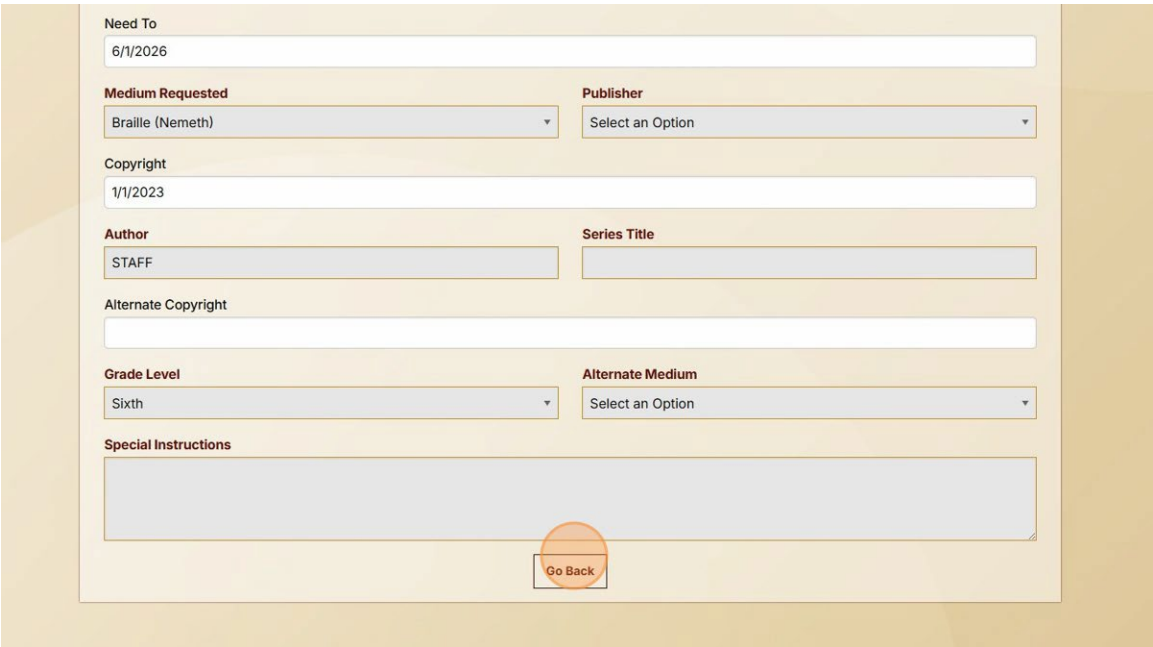
23. The submitted order will appear under Processing. Select the "View Order" link to view details.



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).



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

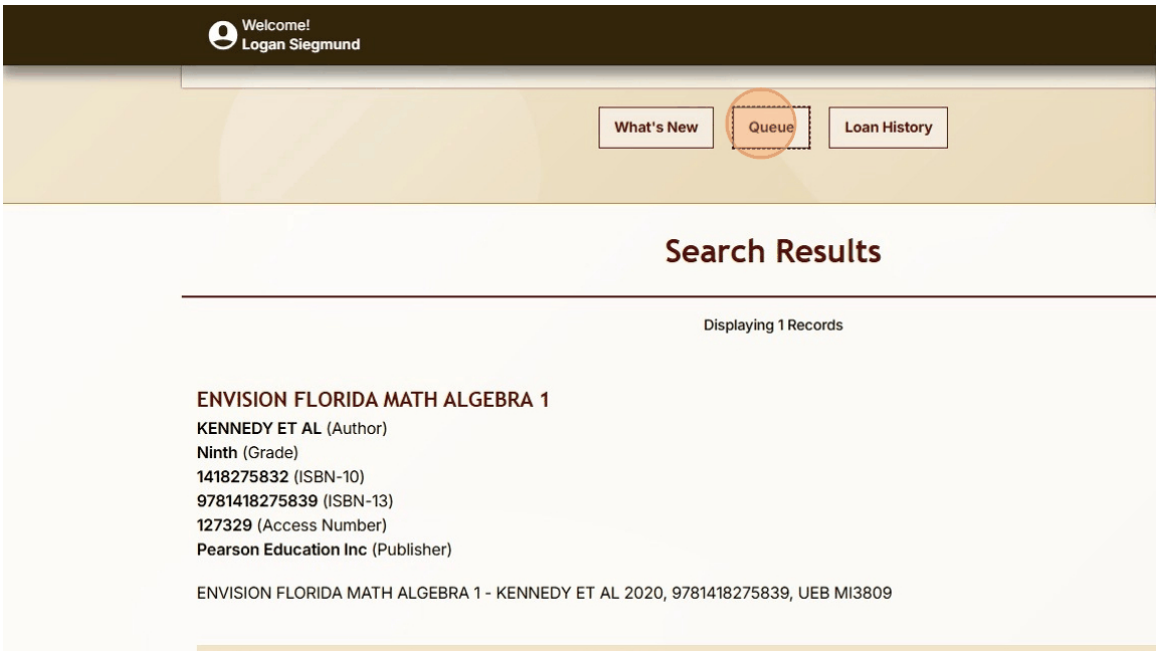


Cancel a Submitted Order Request or Special Order Request

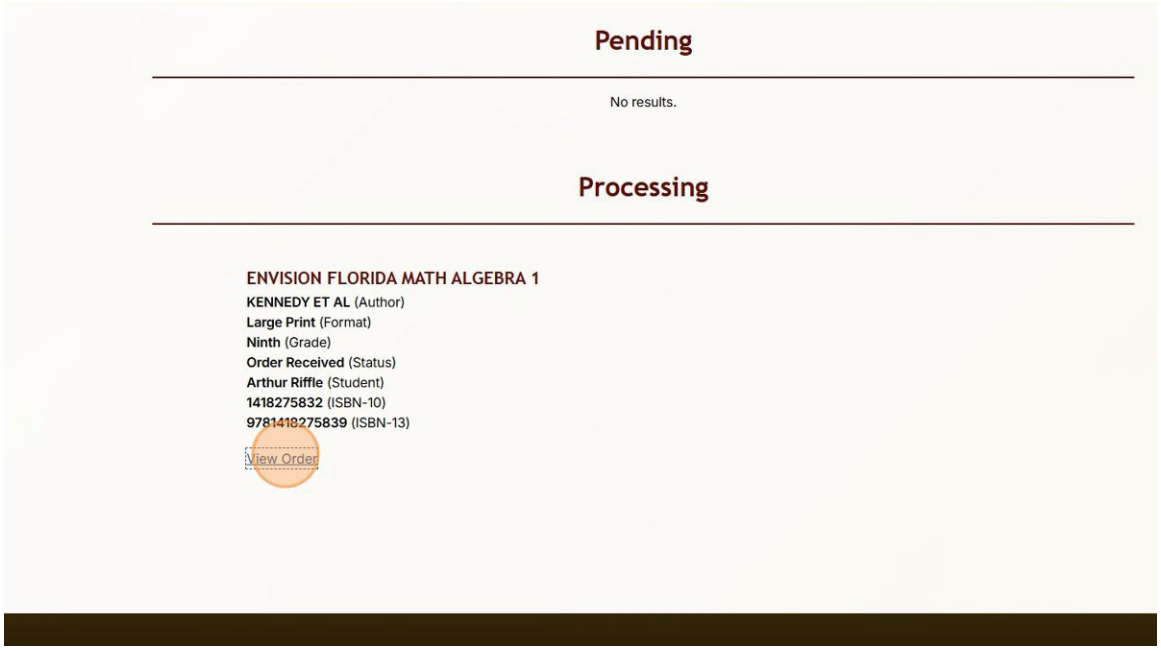
1. Navigate to https://portal.fimcvi.org/dashboard

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).

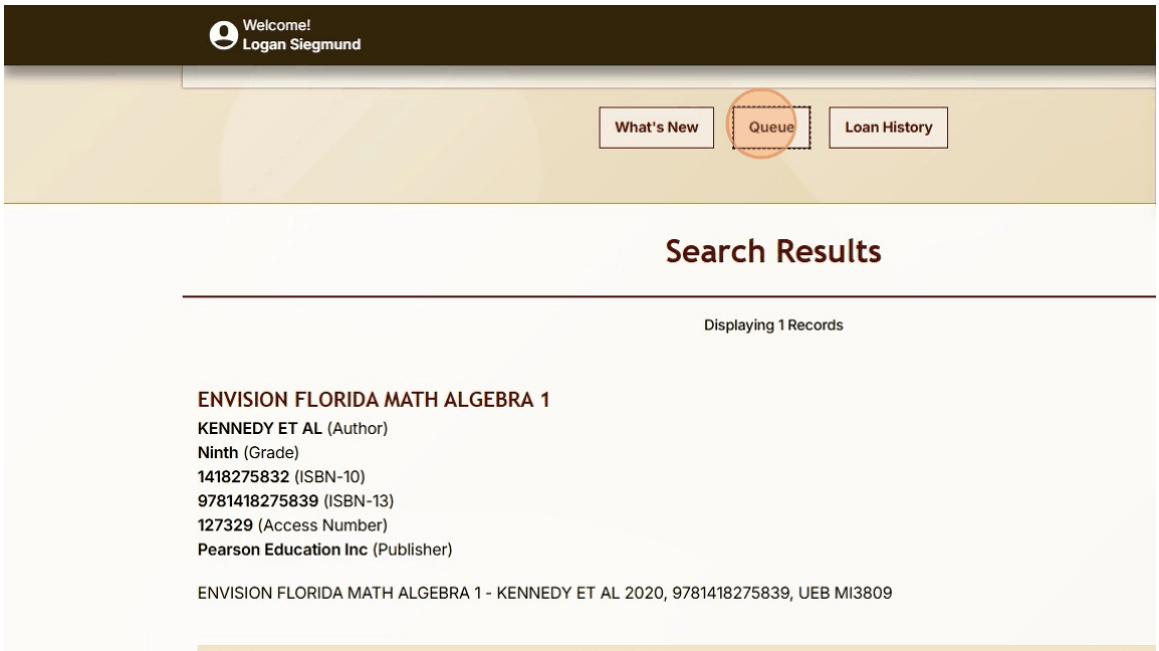


Cancel a Pending or Submitted Order in the Queue

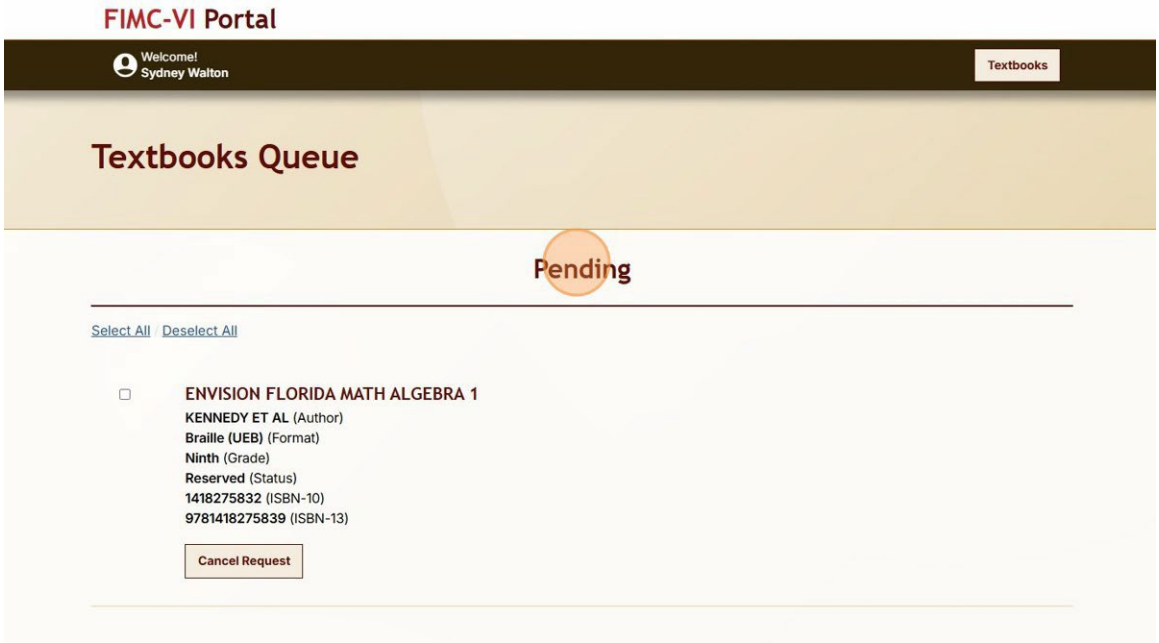
1. Navigate to https://portal.fimcvi.org/dashboard

2. Select the Textbooks tile.

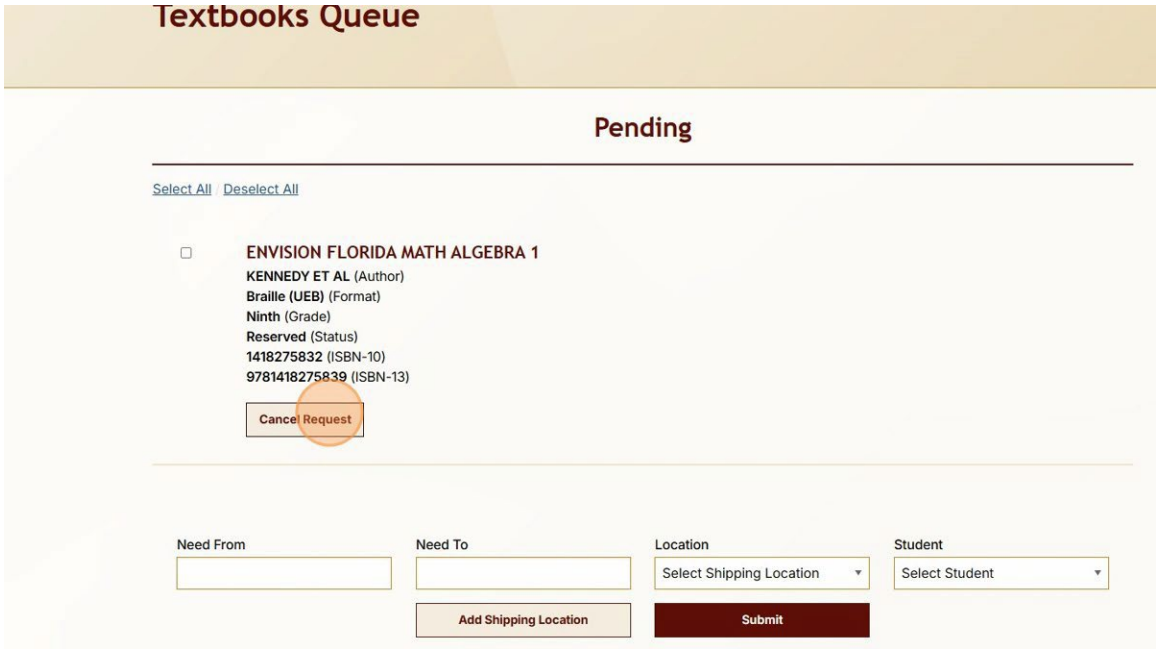
3. Select "Queue" above the Search Results.



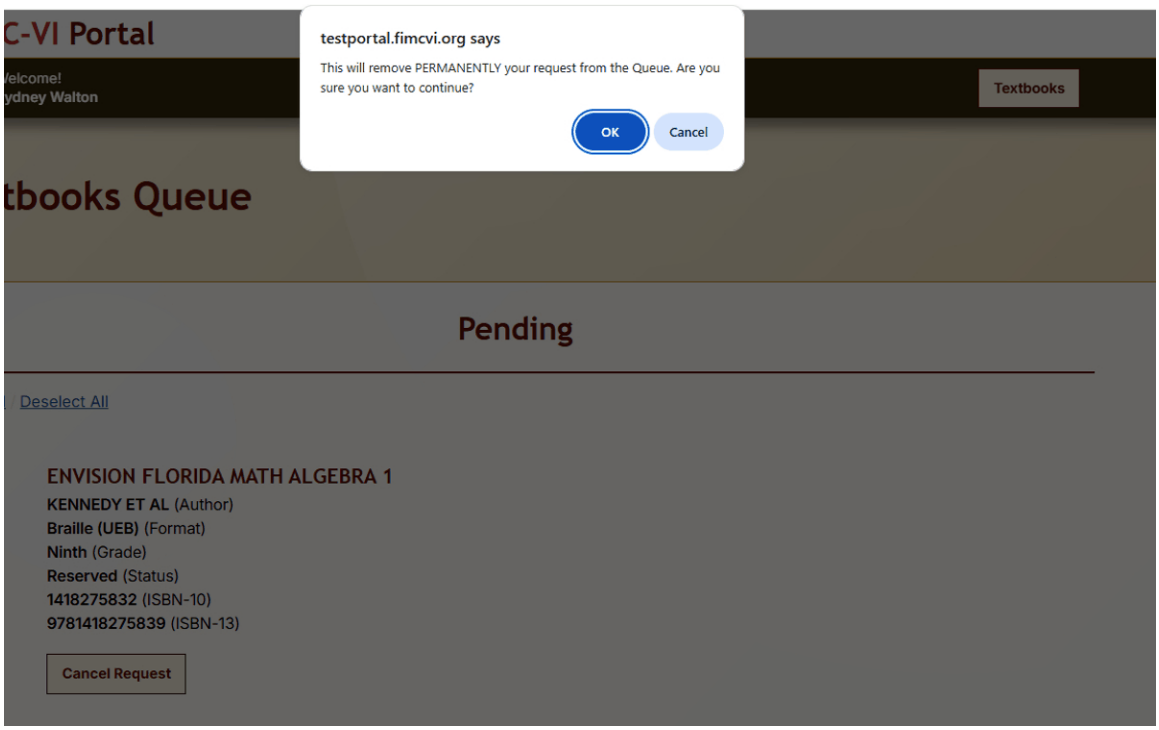
4. If you have not submitted the order yet, the order will show under "Pending". If you have submitted the order, continue to step 9 in this guide.



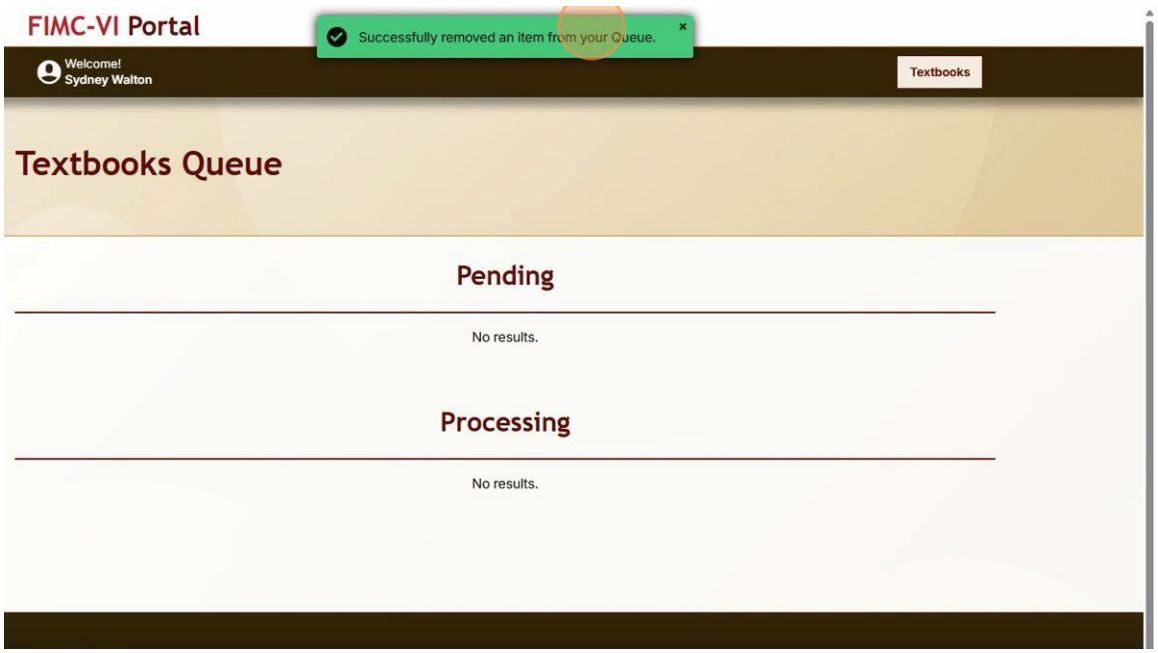
5. Select "Cancel Request".



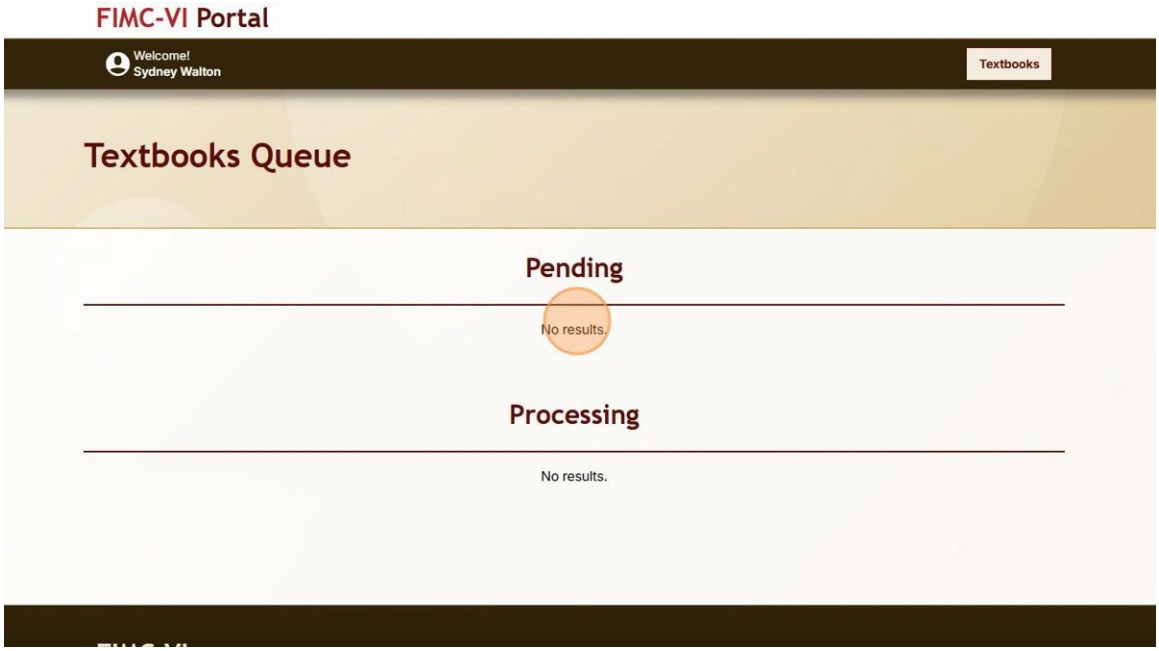
6. A message will appear stating "This will remove PERMANENTLY your request from the Queue. Are you sure you want to continue"? Select OK to continue or Cancel to go back.



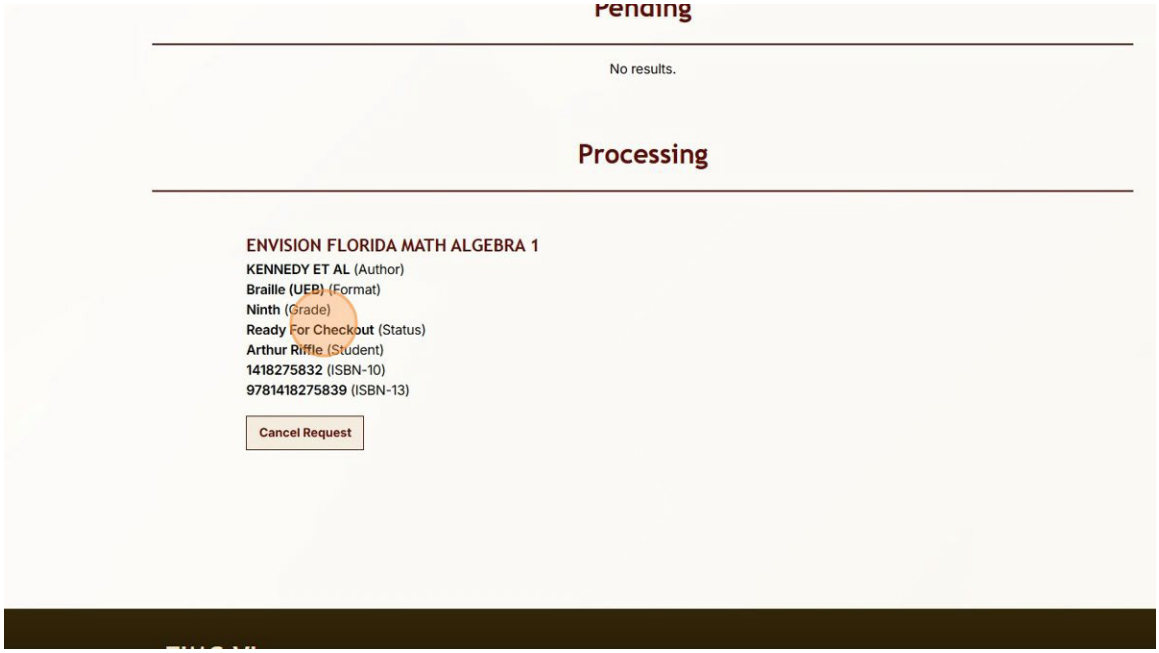
7. A message will appear stating "Successfully removed an item from your Queue." You may close this message.



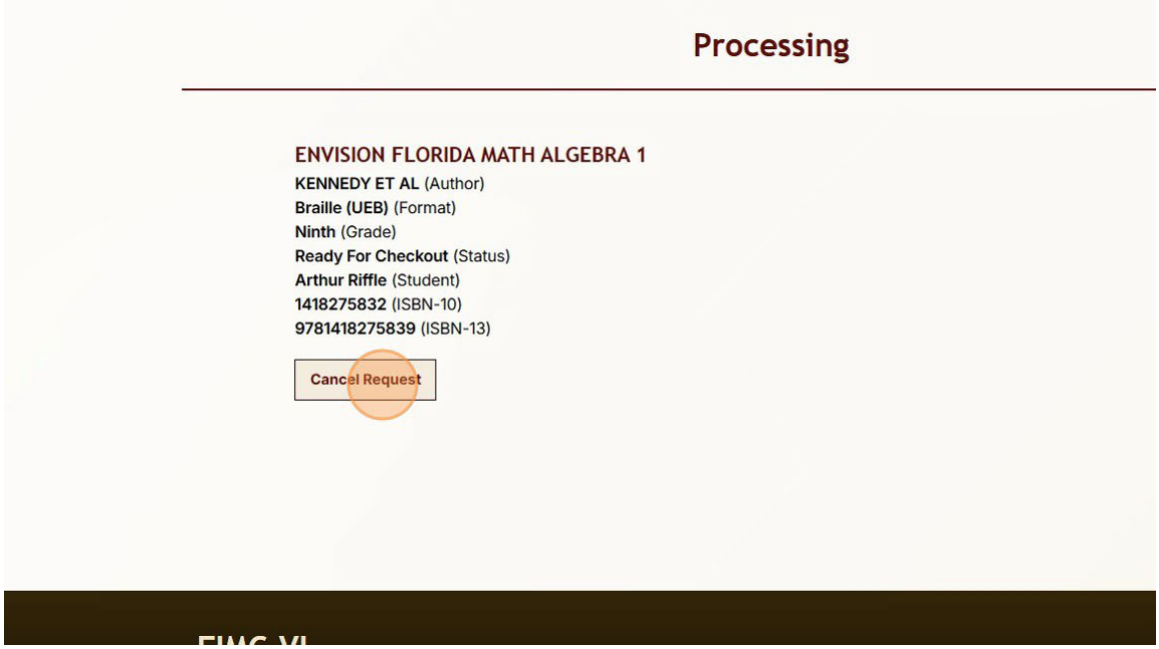
8. The title will no longer appear in the Pending section of your Queue.



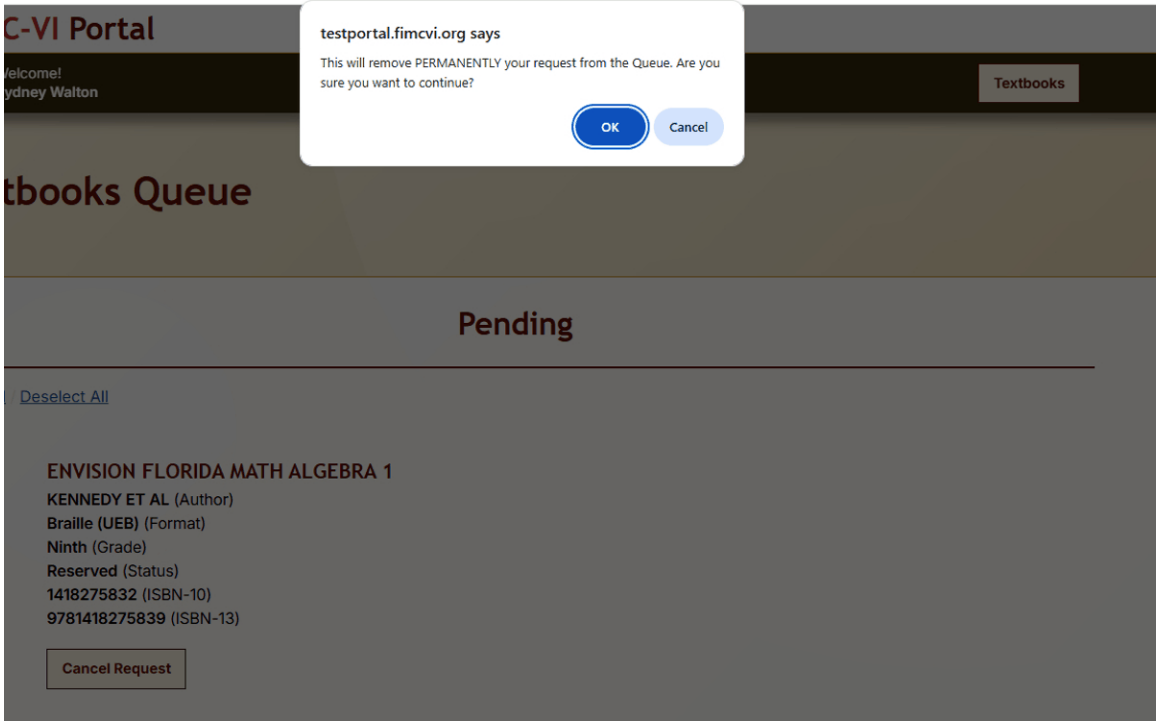
9. Locate the submitted order you wish to cancel under Processing.



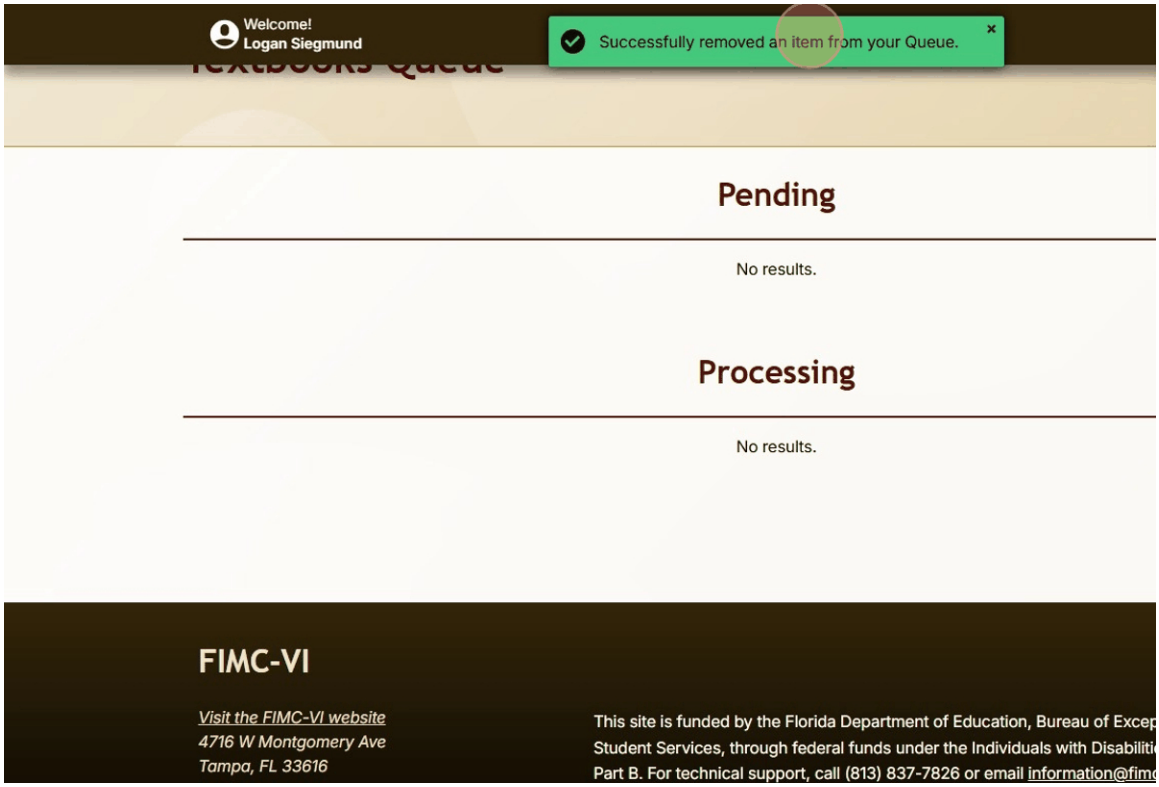
10. Select "Cancel Request".



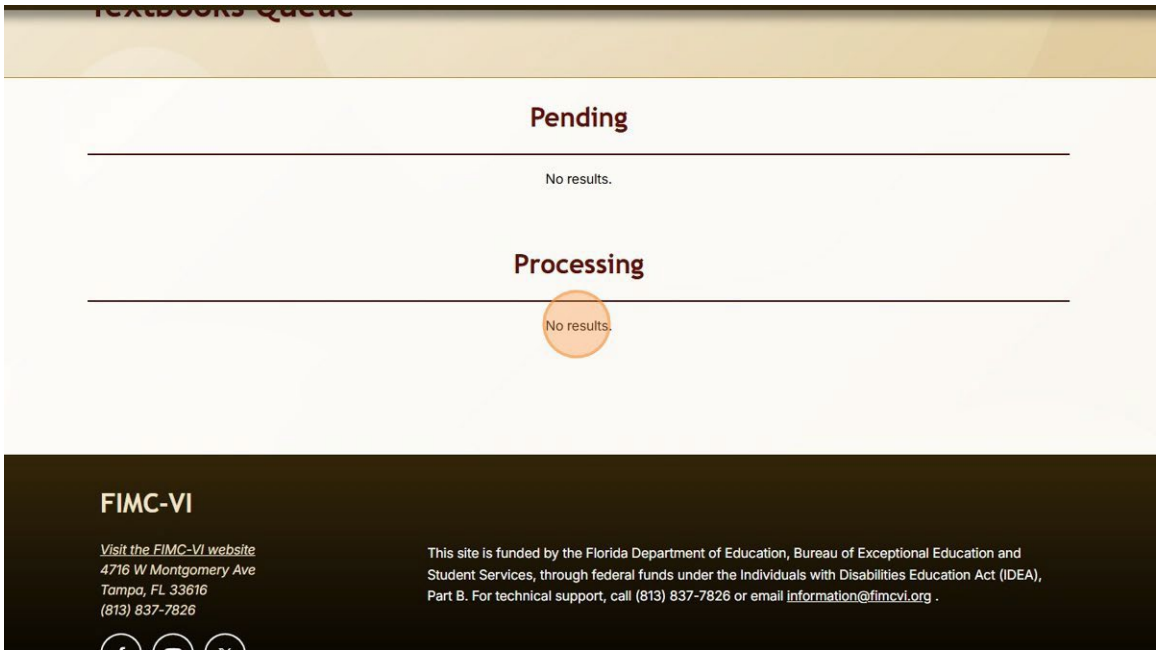
11. A message will appear stating "This will remove PERMANENTLY your request from the Queue. Are you sure you want to continue?" Select OK to continue or Cancel to go back.



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.



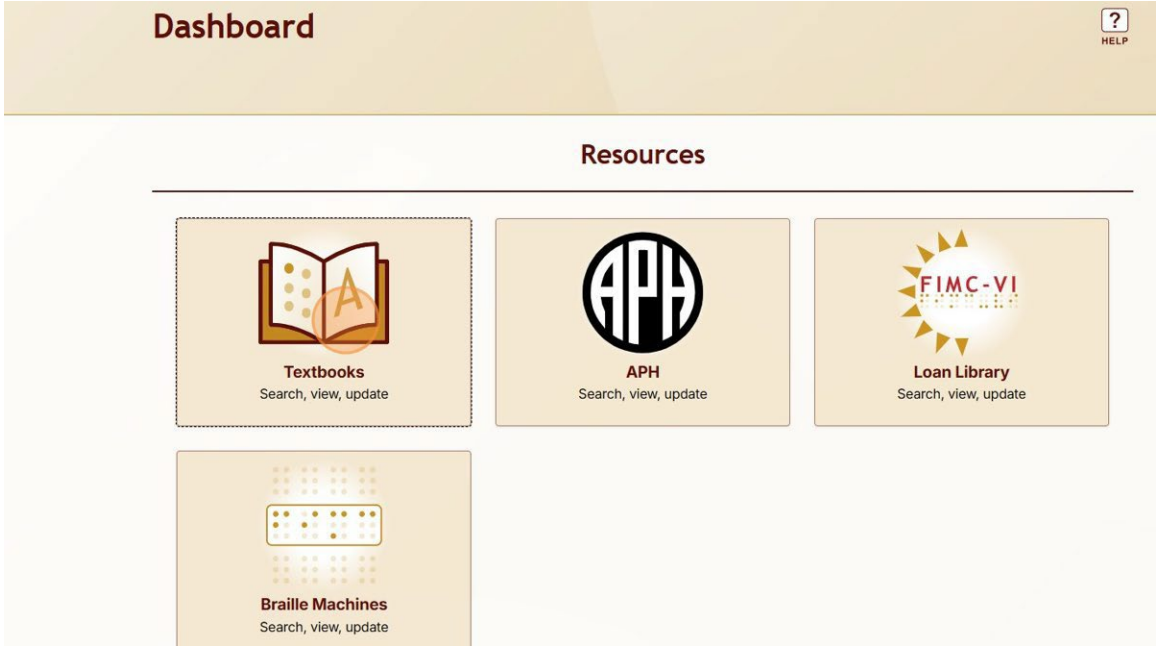
View Order History

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.

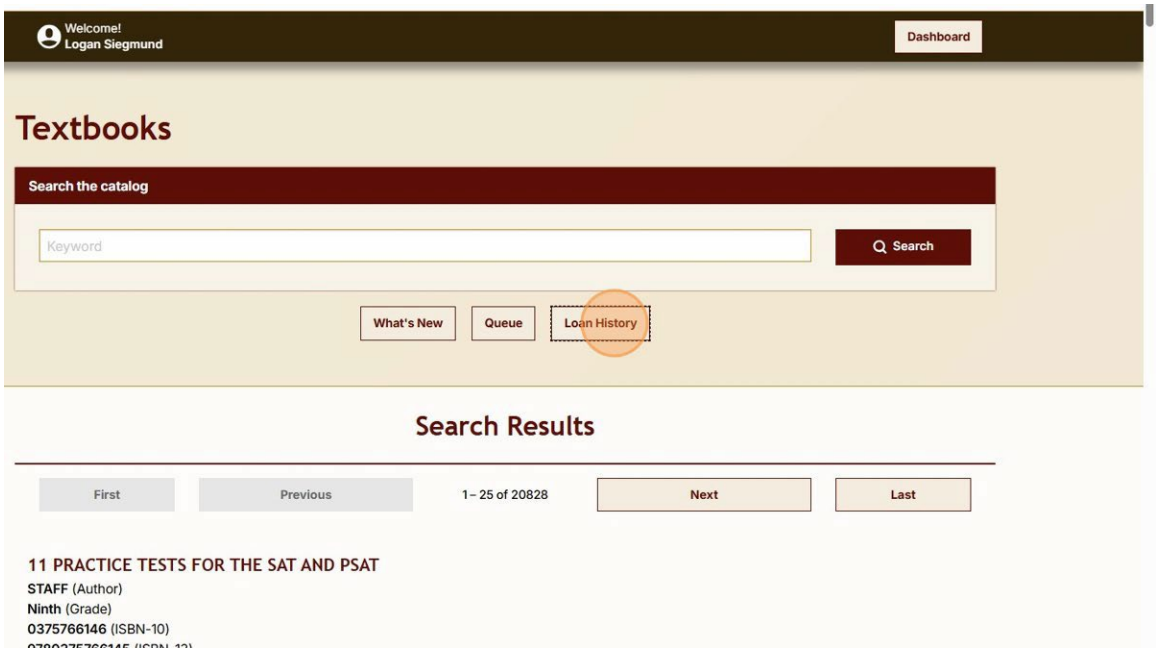
Orders that are still being processed may be viewed in the Queue.

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

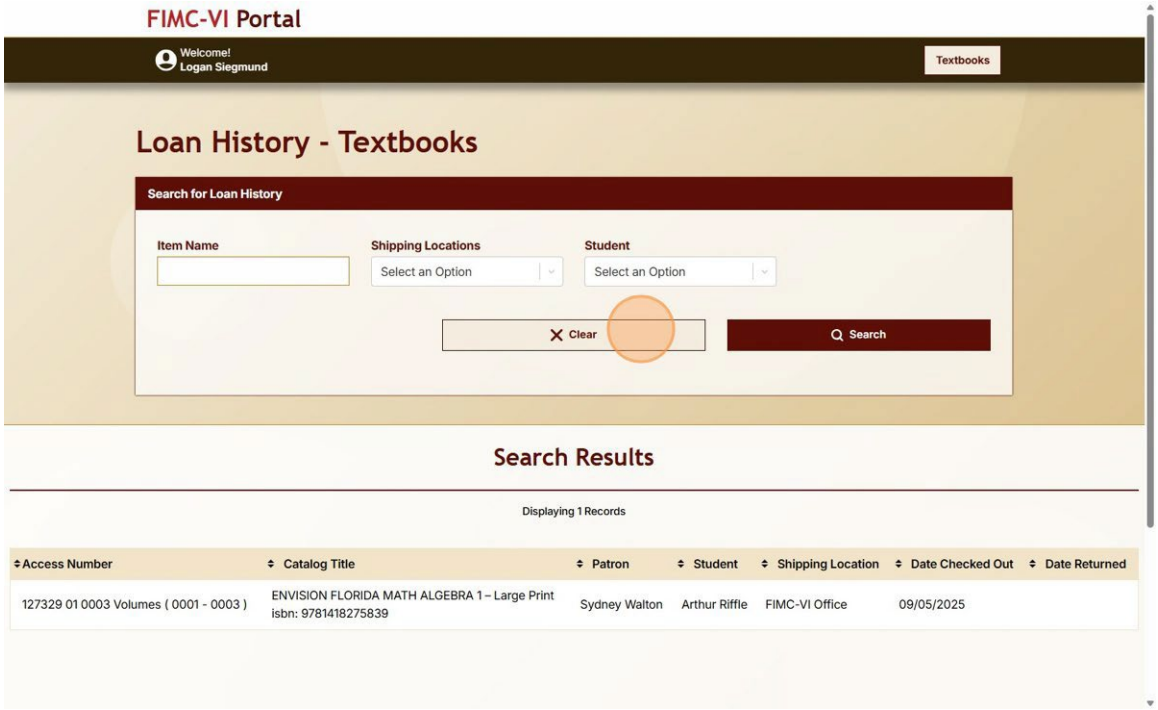
2. Select the Textbooks tile.



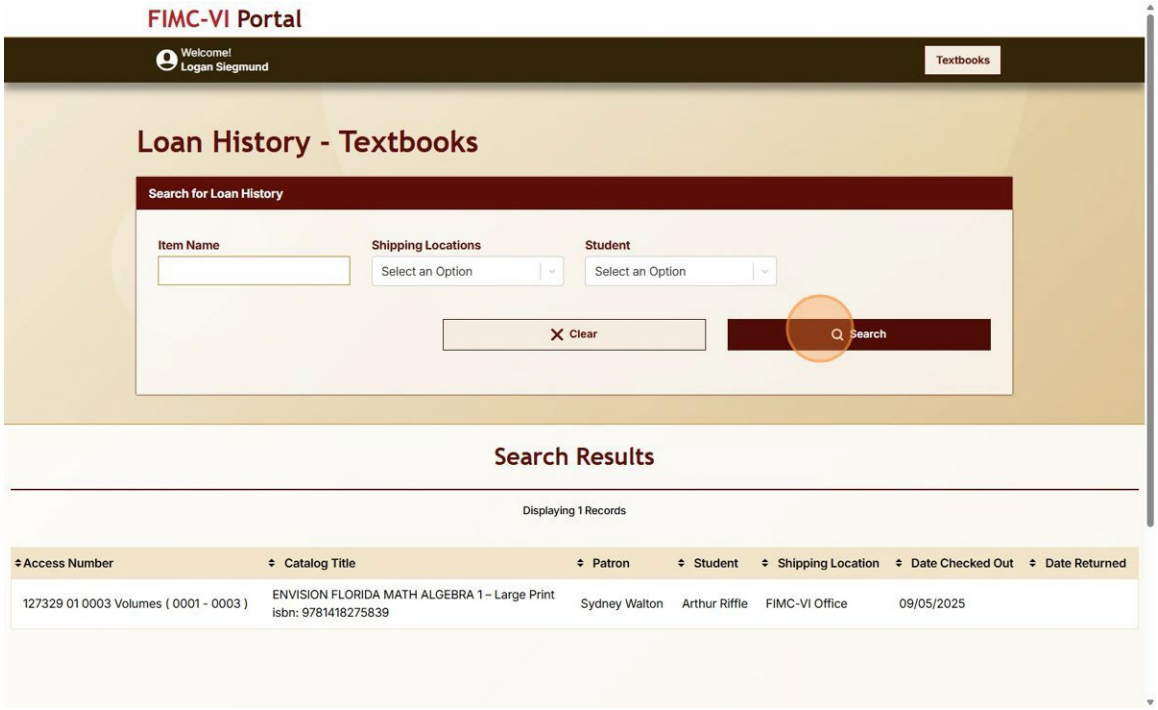
3. Select "Loan History" above the Search Results.



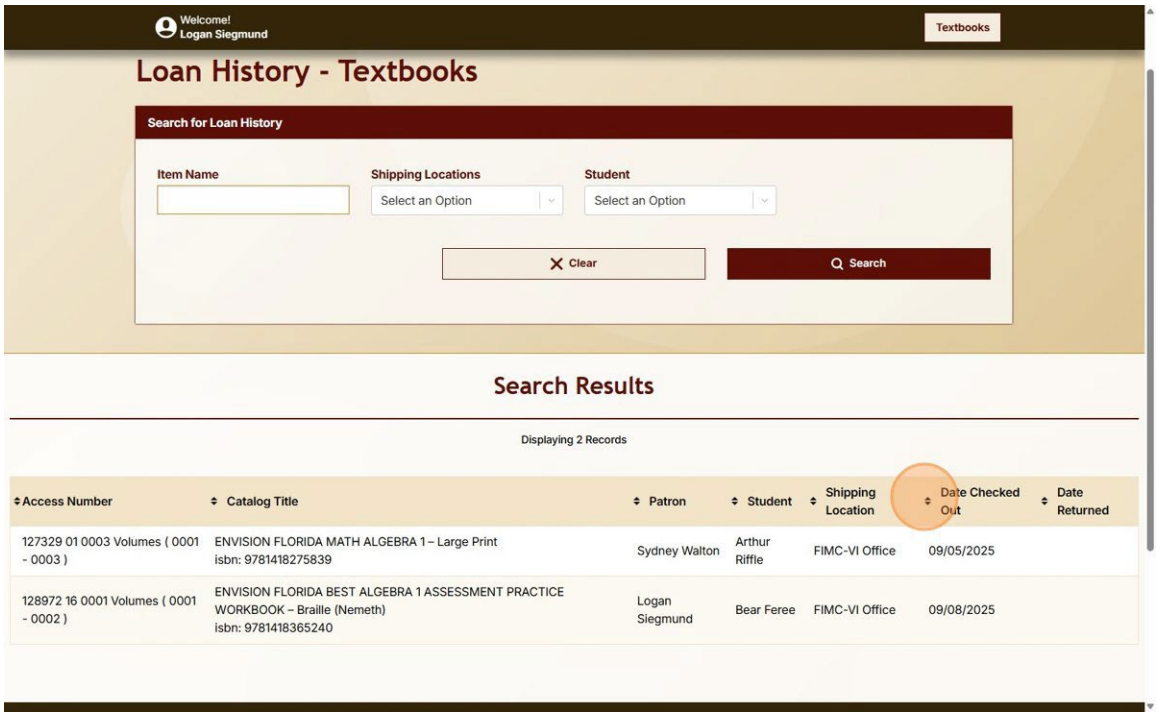
4. To view all completed orders for your organization, select "Clear" to remove all filters.



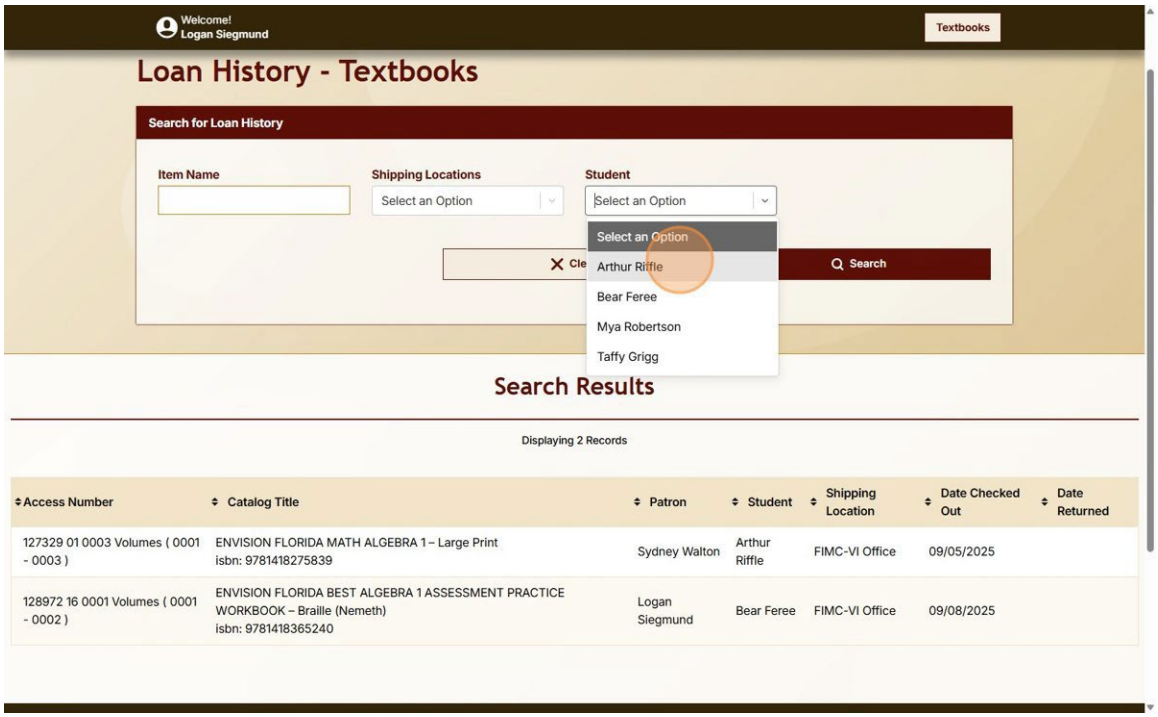
5. Select "Search" to load results.



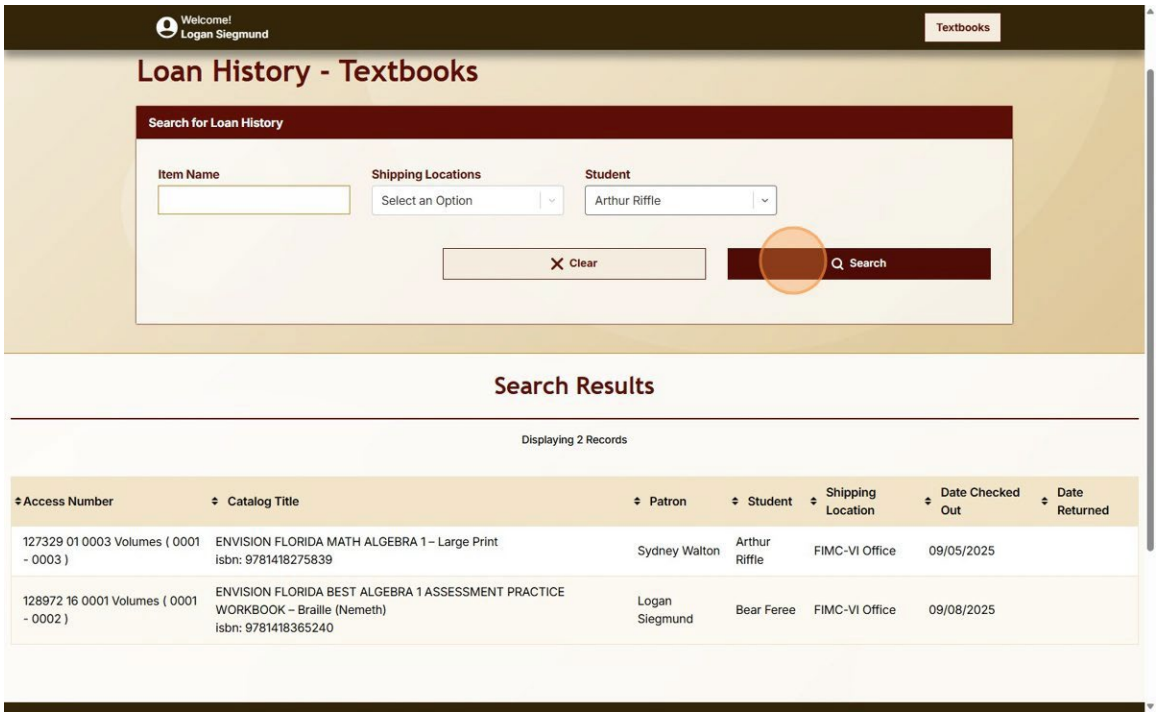
6. In the search results, you may sort any field as appropriate (alphabetically, numerically, or by date). For example, if you select the sort button for the Date Checked Out column, it will resort the list from newest to oldest or vice versa.



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



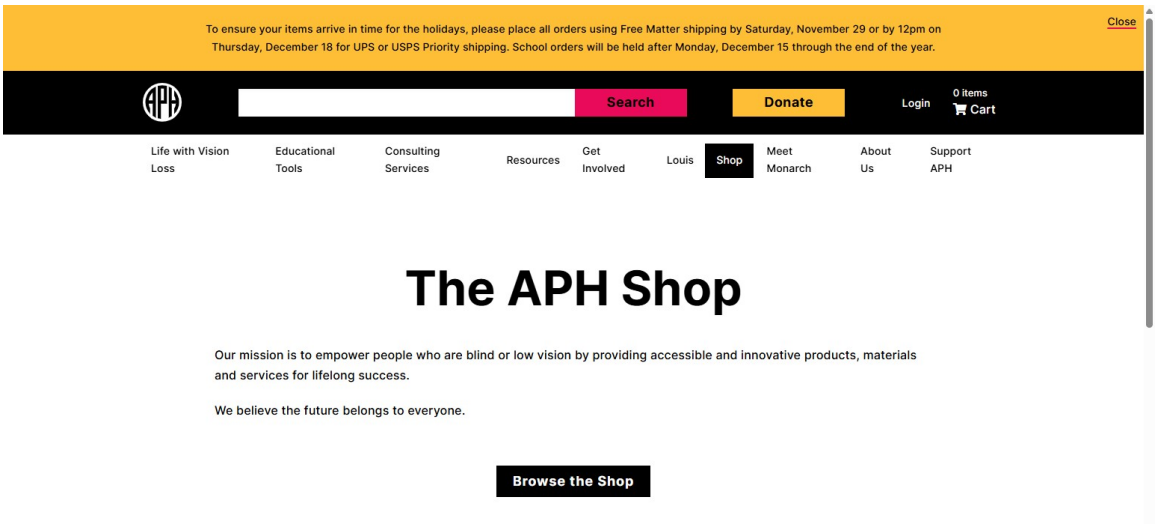
8. After entering or selecting any filter, select "Search" to load the results.



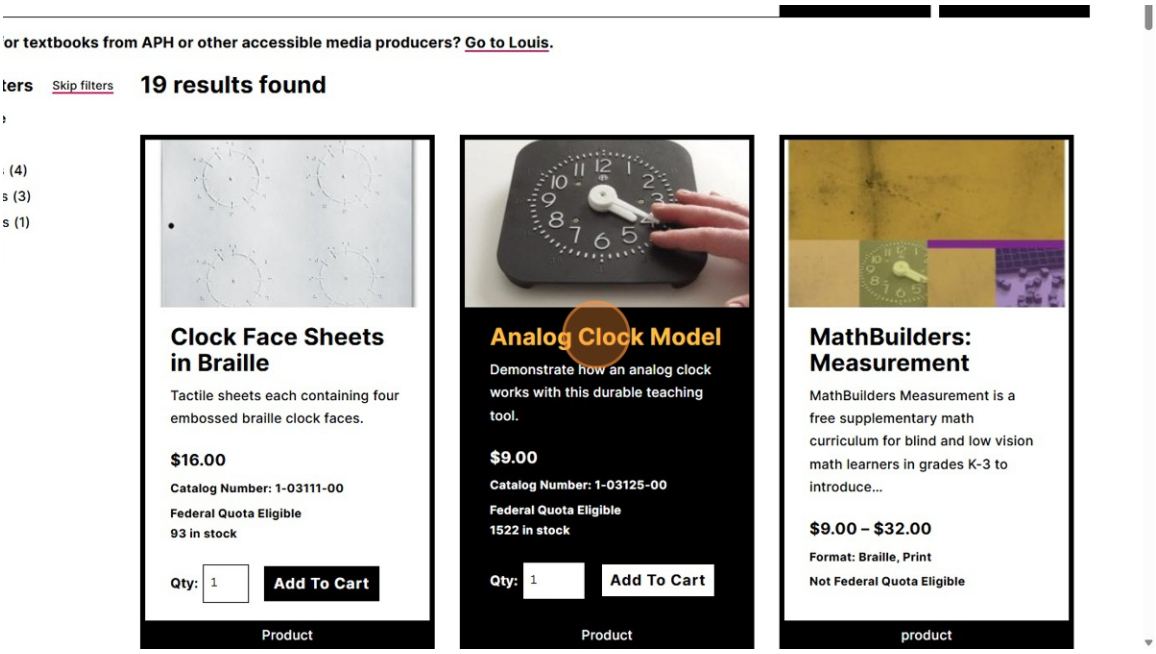
APH Requests

Identify Available Products on the APH Shop Site

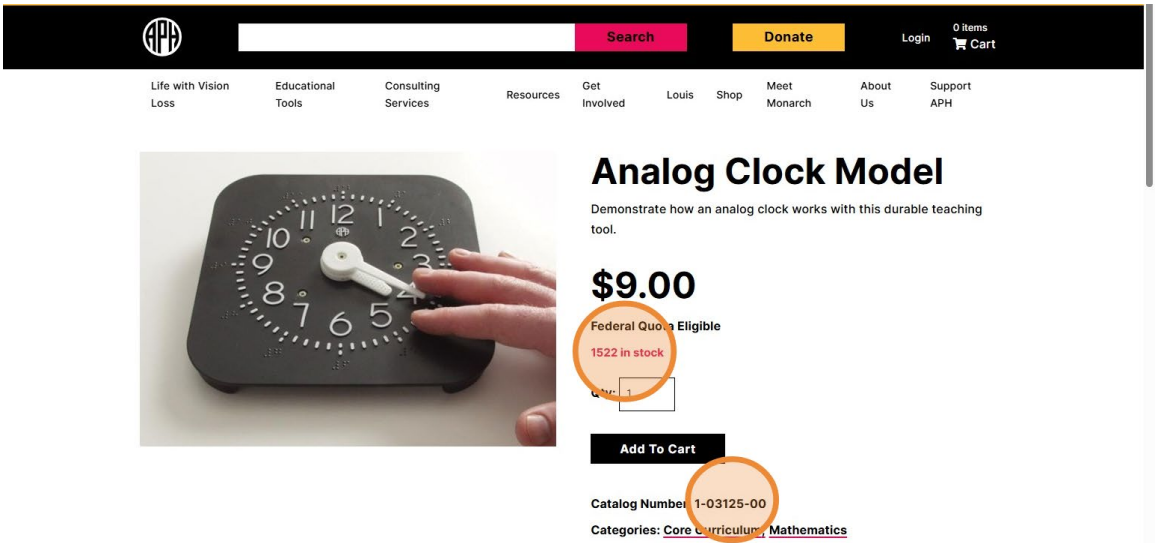
1. If you would like to view APH product details and statuses, navigate to https://www.aph.org/shop/ . Use the search field at the top of the page or select Browse the Shop to find products. You may also use the APH website to locate catalog numbers, which can be used to search in the FIMC-VI Portal.



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.



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

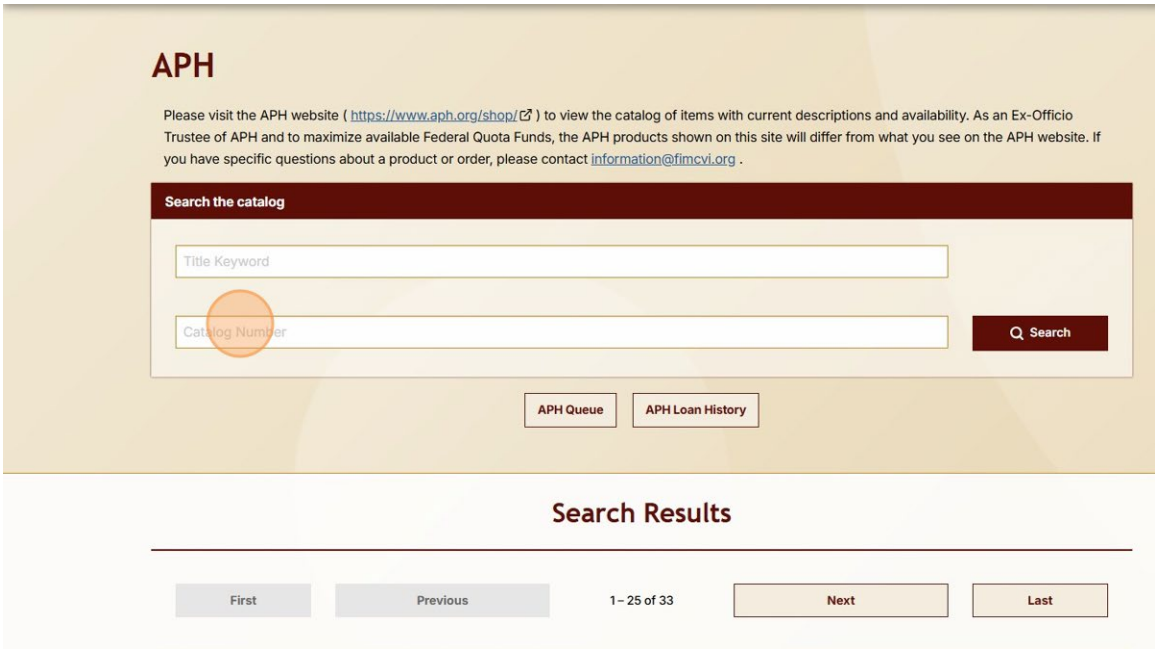


4. Not all APH products will be in stock. For example, this item is showing as Out of Stock.
   Back Order = order will be sent to APH but will take a very long time to be fulfilled
   Discontinued = order will not be submitted to APH as item is discontinued
   Out of Stock = order will not be submitted to APH as it is out of stock; you may submit order later if you see that APH has it back in stock

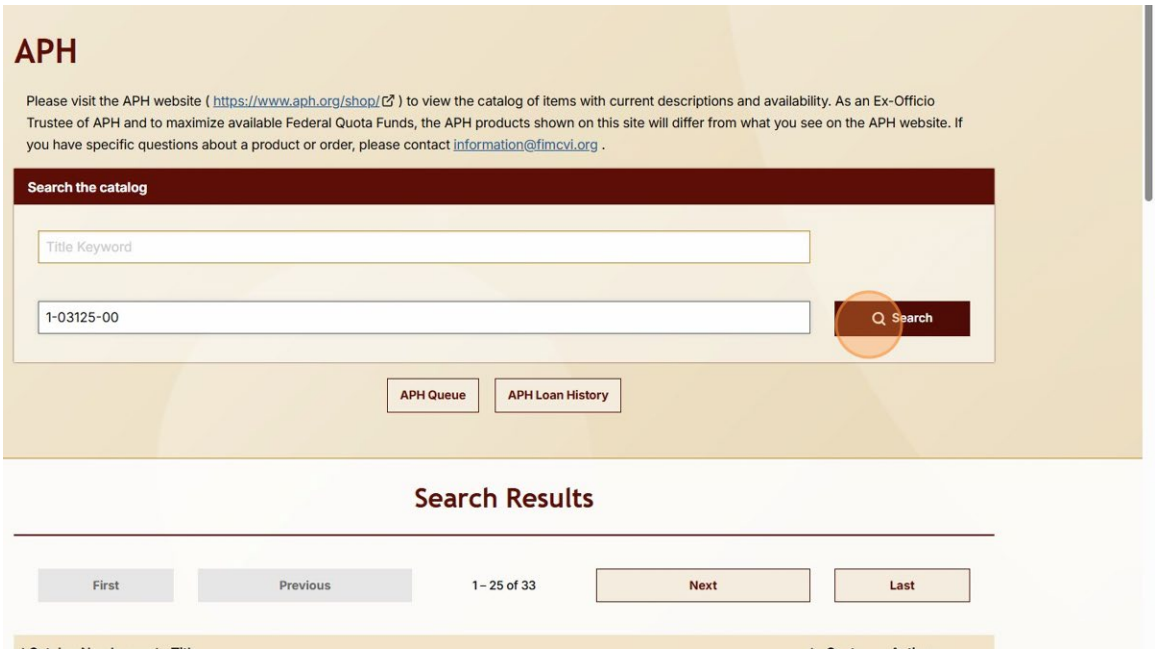
Submit and Cancel Requests

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

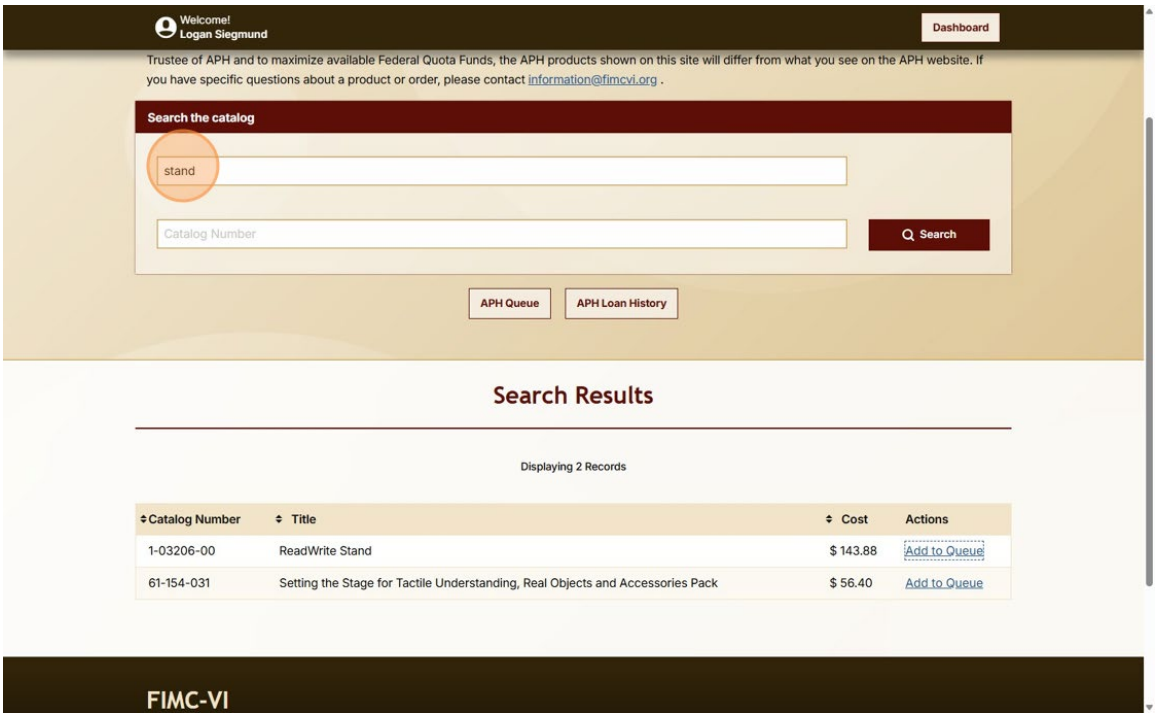
2. If you have the catalog number for the item, you may enter it in the Catalog Number field.
   Note: catalog numbers must match the format as shown on the APH website and include dashes.



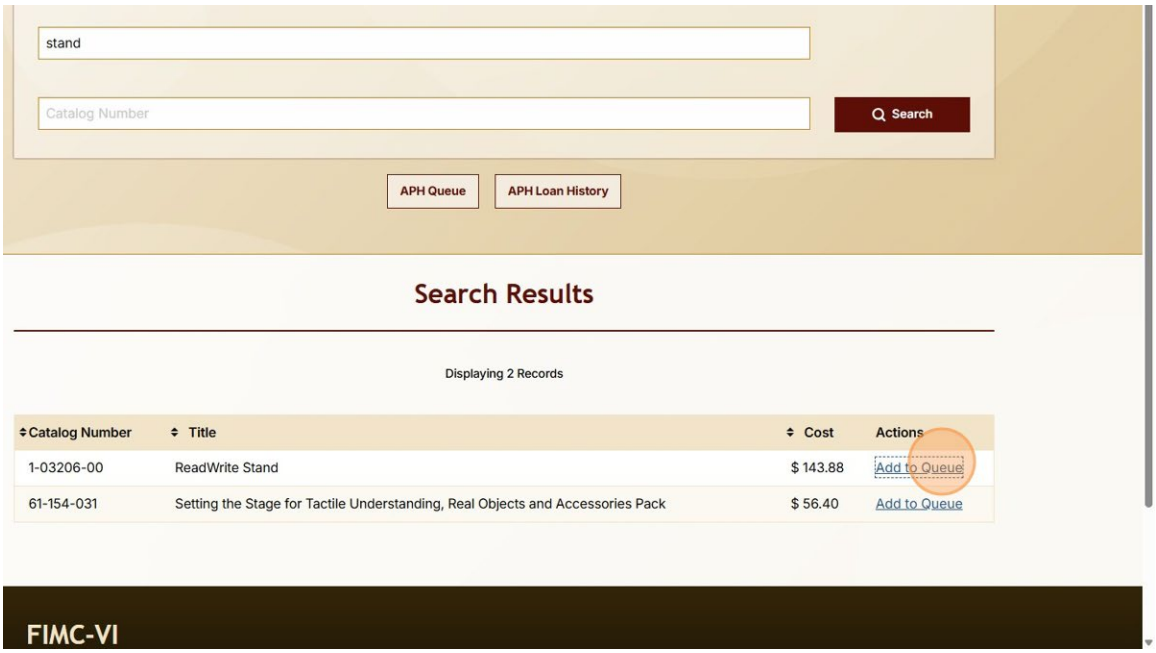
3. Select “Search”.



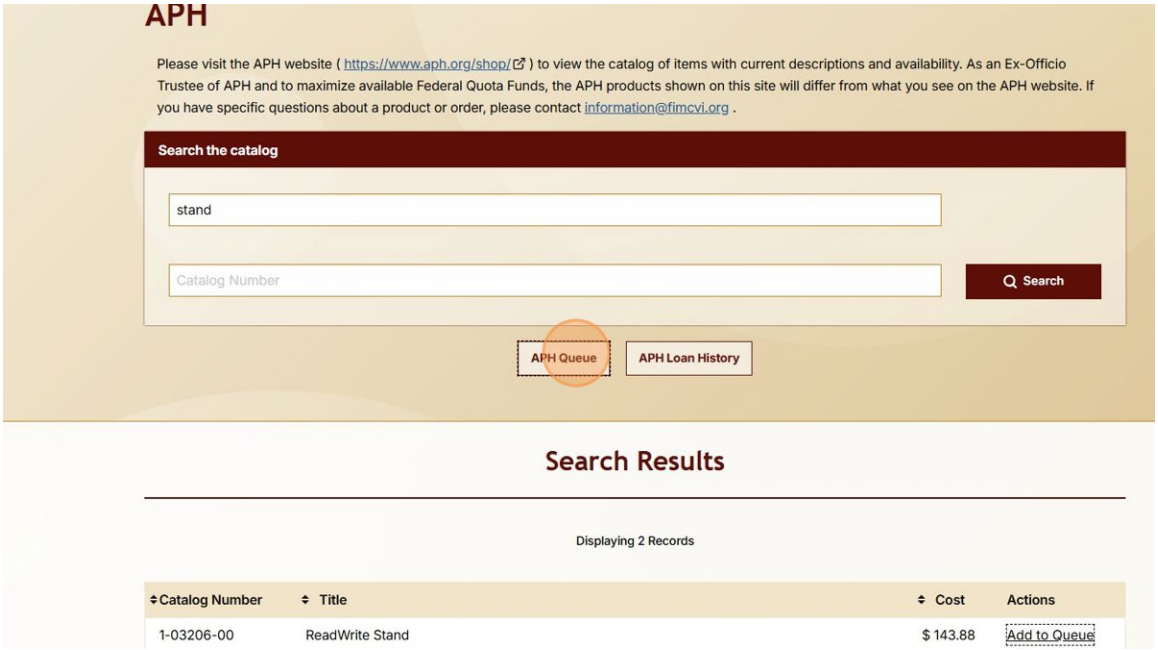
4. You may also search for products by name in the Title Keyword field, then select “Search”. Using a partial name or keyword is recommended.



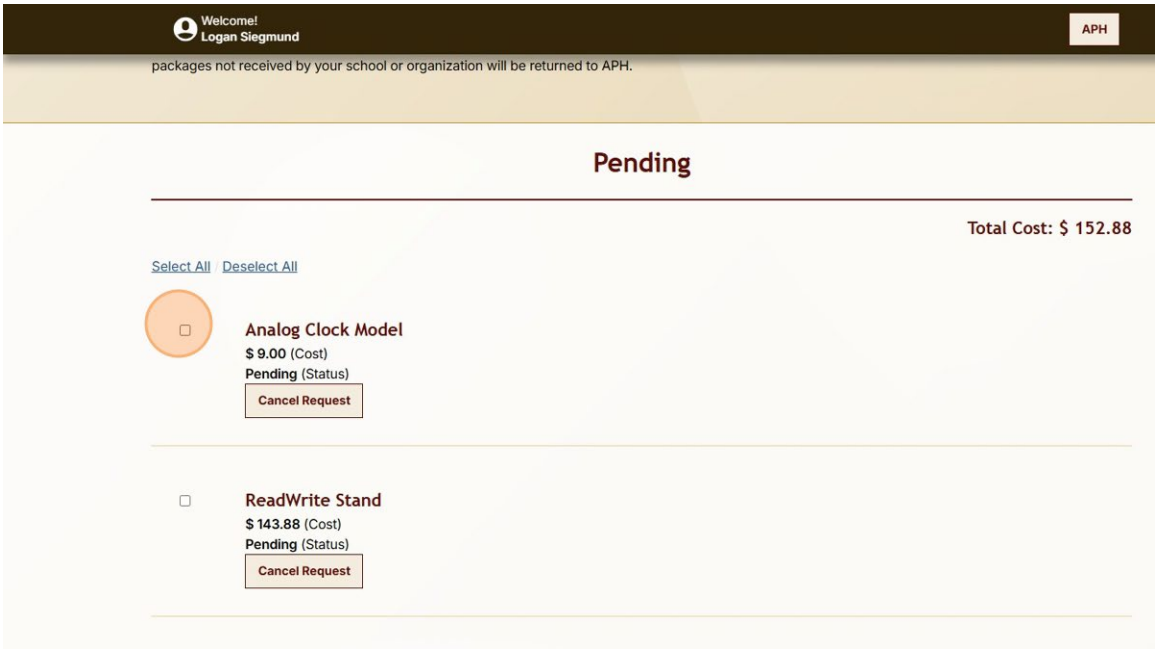
5. Locate the product you are searching for and select “Add to Queue”.
   Note: if you need several copies of the same item, you must select “Add to Queue” multiple times. For example, if you need 2 ReadWrite Stands, you must select “Add to Queue” 2 times.



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

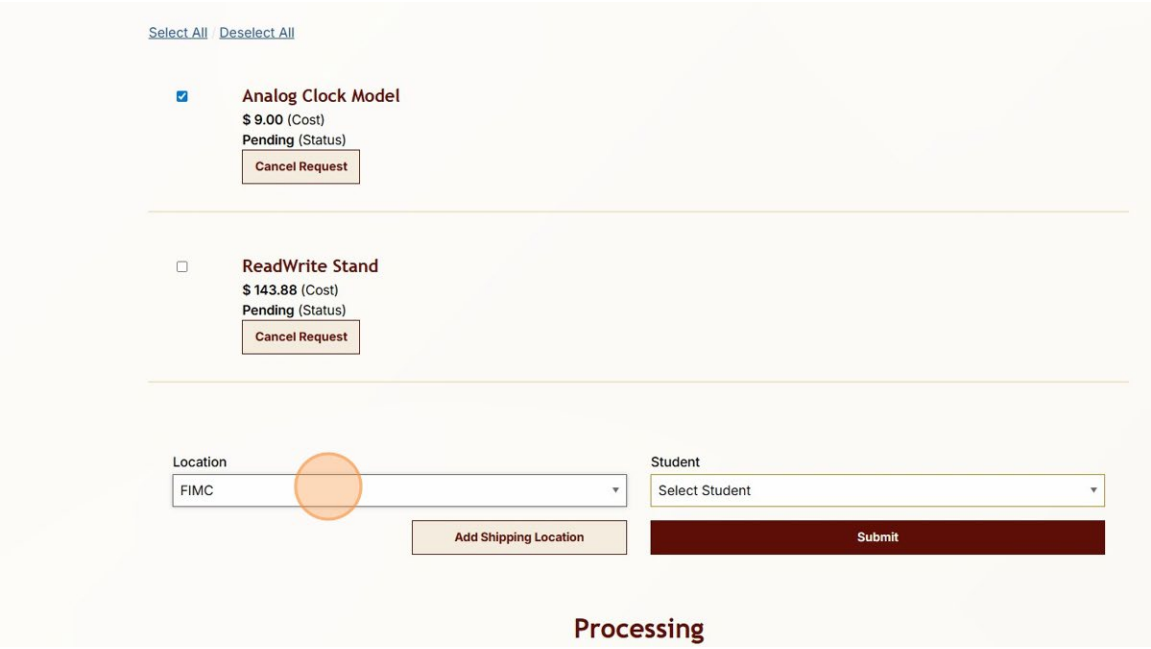


7. Select the checkbox next to the product name. If you select the checkbox for multiple items, they will all be assigned to the same shipping location and student.

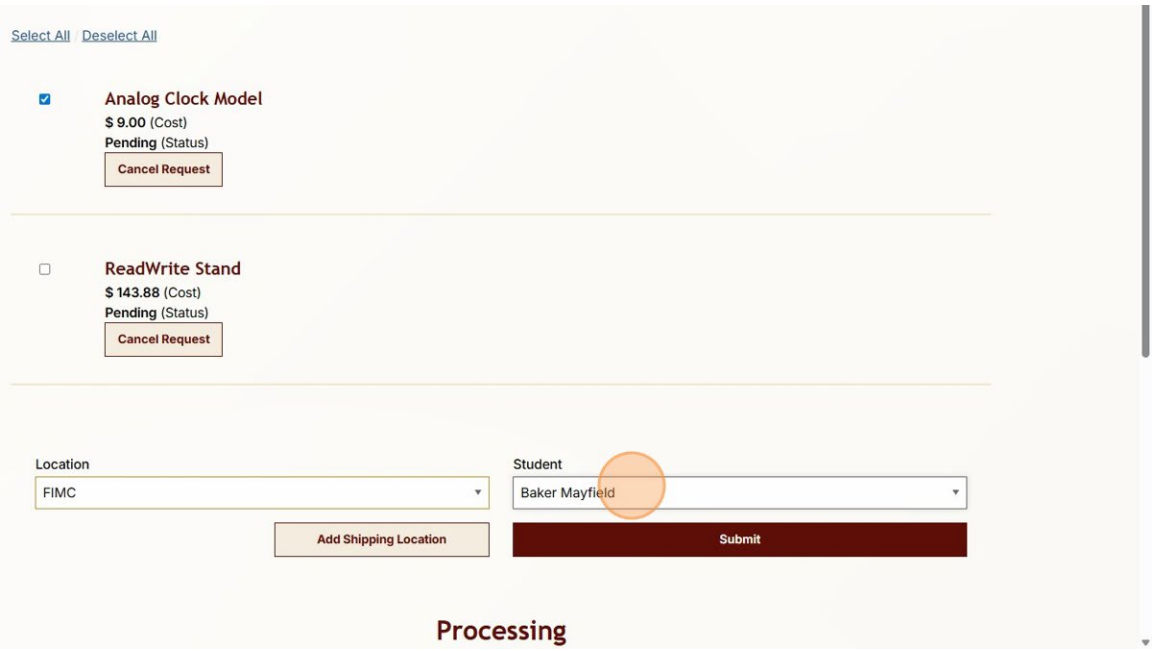


8. Select the shipping location for this item.

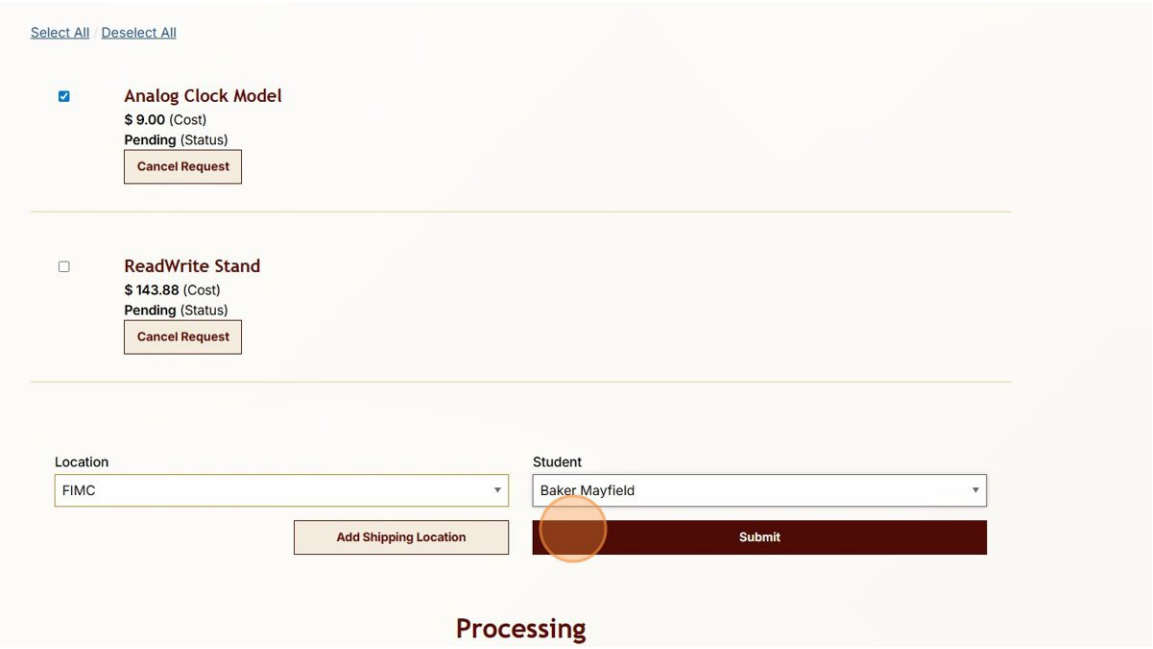
Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI. If the needed location is not showing, you may select “Add Shipping Location”. When adding an address, type the name of the location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



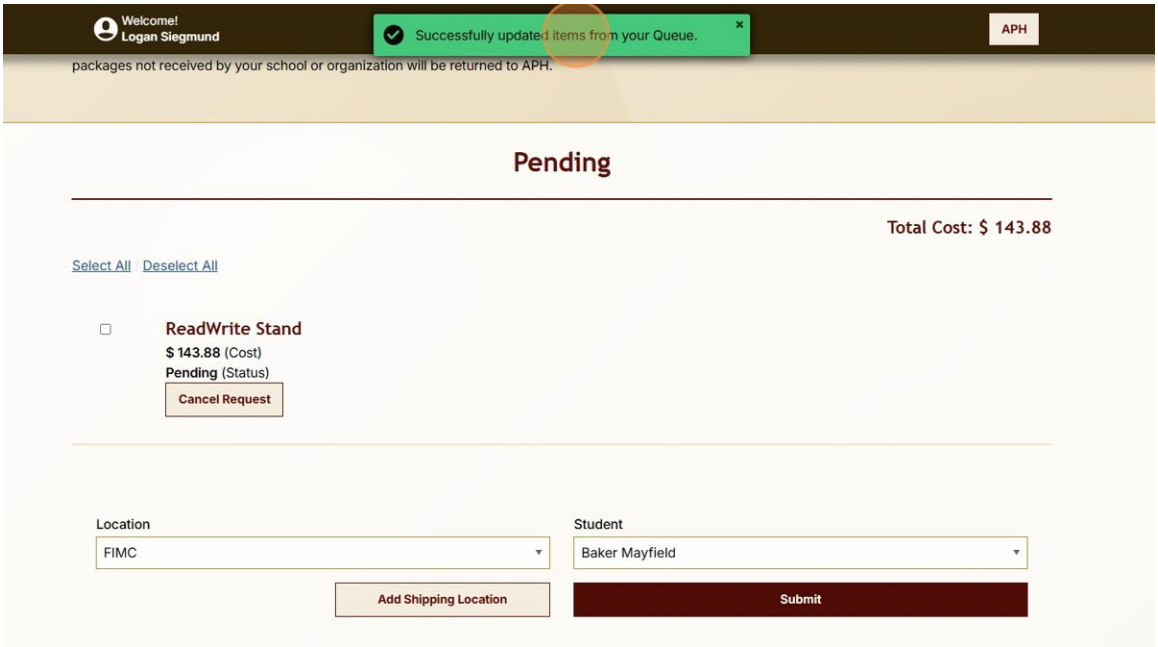
9. Select the student this item should be assigned to.
   Note: only students who have signed parental consent to share information with APH will appear in this list.



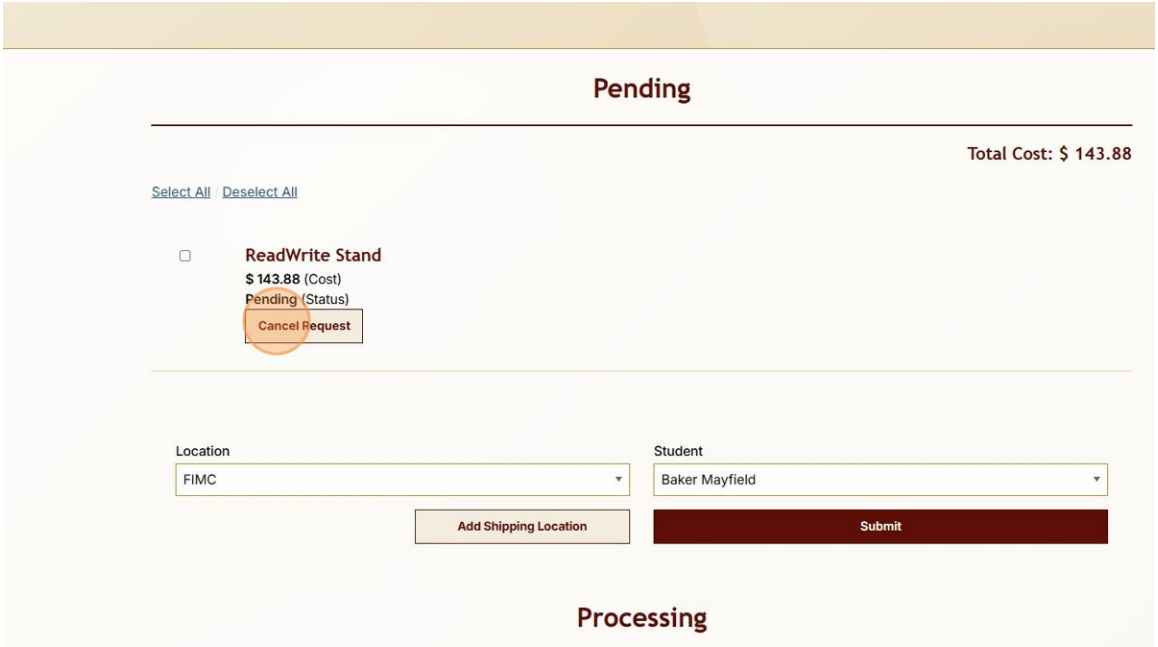
10. Select "Submit".



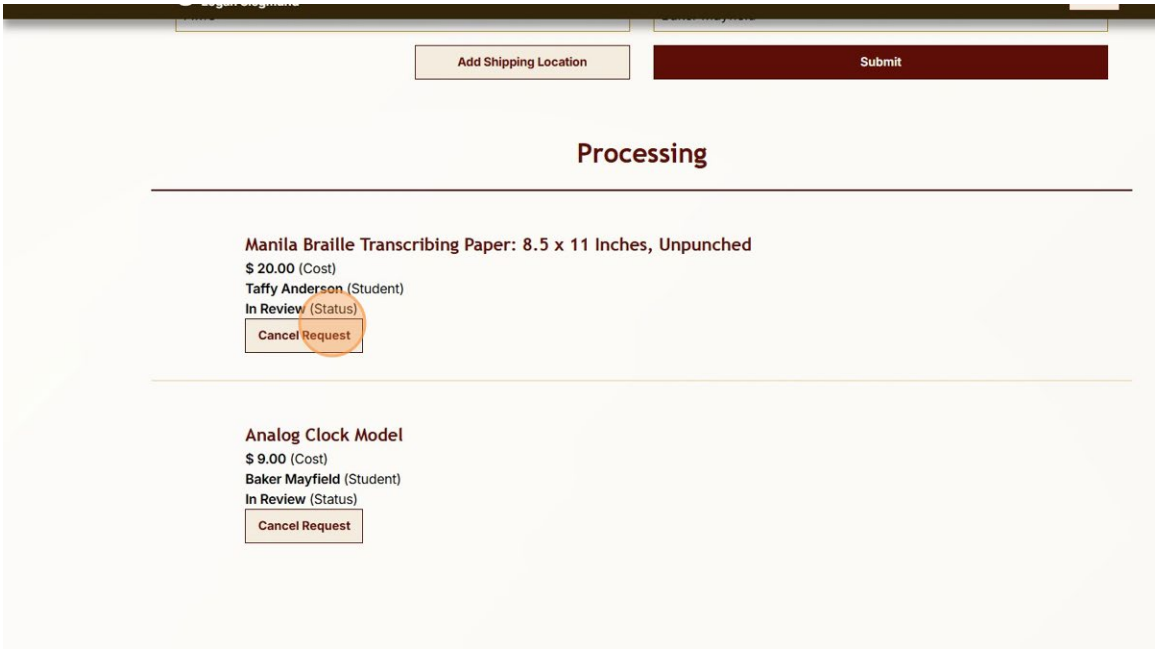
11. A message will appear stating, "Successfully updated items from your Queue." You may close this message.



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



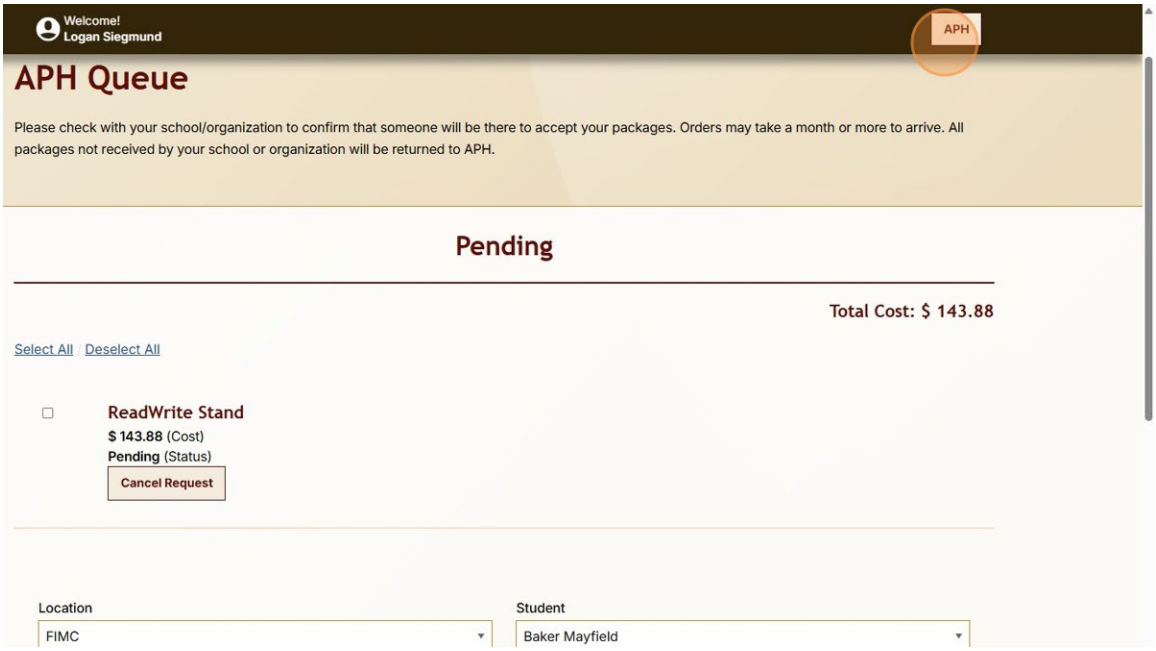
13. Submitted orders will appear under Processing on the same page. If you need to cancel an order in this section, select “Cancel Request”.



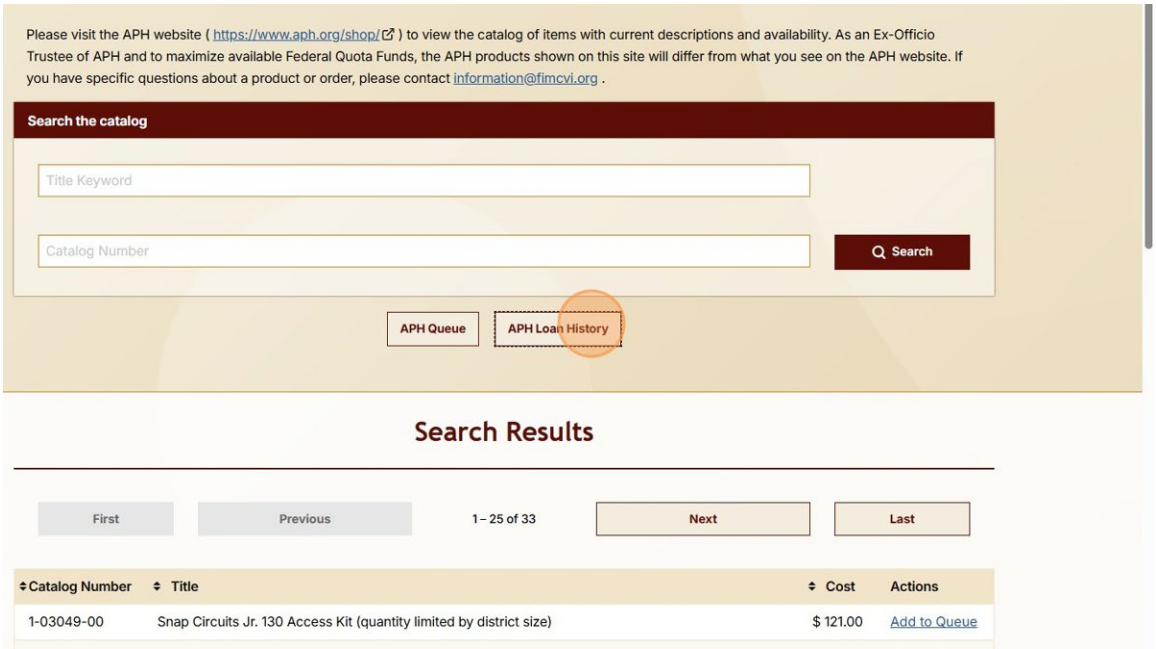
View Processed APH Requests

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

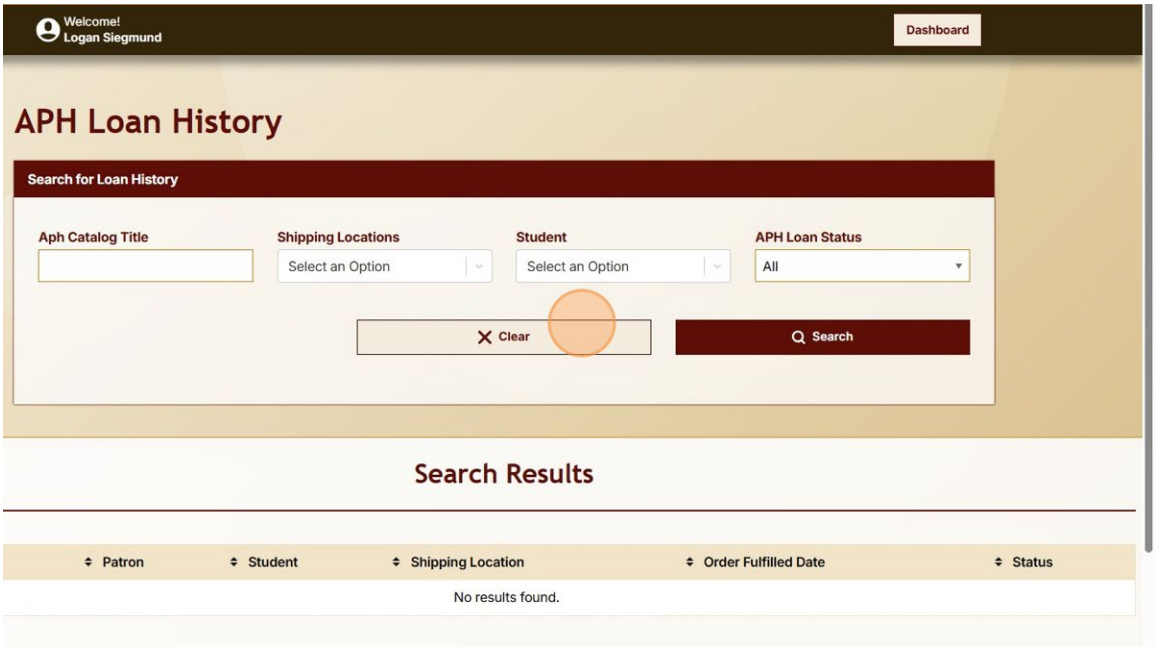
2. If you are already in the APH Queue, you may navigate back to the main APH page by selecting "APH" in the top right corner of the page.



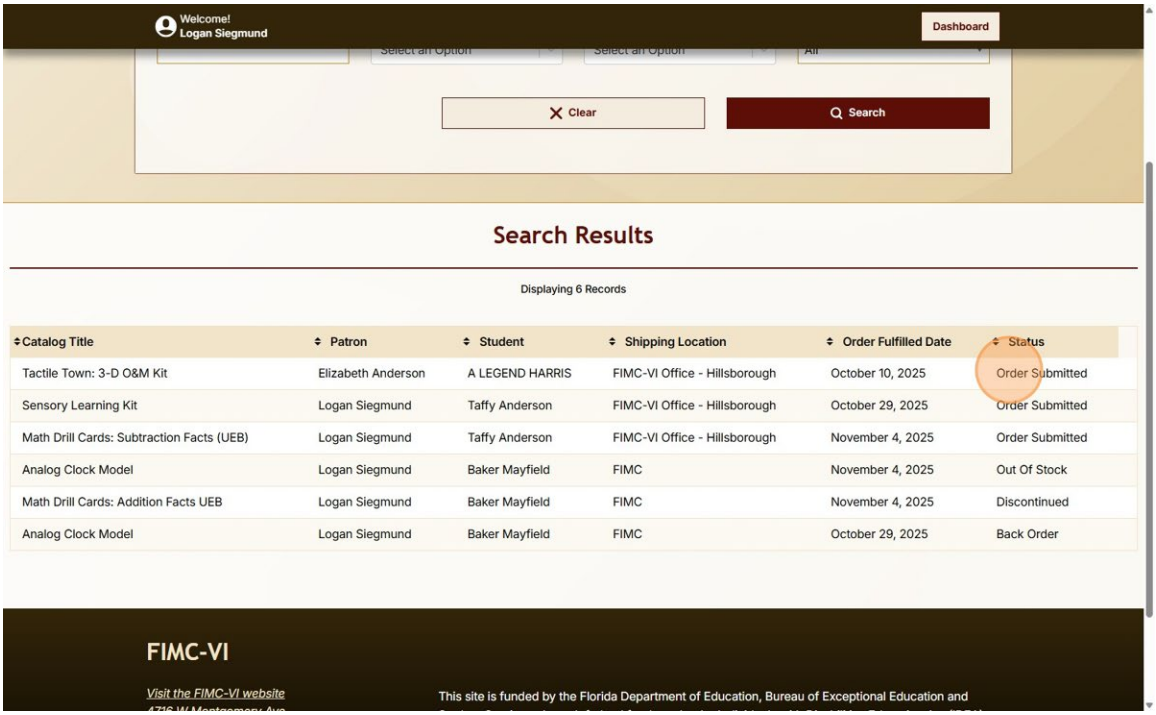
3. To view processed APH orders for your entire district or organization, select “APH Loan History” above the Search Results.



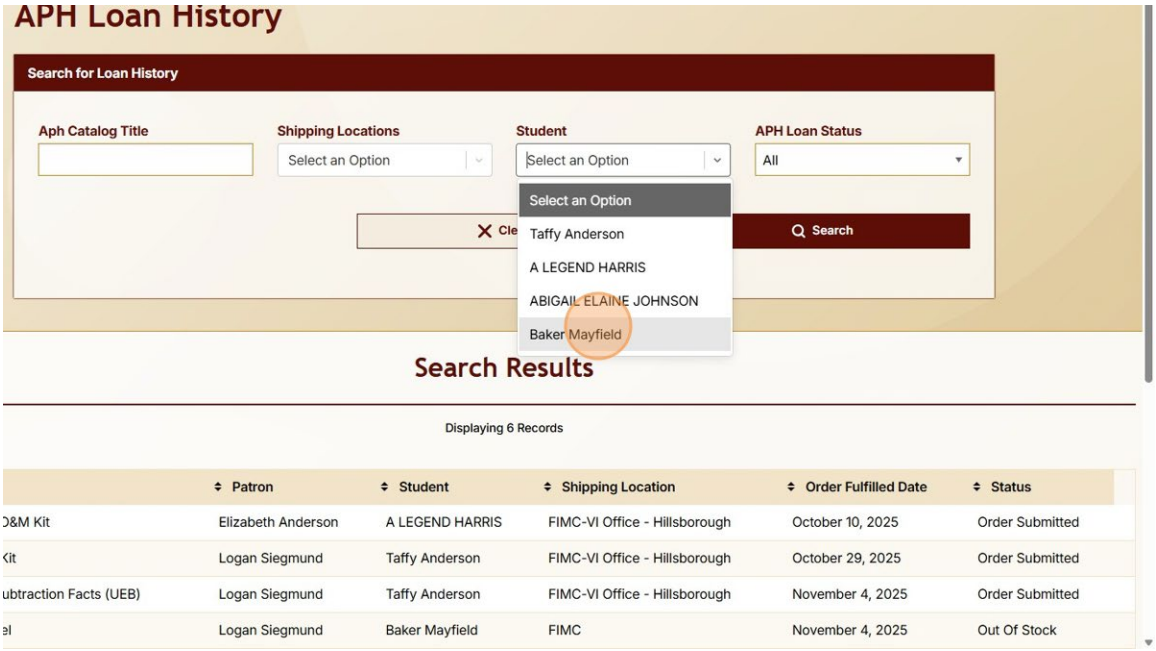
4. Select “Clear” and then select “Search”.



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



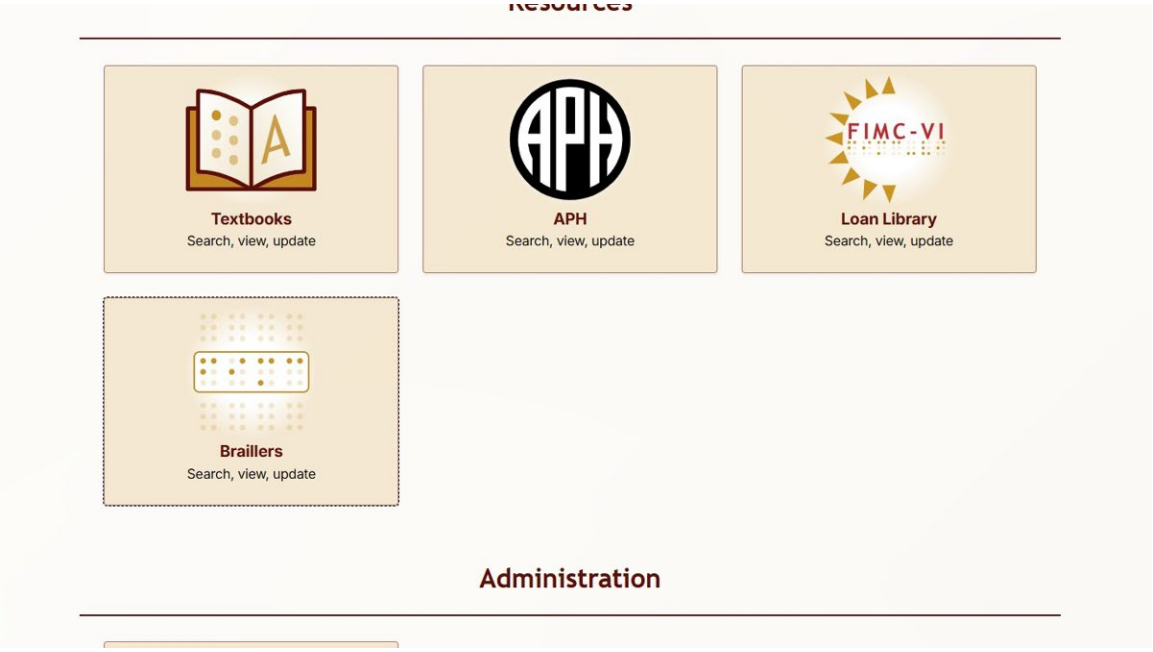
6. You may also use filters to search the list of processed APH orders (product name, shipping location, student, or status). Select “Search” after changing any of the filters. It’s best to use one filter at a time. If an order is not appearing, select “Clear”, apply the filter, and select “Search” again.



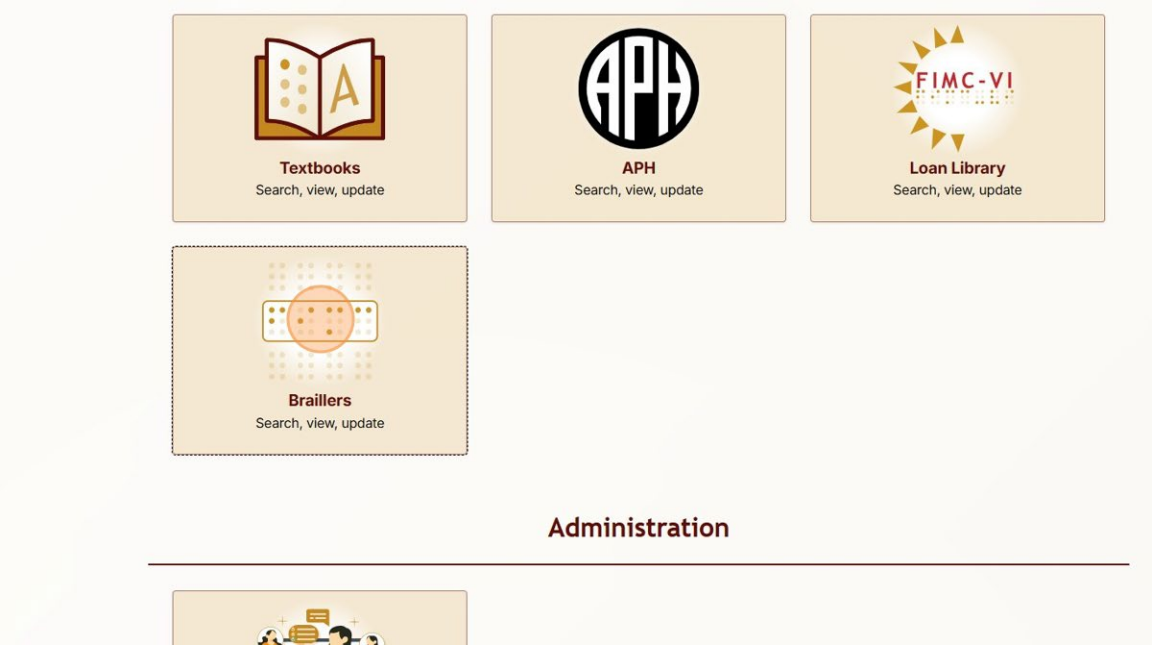
Brailler Requests

Submit and Cancel Requests

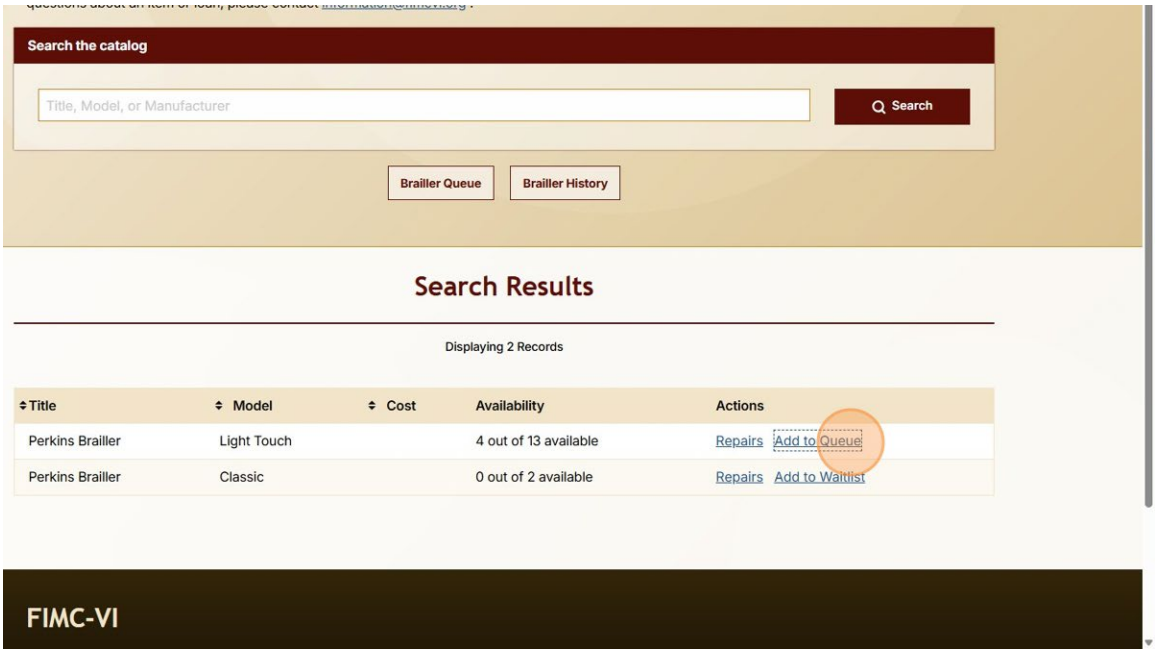
1. Navigate to https://portal.fimcvi.org/dashboard



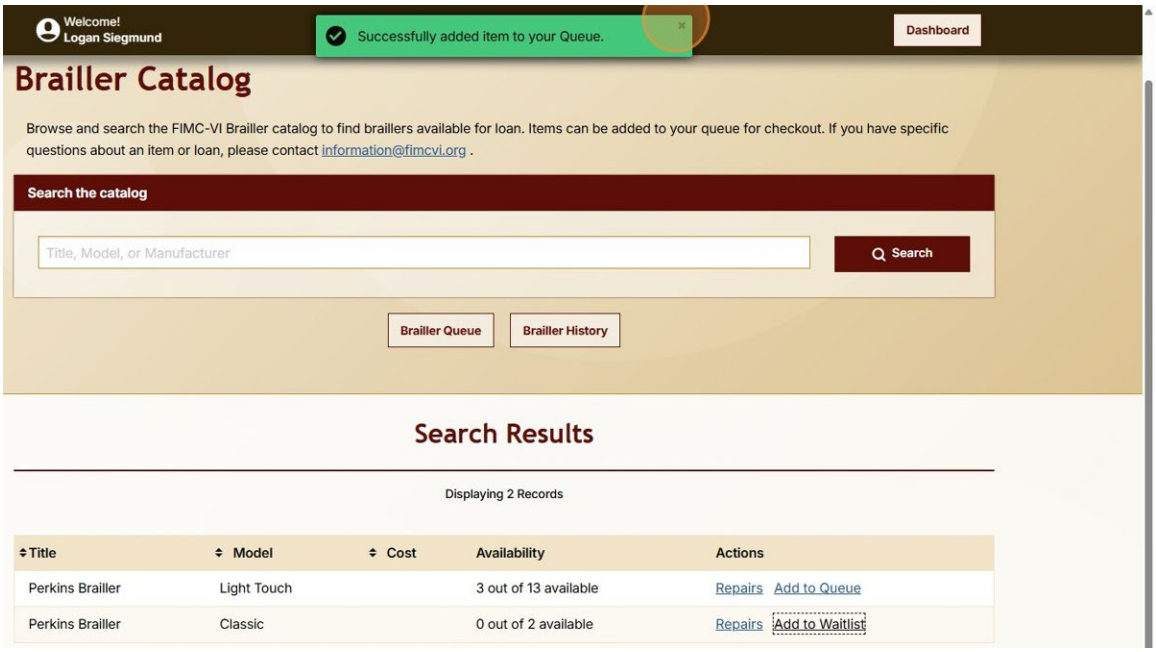
2. Select the Braillers tile.



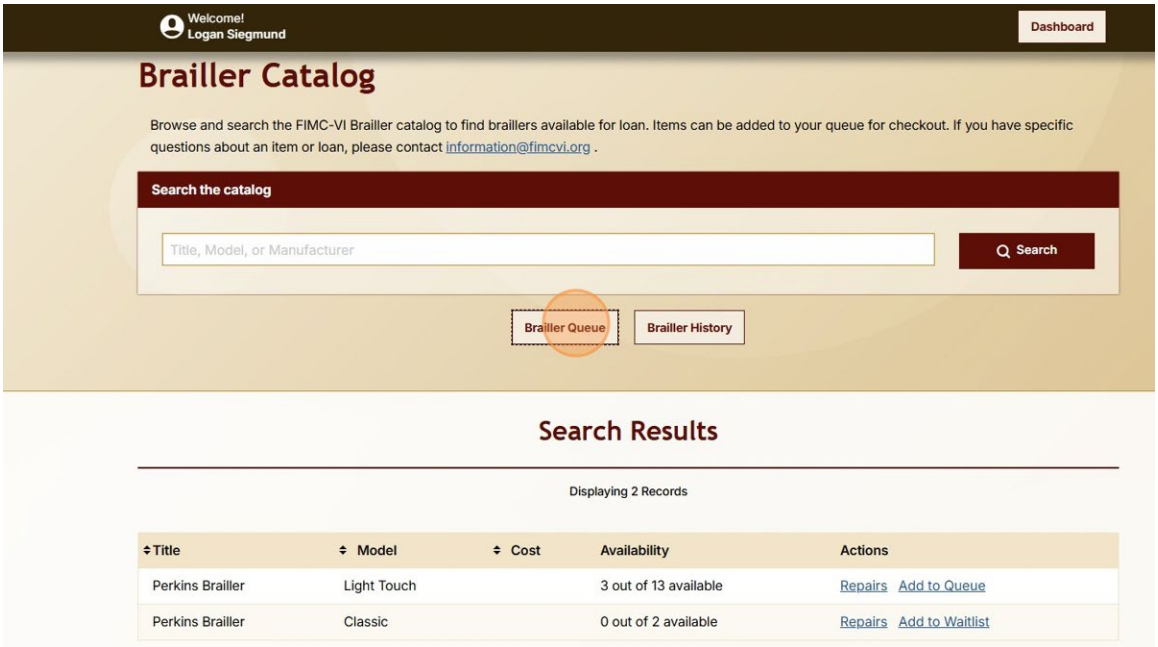
3. FIMC-VI has two models of braillers available (Light Touch and Classic). Select "Add to Queue" or "Add to Waitlist" as appropriate.
   Note: if you need several braillers, you must select “Add to Queue” multiple times. For example, if you need 2 Perkins Light Touch braillers, you must select “Add to Queue” 2 times.
   If you need another type of brailler that is not shown here (unimanual, Smart Brailler), go to the Loan Library catalog.



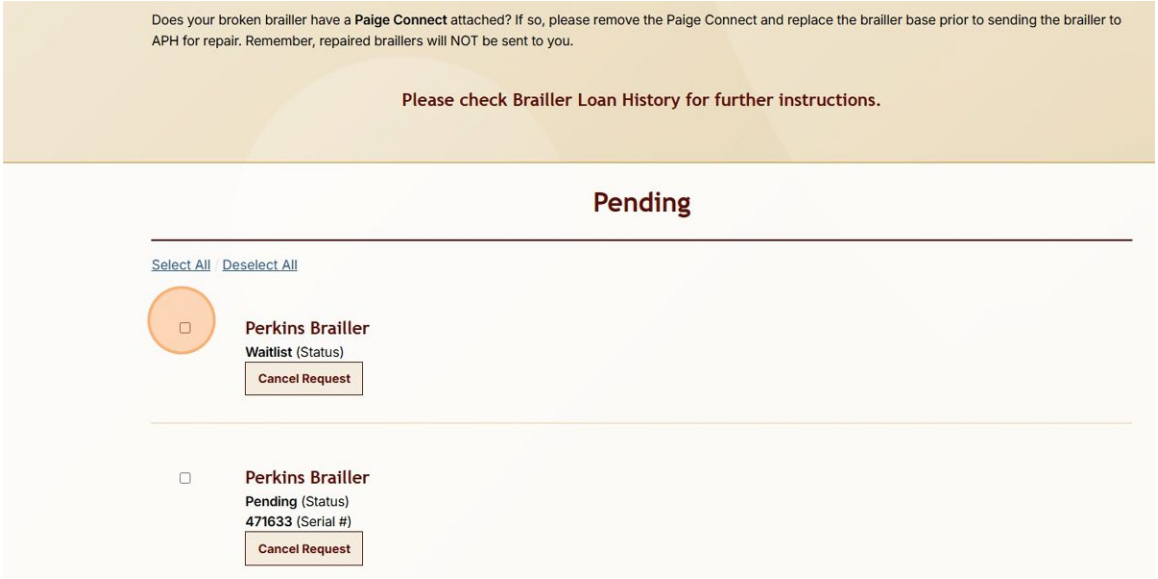
4. A message will appear stating "Successfully added item to your Queue." You may close this message.



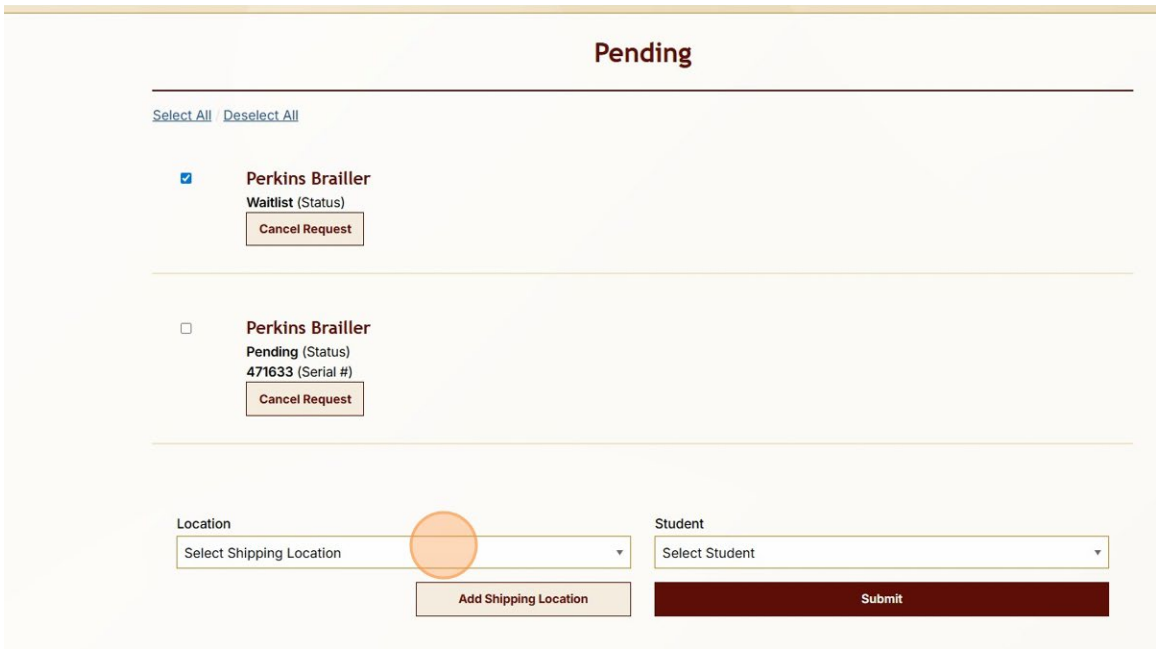
5. When you are done requesting the needed brailler(s), select "Brailler Queue" above the Search Results.



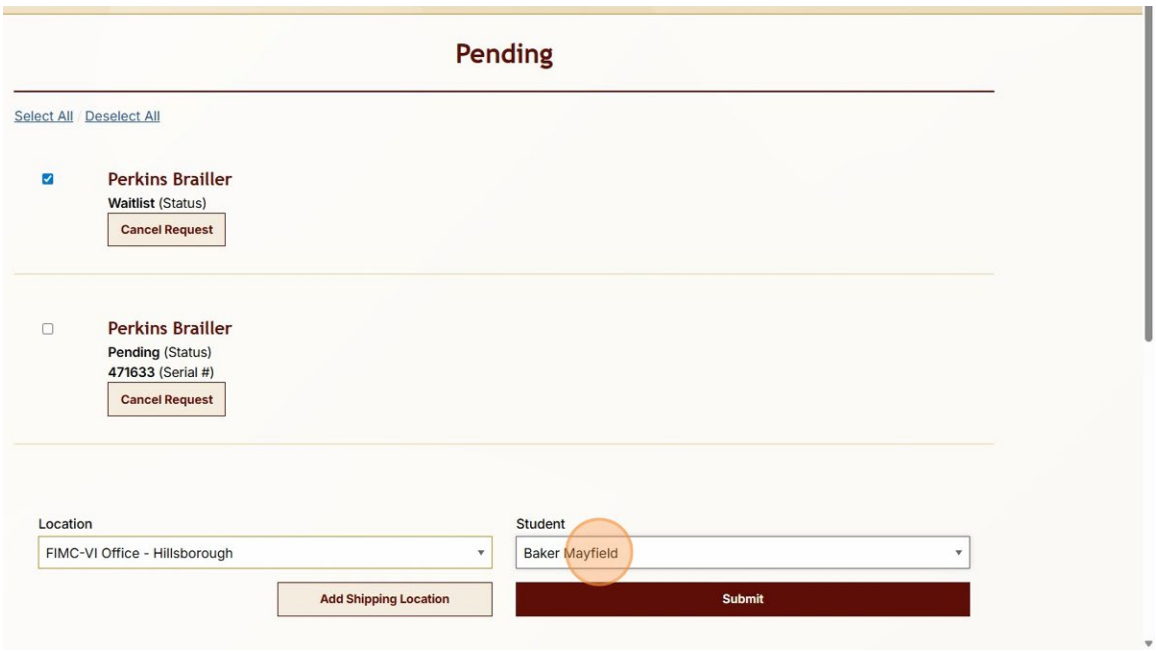
6. Select the checkbox next to the item. If you select the checkbox for multiple items, they will all be assigned to the same shipping location and student.
   If you need to cancel a Pending item, select “Cancel Request”.



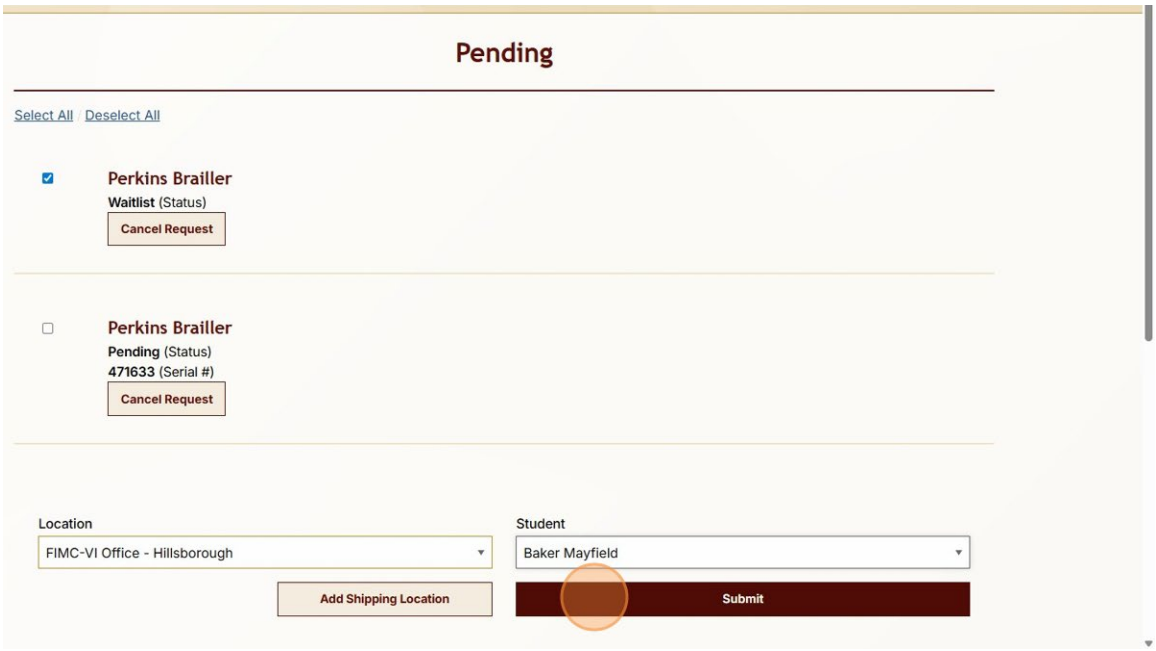
7. Select the location this item should be sent to.
   Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.
   If the needed location is not showing, you may select “Add Shipping Location”. 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.



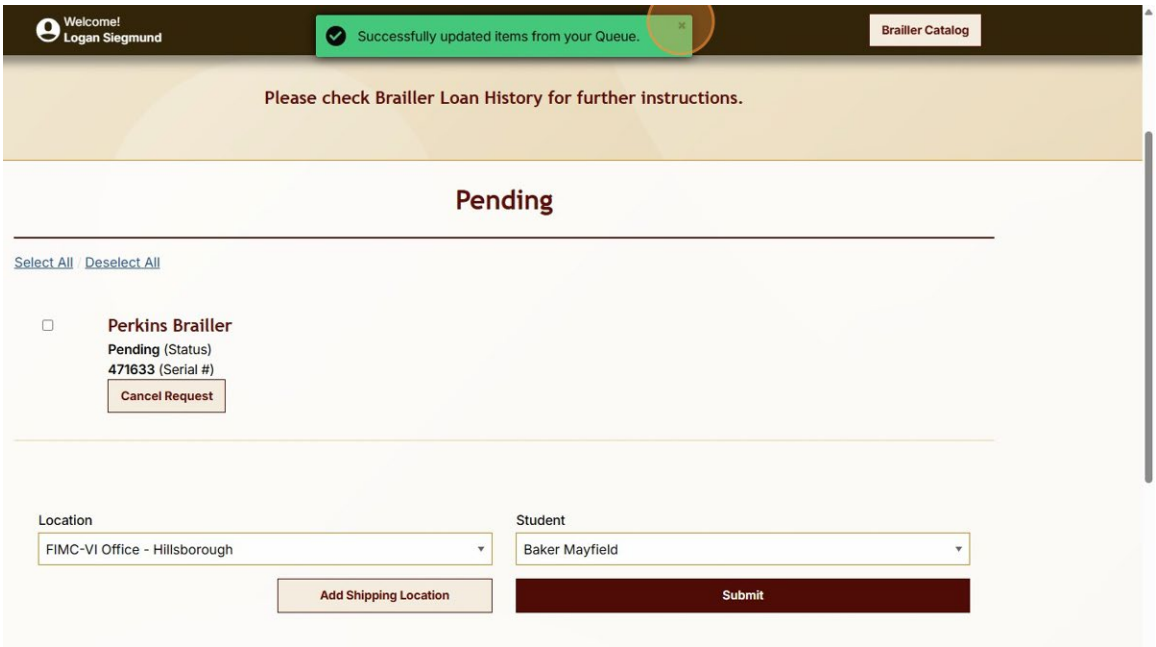
8. Select the student this item should be assigned to.
   Note: only students who have signed parental consent to share information with APH will appear in this list.



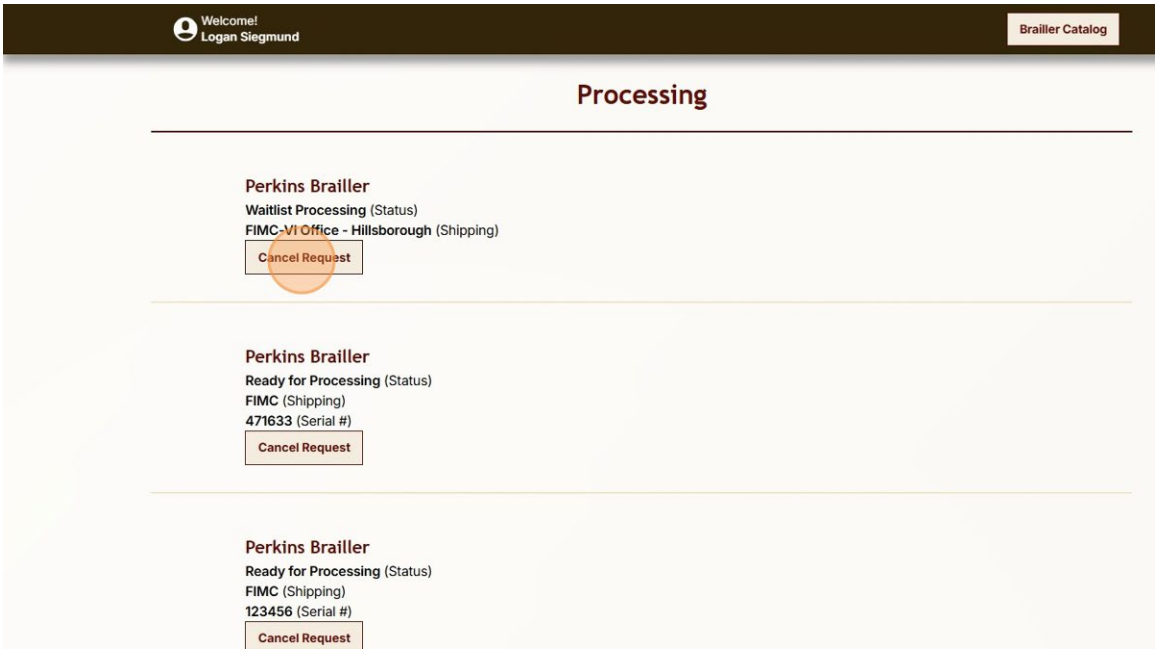
9. Select “Submit”.



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



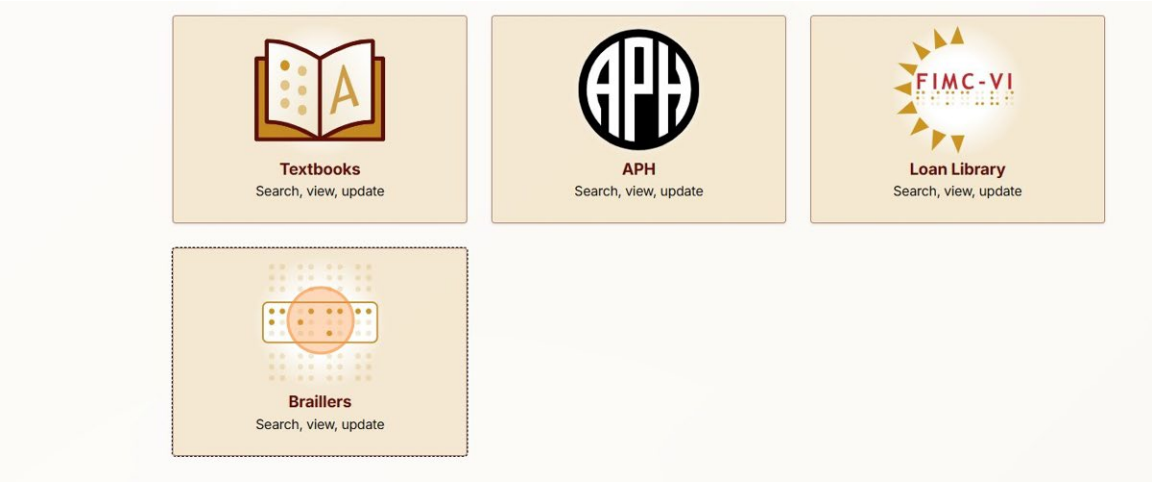
11. Submitted orders will appear under Processing on the same page. If you need to cancel an order in this section, select “Cancel Request”.



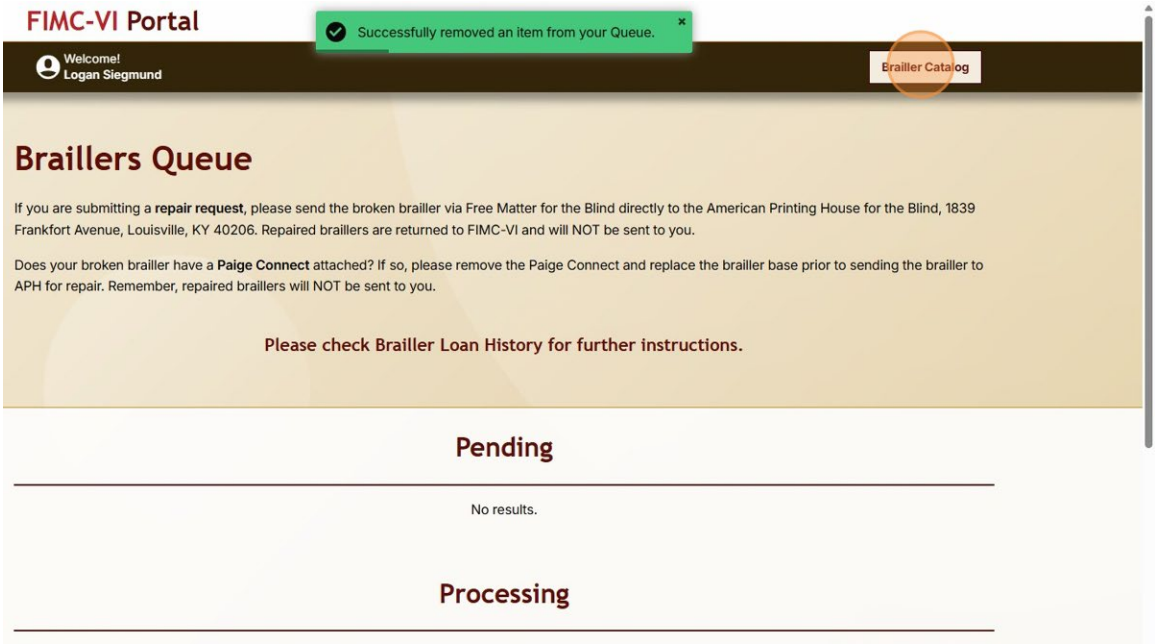
Request a Brailler Repair

This guide includes instructions on how to print the information that should be included in the box with the broken brailler when sending to APH for repair. Broken braillers should not be sent to FIMC-VI. If a broken brailler has a Paige Connect attached, please remove the device and replace the original brailler base prior to sending for repair.

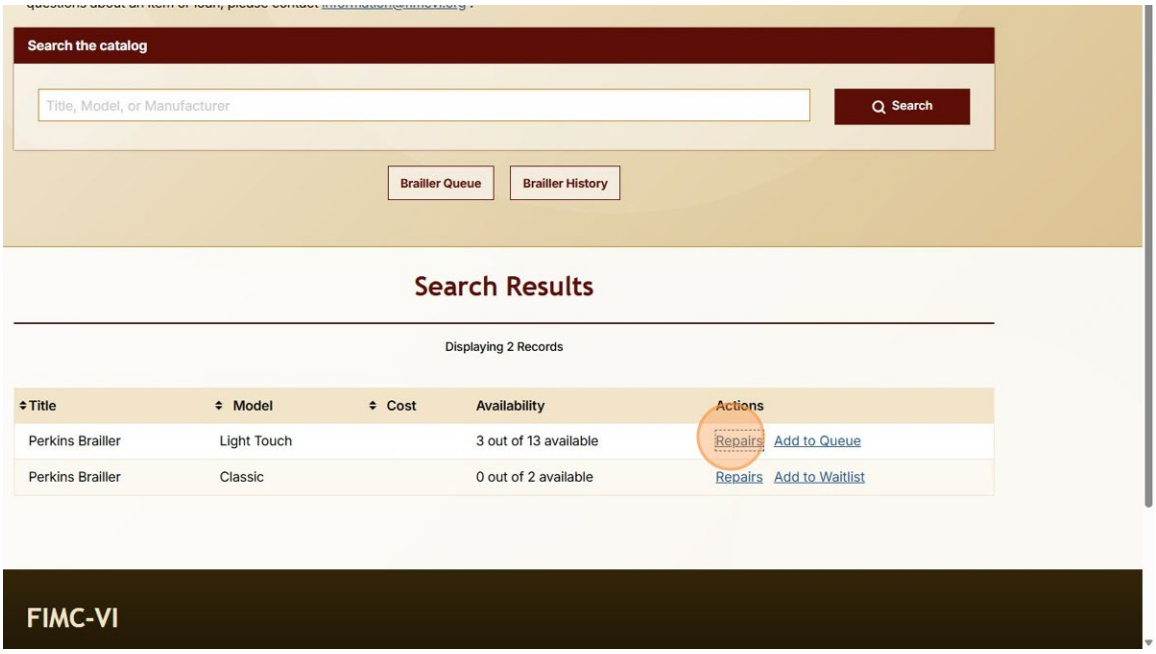
1. Select the Braillers tile.



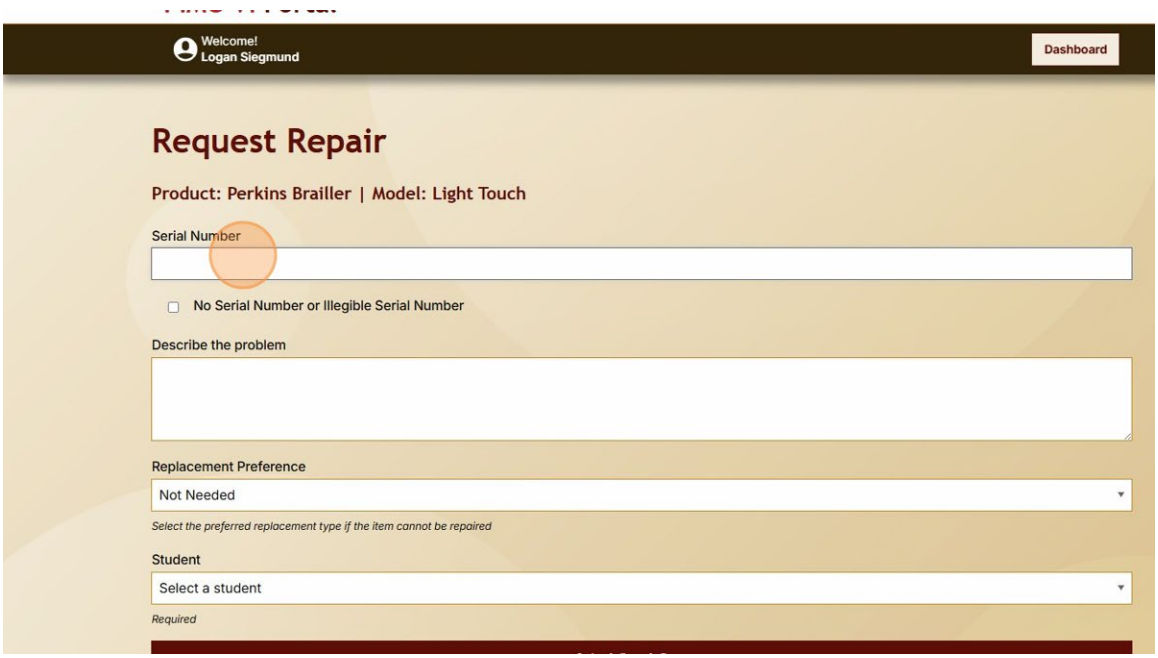
2. If you are already in the Braillers Queue, you may navigate back to the main Brailler Catalog page by selecting “Brailler Catalog” in the top right corner of the page.



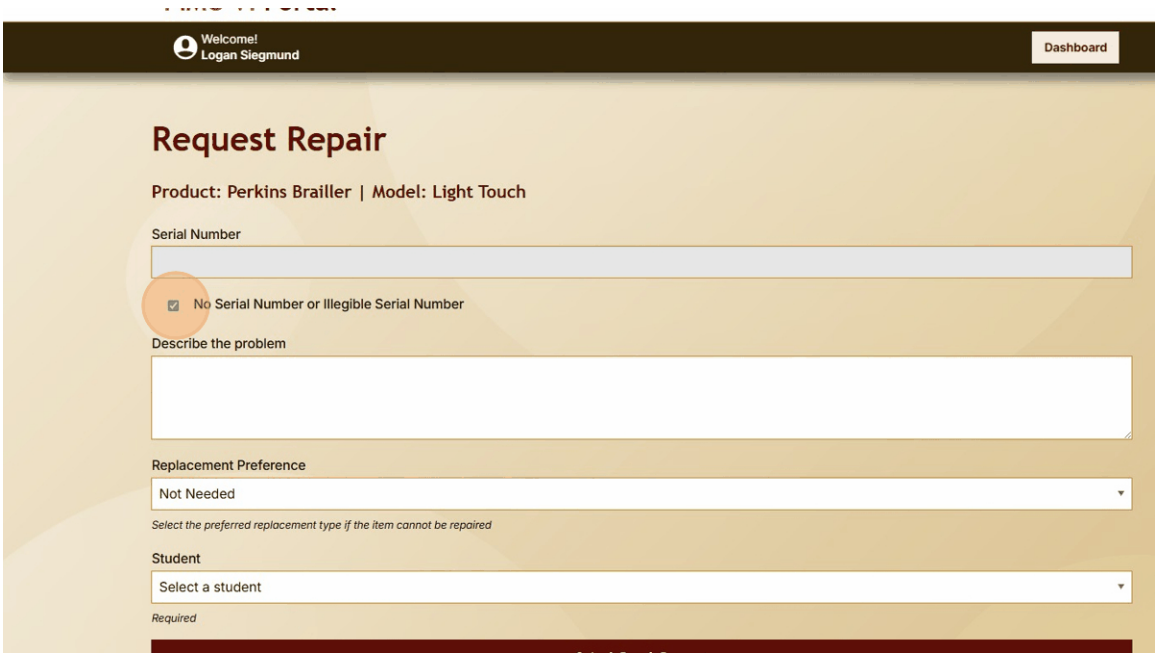
3. Select "Repairs" for the type of brailler that needs to be repaired. If you're unsure, select Model: Classic. Light Touch braillers are generally blue and have a serial number that starts with LT.



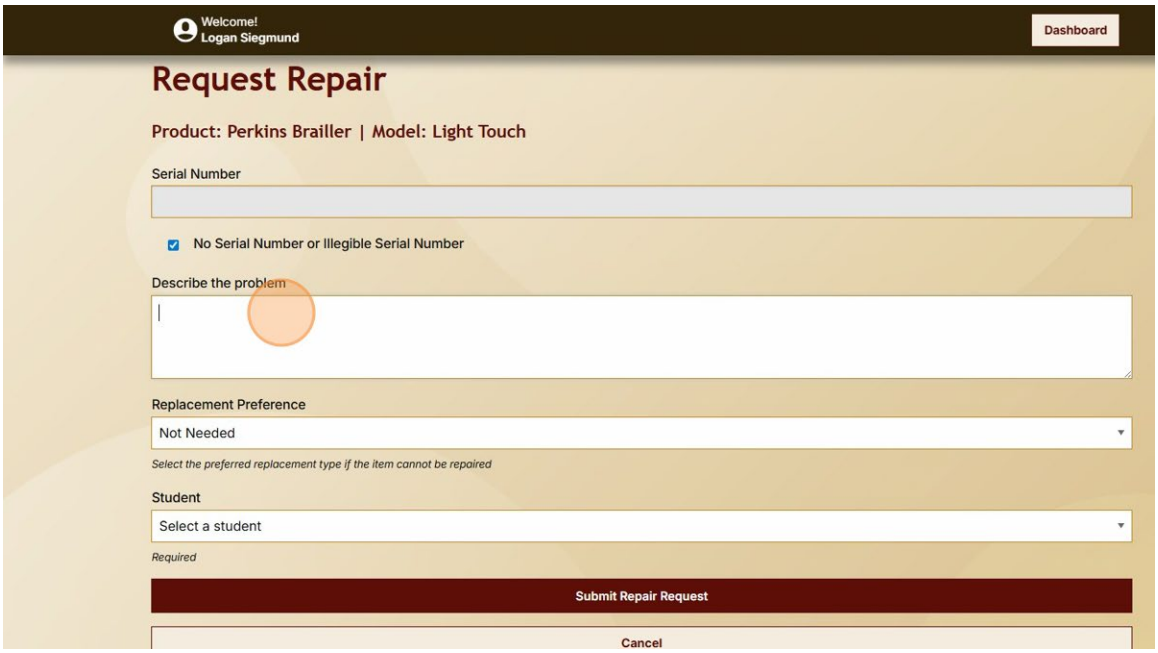
4. Enter the serial number of the brailler.



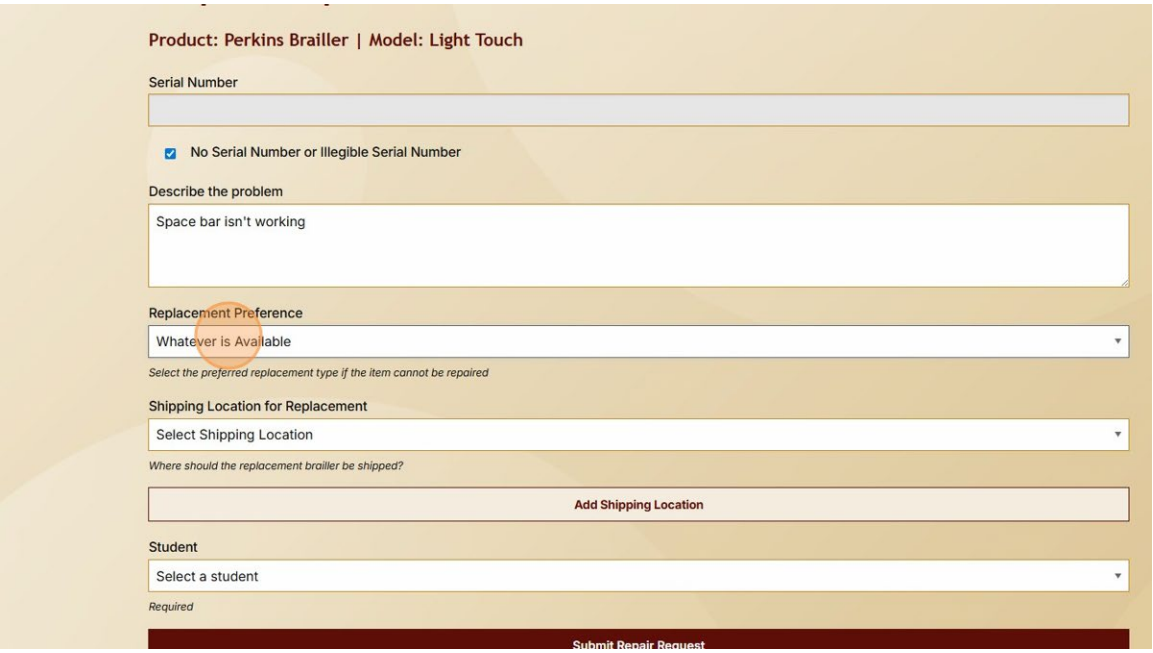
5. If you are unable to identify the serial number, check the box stating "No Serial Number or Illegible Serial Number".



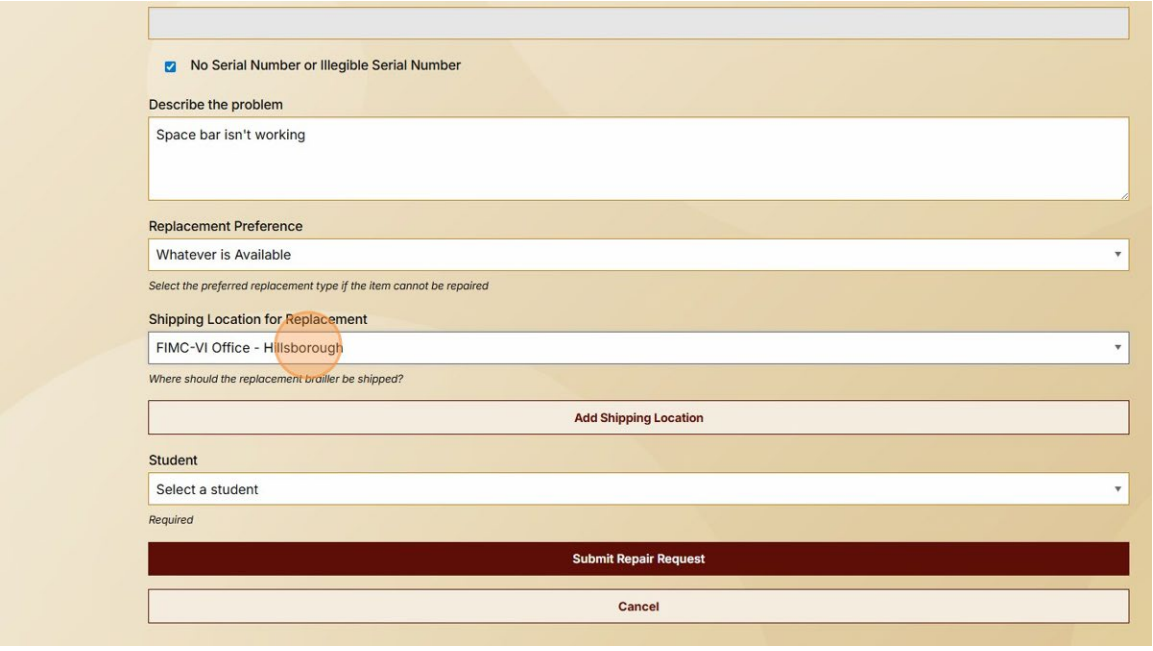
6. Enter the issue the brailler is having.



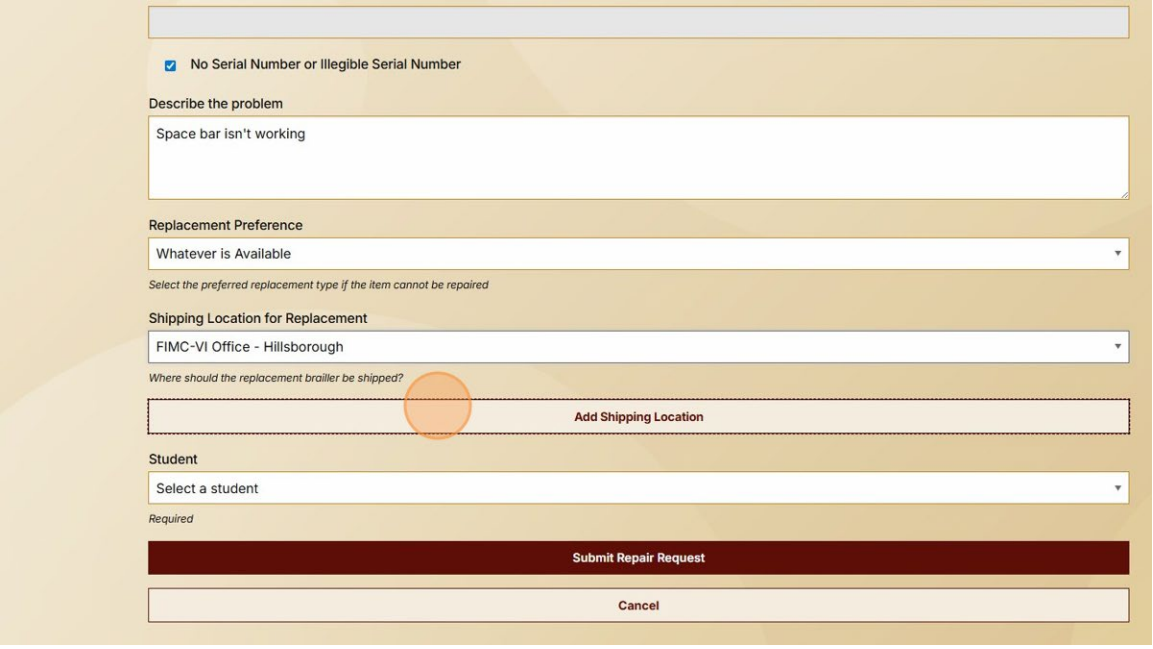
7. Select one of the options regarding Replacement Preference: Not needed; Whatever is available; Classic; Light Touch.



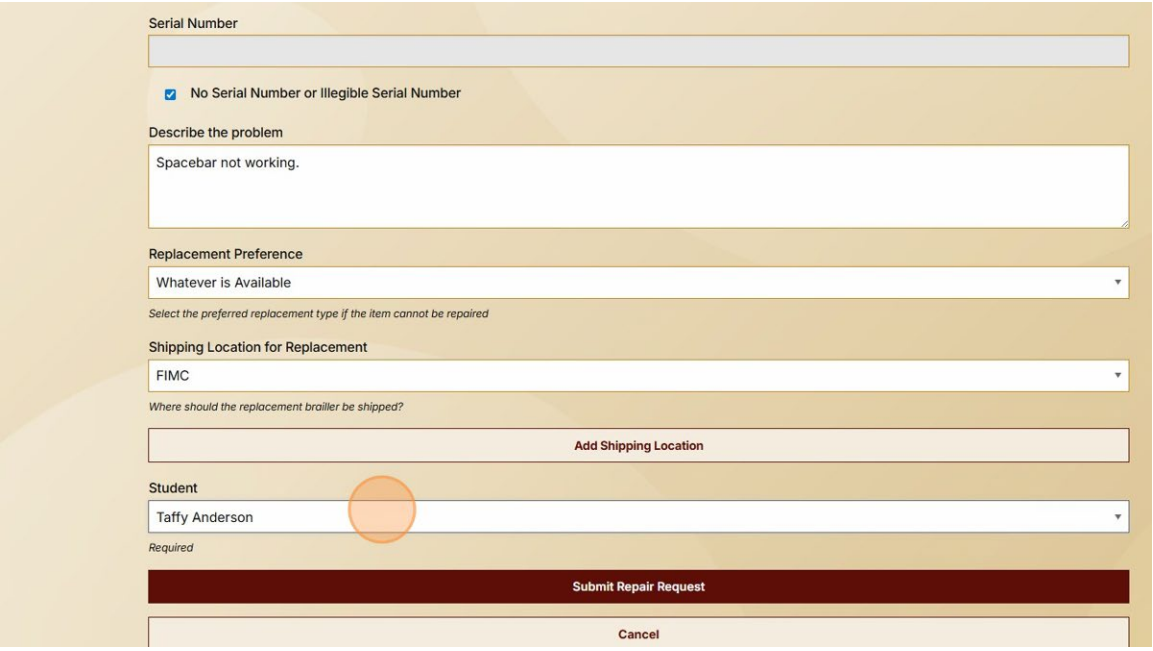
8. Select the shipping location the replacement brailler should be sent to.
   Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.



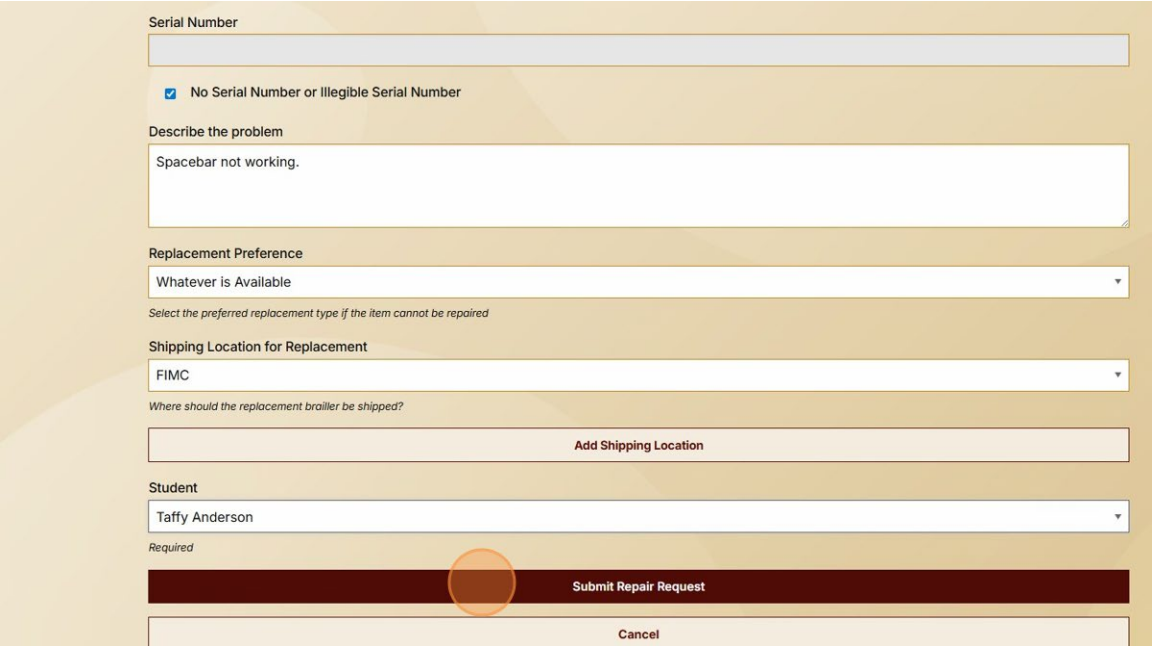
9. You may add a shipping location if needed.
   When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.



10. Select the student the replacement brailler should be assigned to.
    Note: only students who have signed parental consent to share information with APH will appear in this list.



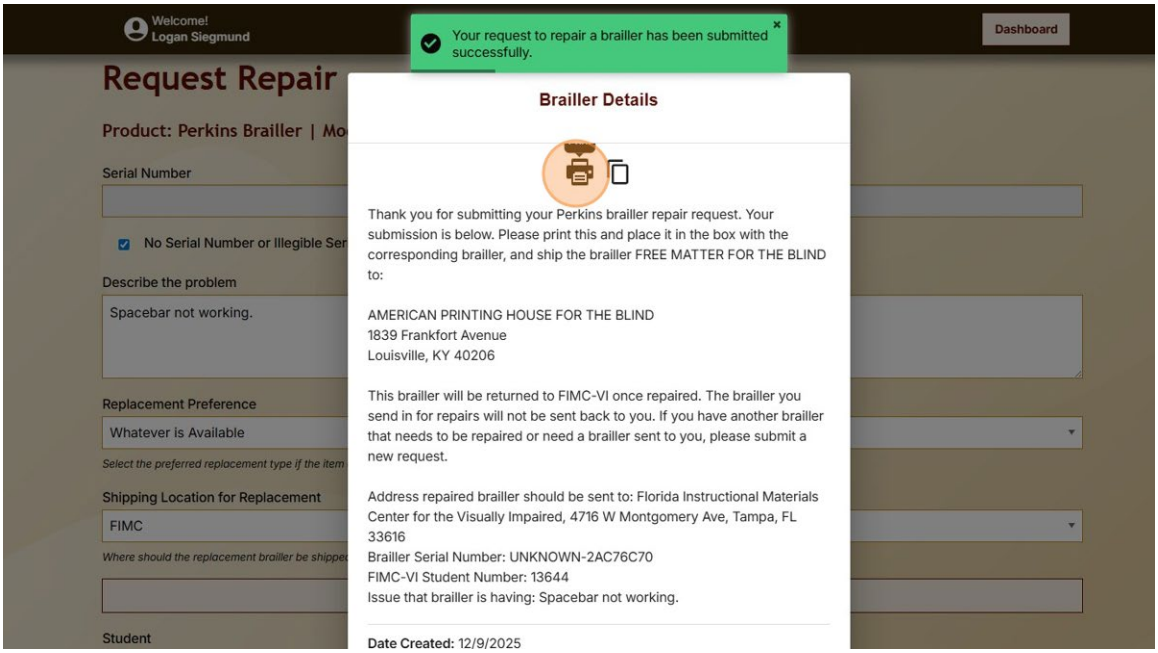
11. Select "Submit Repair Request".



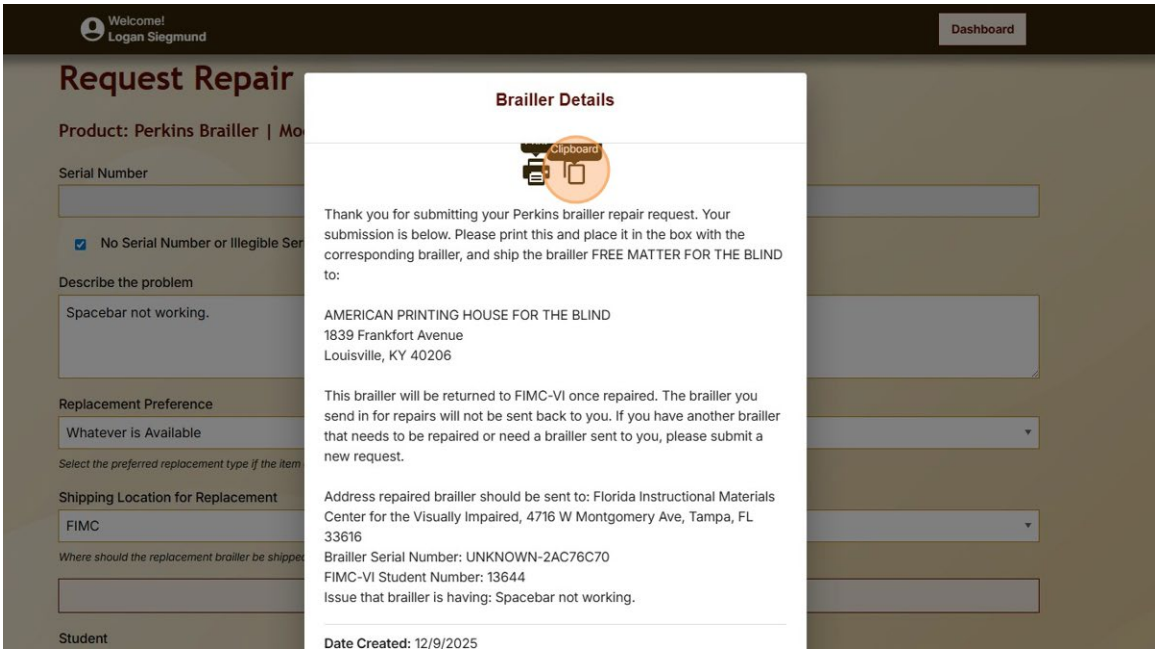
12. A message will appear with the information that must be printed and placed in the box with the brailler prior to sending it to APH for repair. You may select the print icon on this page.

    Note: Do NOT send broken braillers to FIMC-VI. Use the address provided on the printed page.

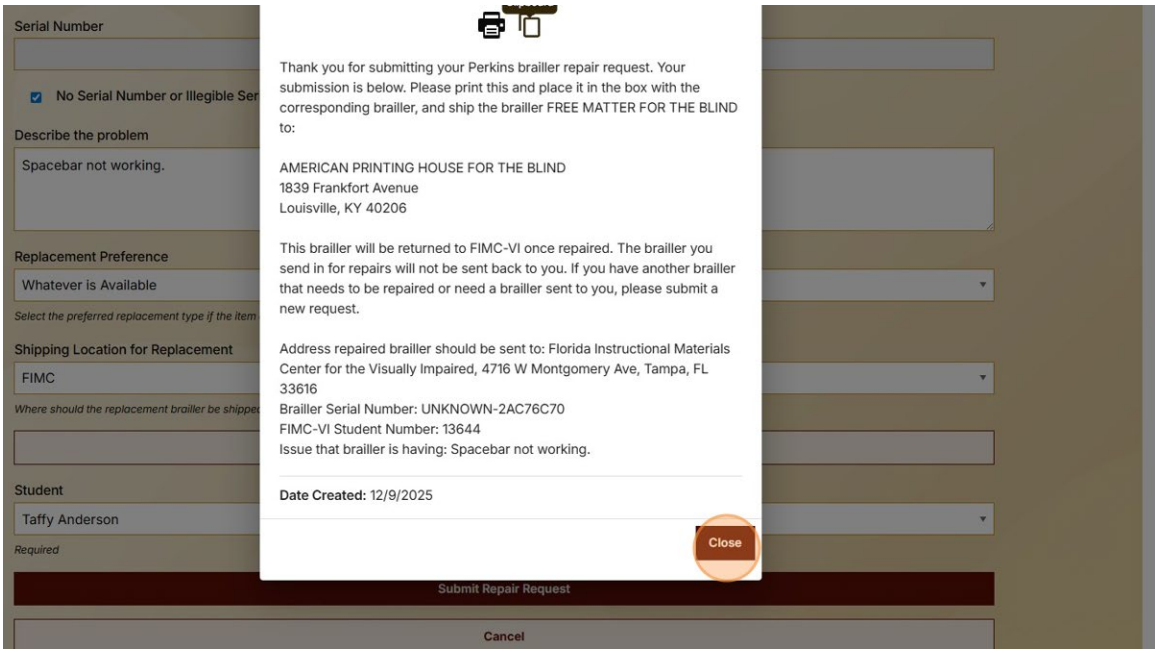
    If the broken brailler has a **Paige Connect** attached, please remove this device and replace the brailler's original base prior to sending for repair.



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.

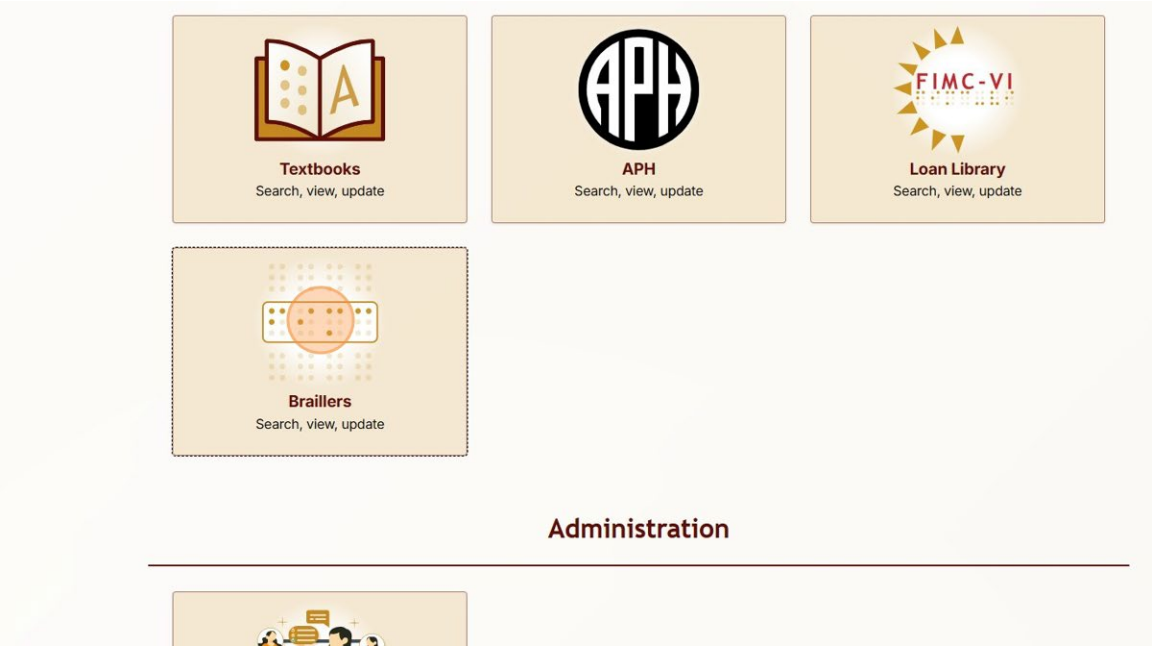


14. Once you have printed or saved the information, select “Close”.

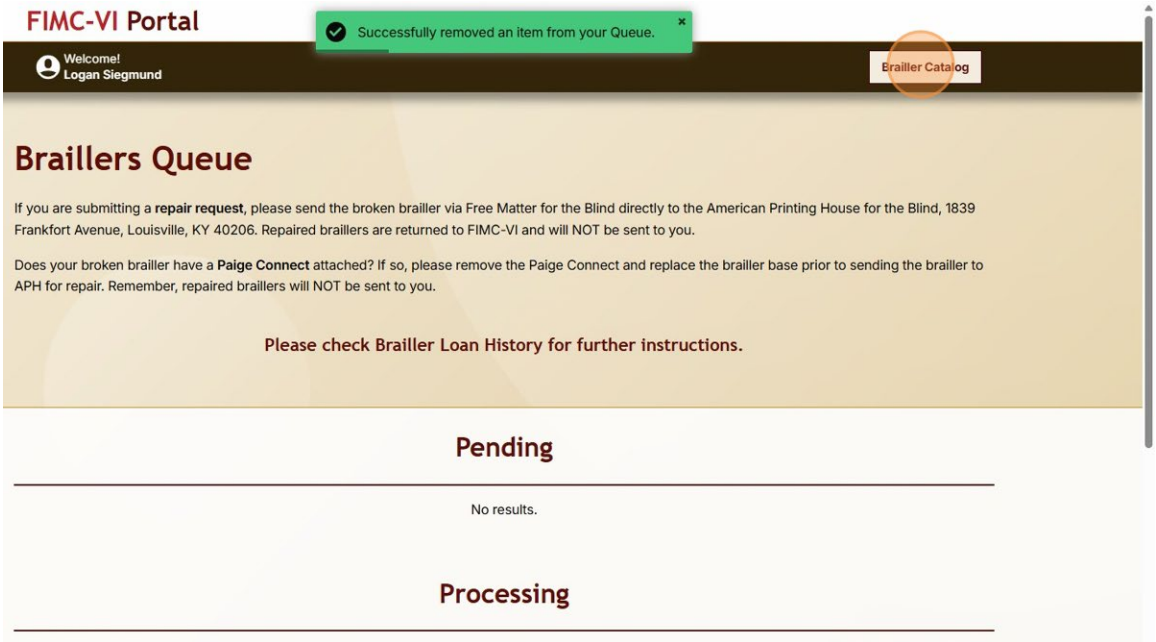


View Processed Brailler Requests

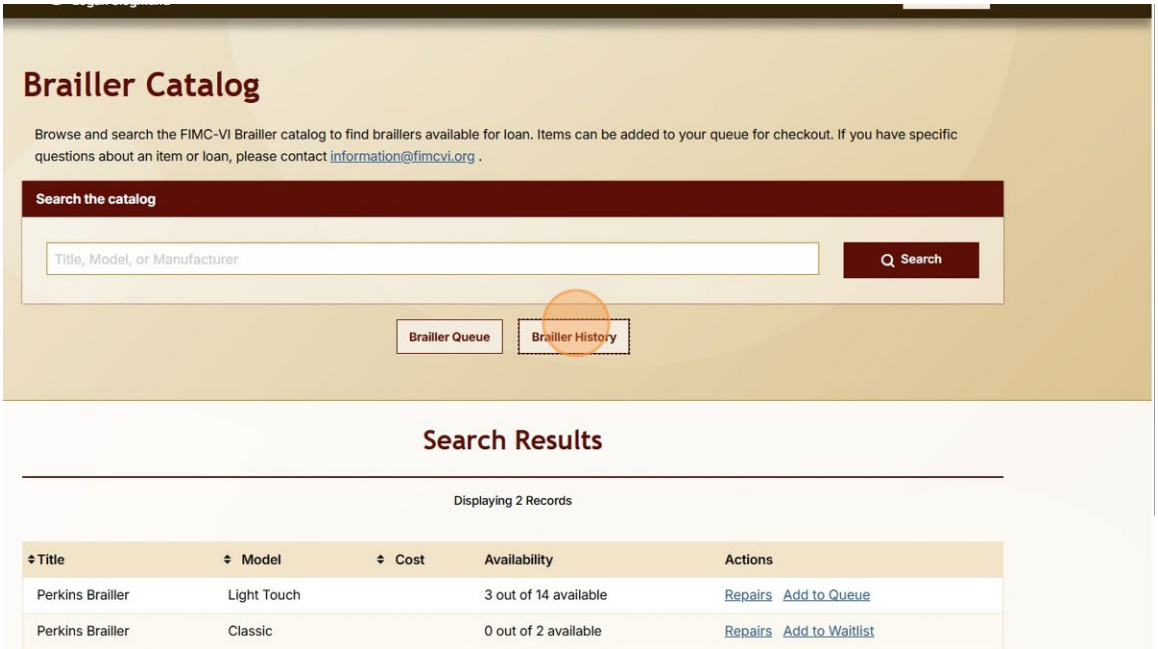
1. Select the Braillers tile.



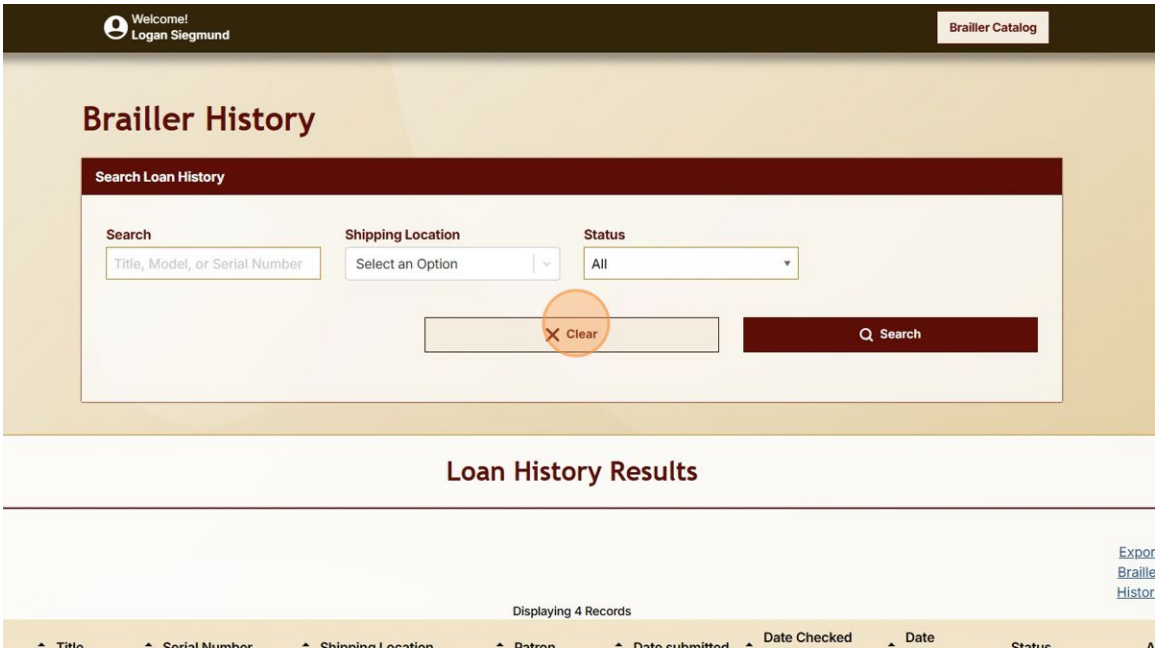
2. If you are already in the Braillers Queue, you may navigate back to the main Brailler Catalog page by selecting “Brailler Catalog” in the top right corner of the page.



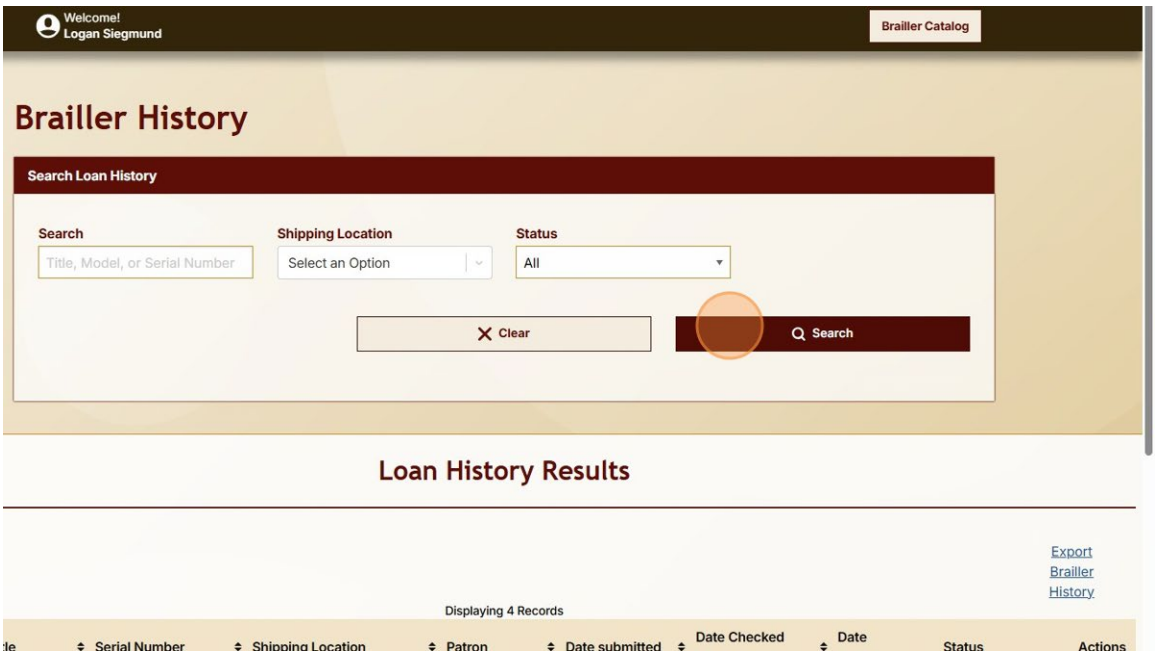
3. To view processed brailler requests for your entire district or organization, select “Brailler History” above the Search Results.



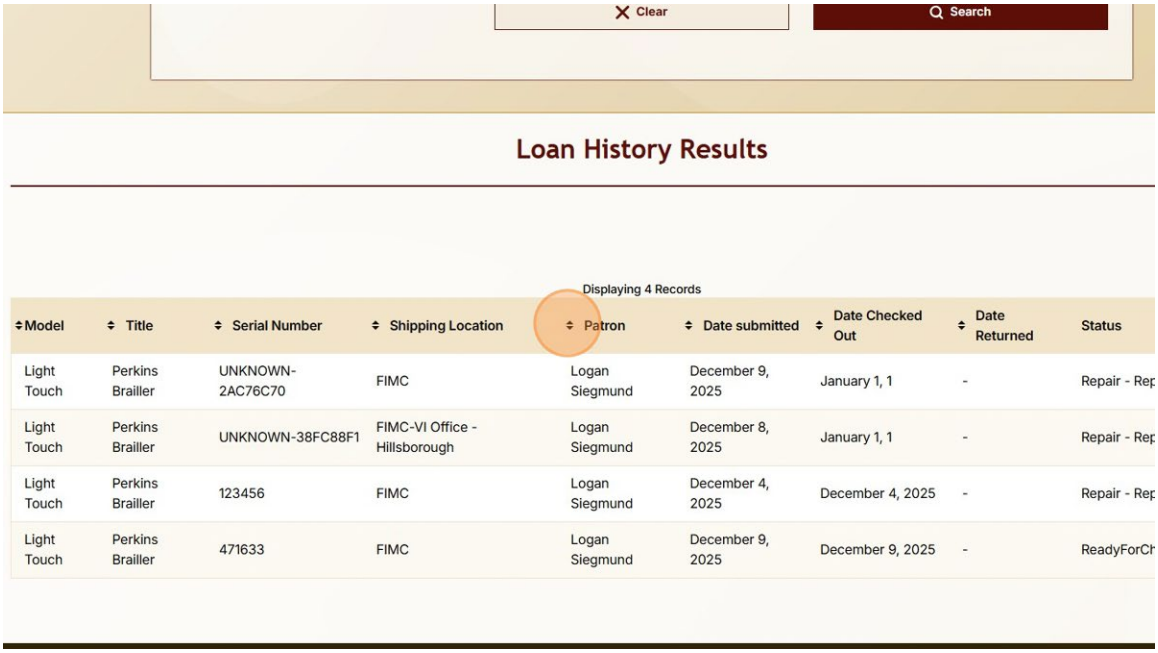
4. Always select "Clear" prior to choosing any filters or entering search terms.



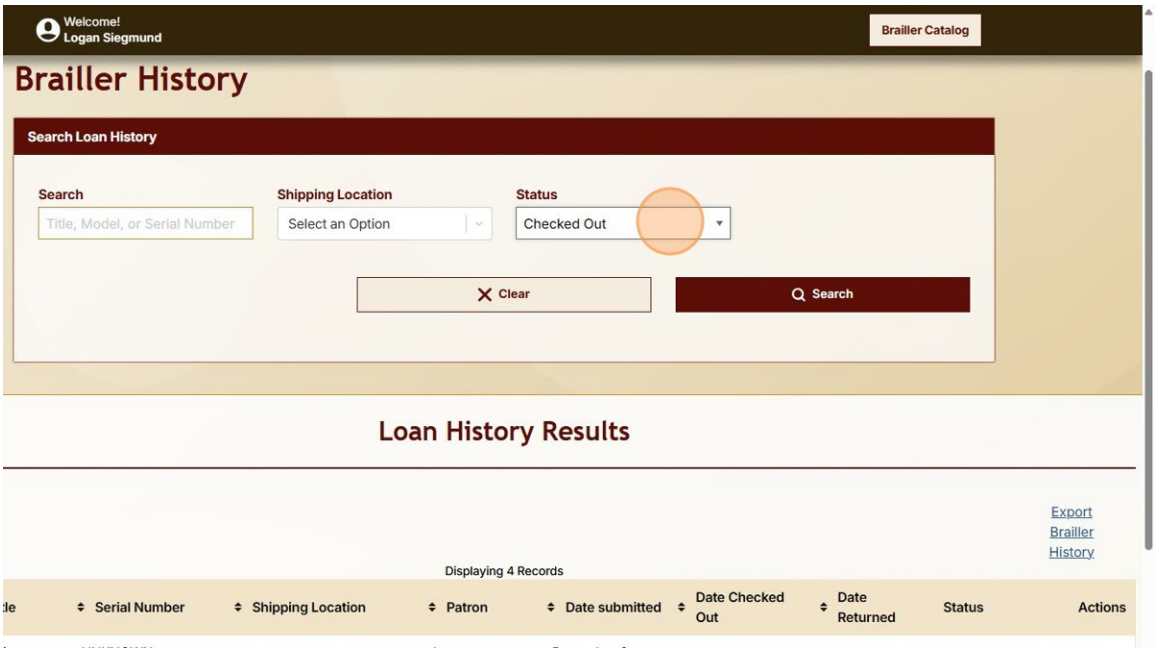
5. Select “Search” to view all processed Loan Library requests in your district or organization.



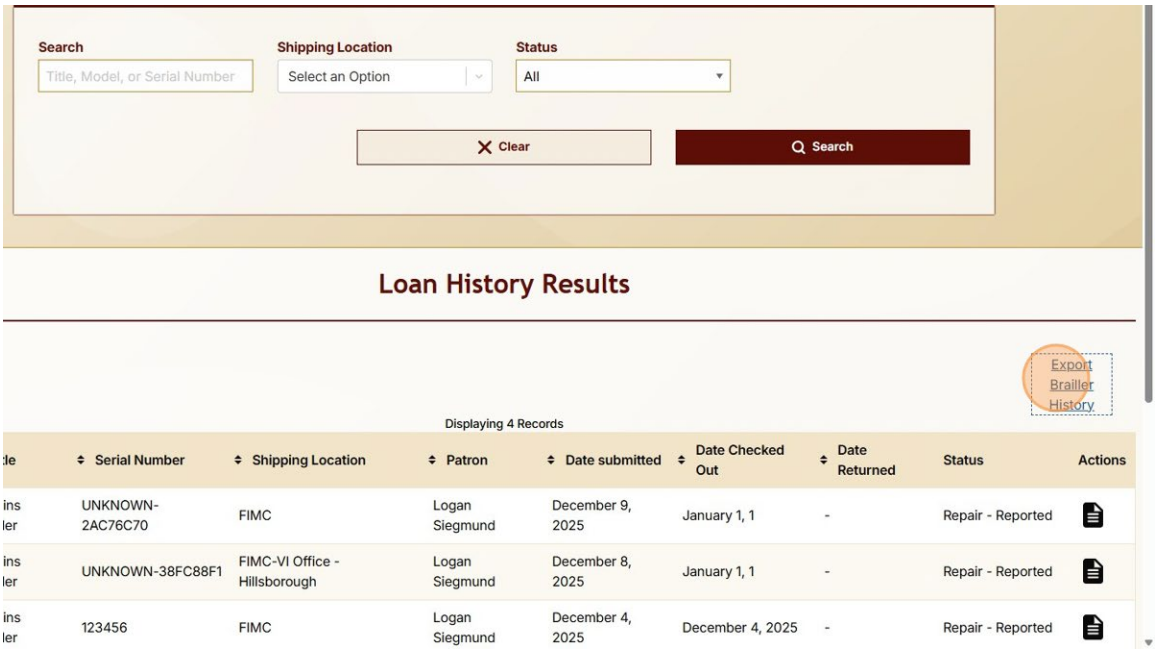
6. Under the results you may use the Sort feature to sort any field alphabetically or by date.



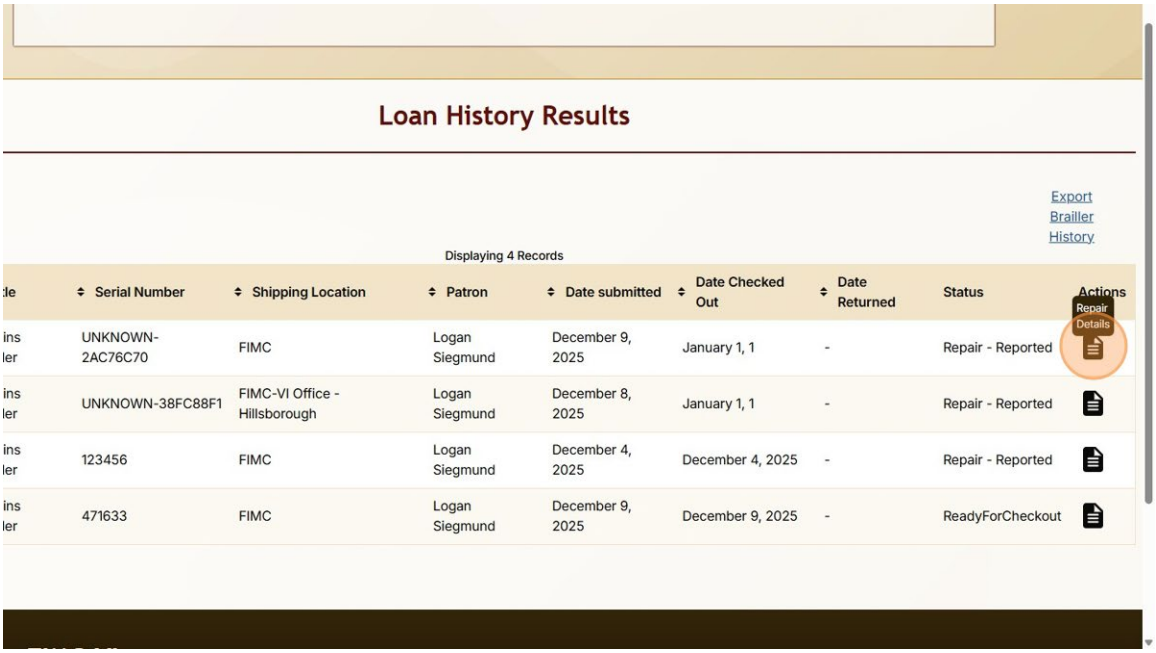
7. You may also search by item, shipping location, or status. Be sure to select "Clear" prior to changing any of these filters. It's best to use one filter at a time. If an order is not appearing, select “Clear”, apply the filter, and select “Search” again.



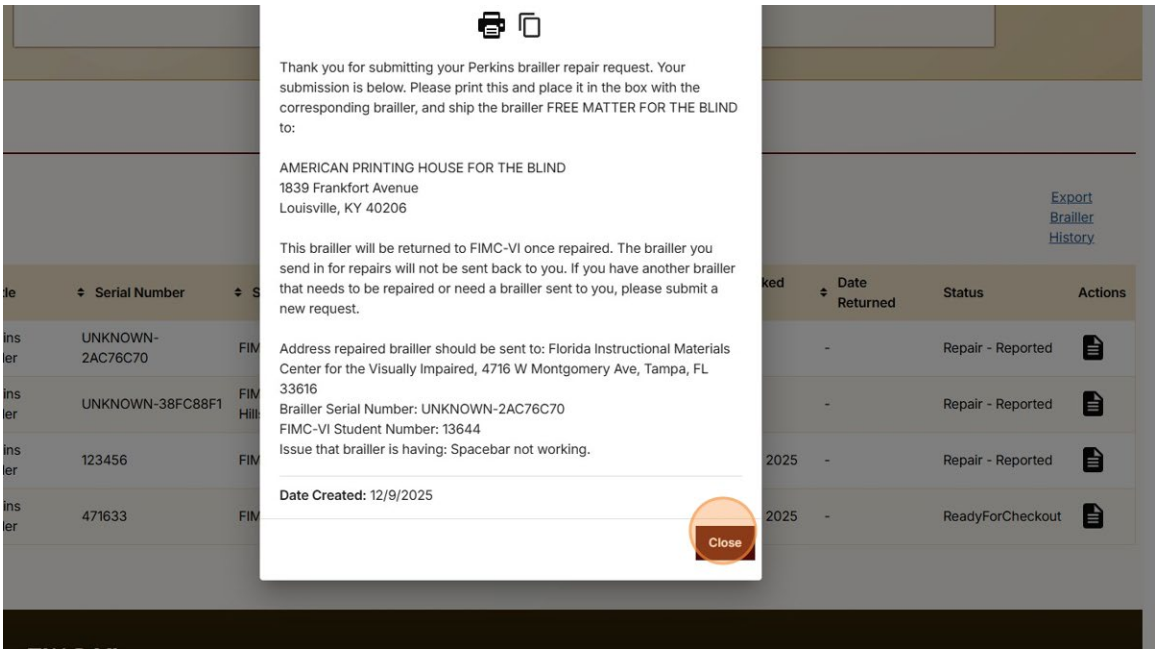
8. You may export the results to an Excel spreadsheet by selecting "Export Brailler History".



9. To view the information that must be printed and included in the box with a broken brailler being sent for repair, select the page icon under Actions.



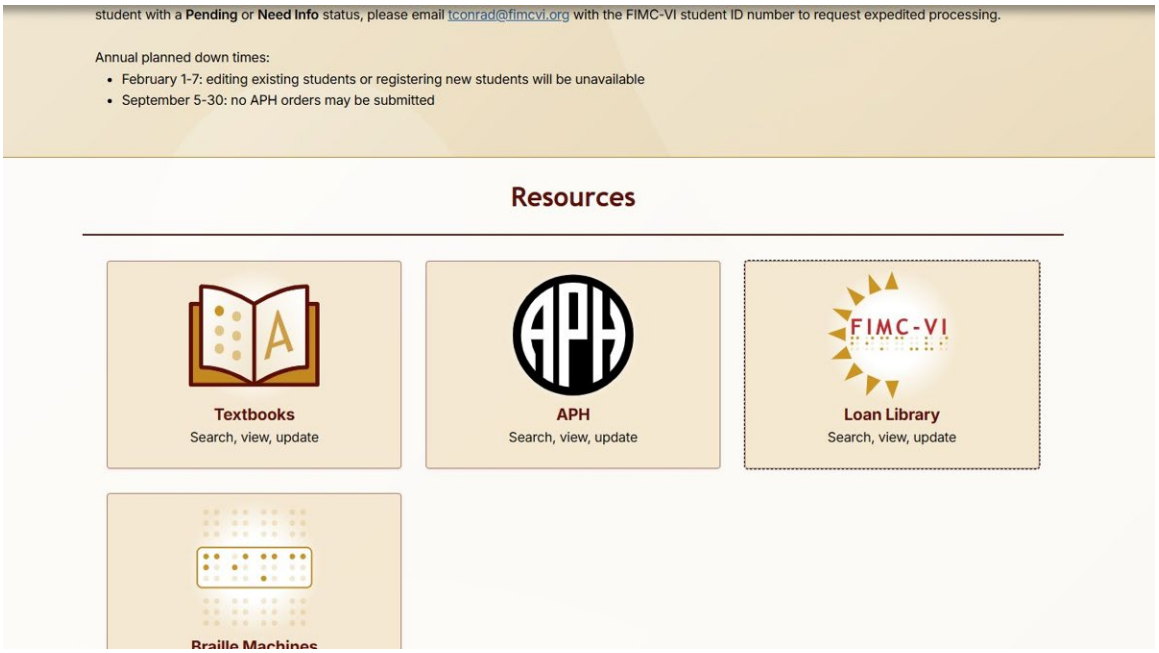
10. The brailler repair information will appear.



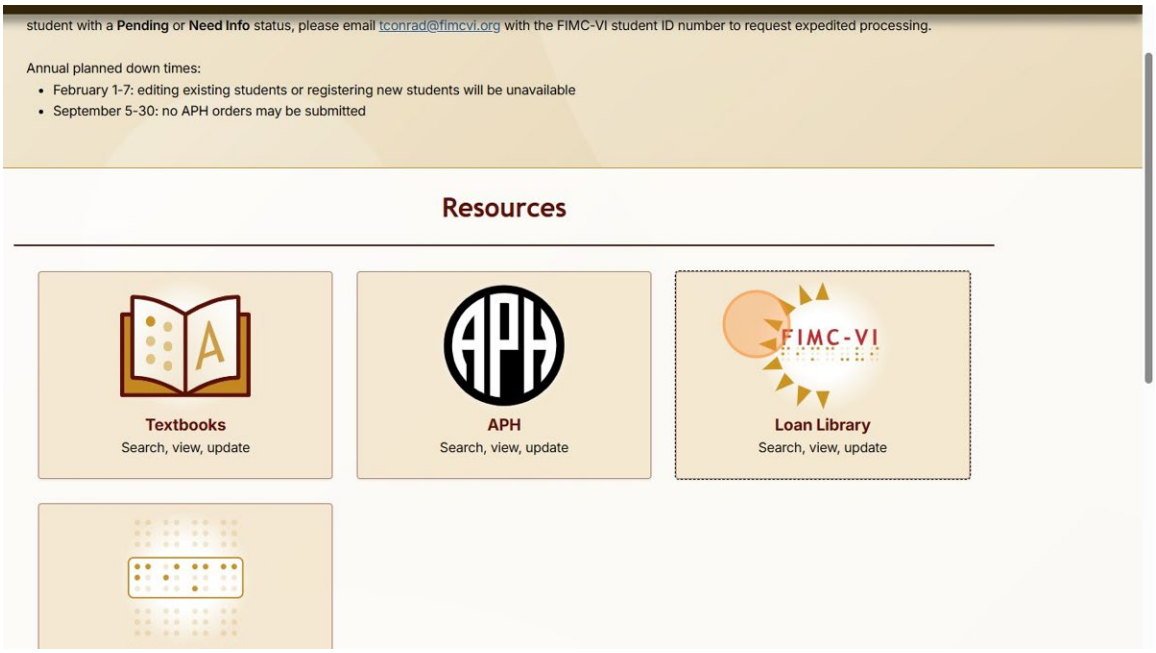
Loan Library Requests

Submit and Cancel Requests

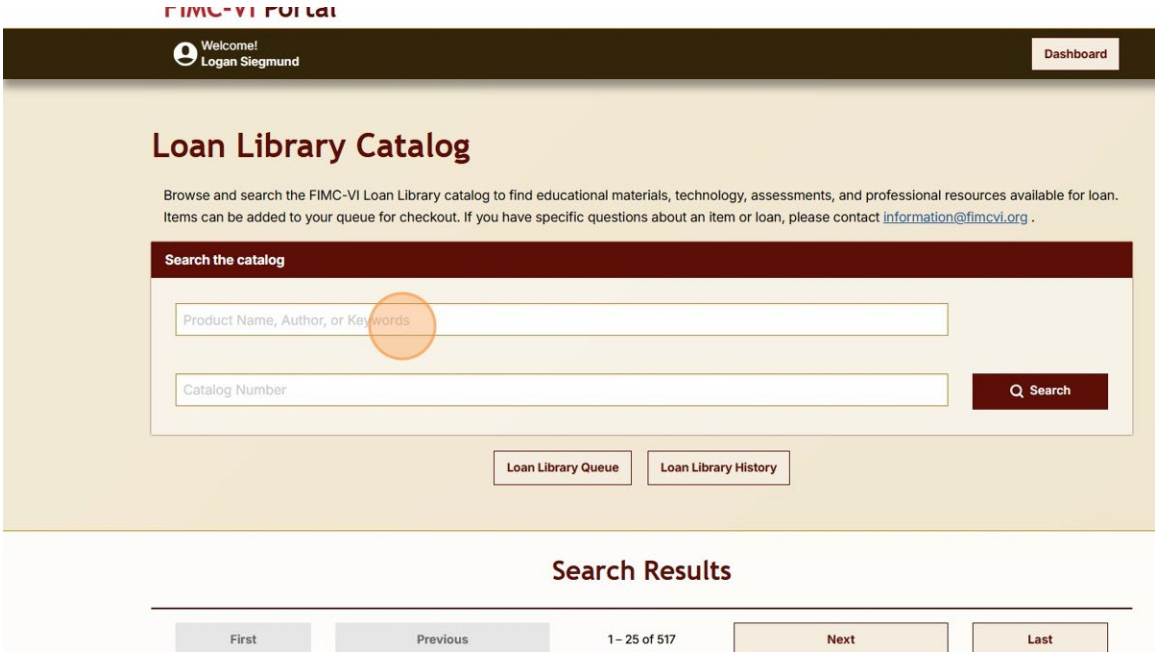
1. Navigate to https://portal.fimcvi.org/dashboard



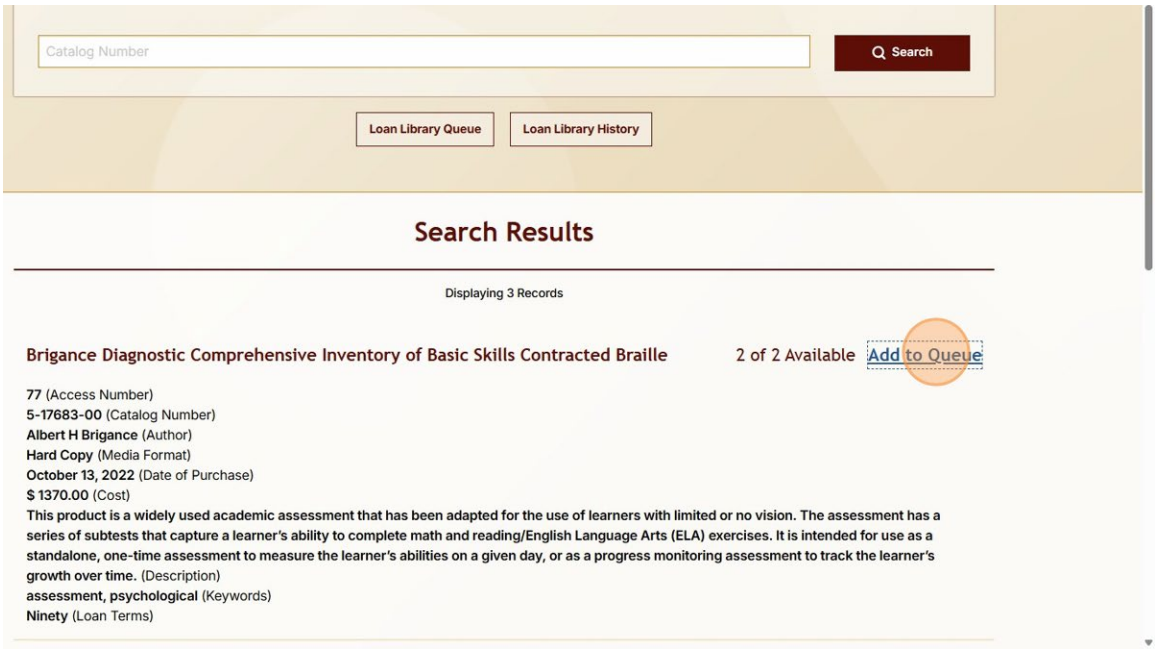
2. Select the Loan Library tile.



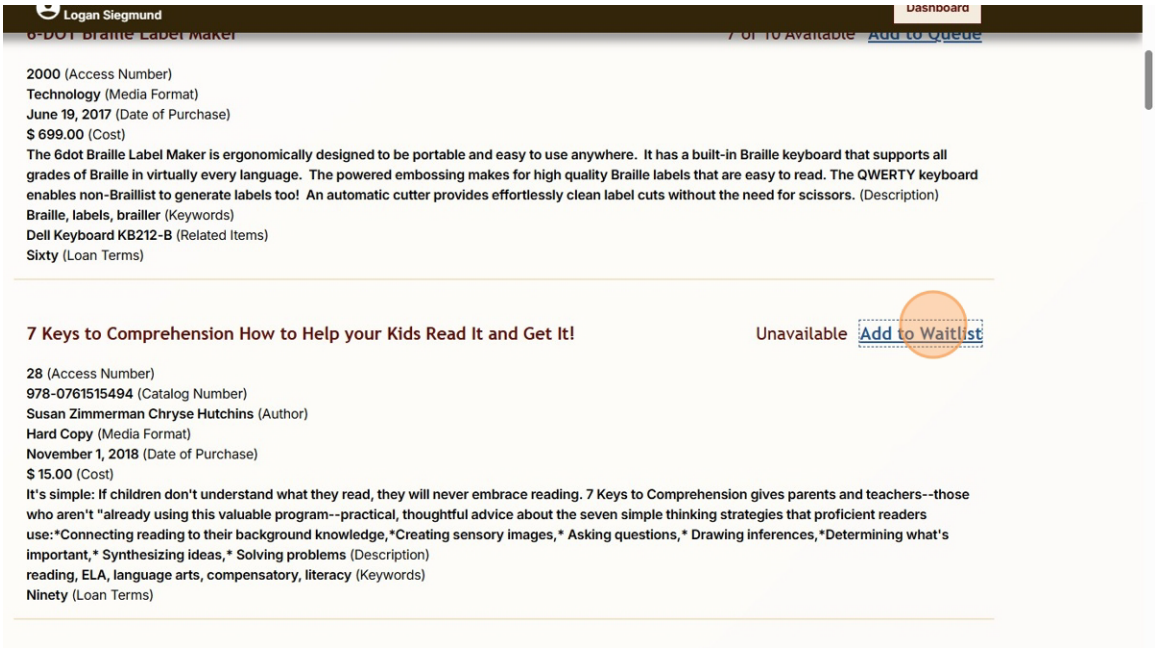
3. Type in the search terms field(s) and select “Search”. You may also leave the search field blank and select “Search” to view the entire inventory.
   Note: the Catalog Number field is only for APH products and should match the catalog number on the APH website.



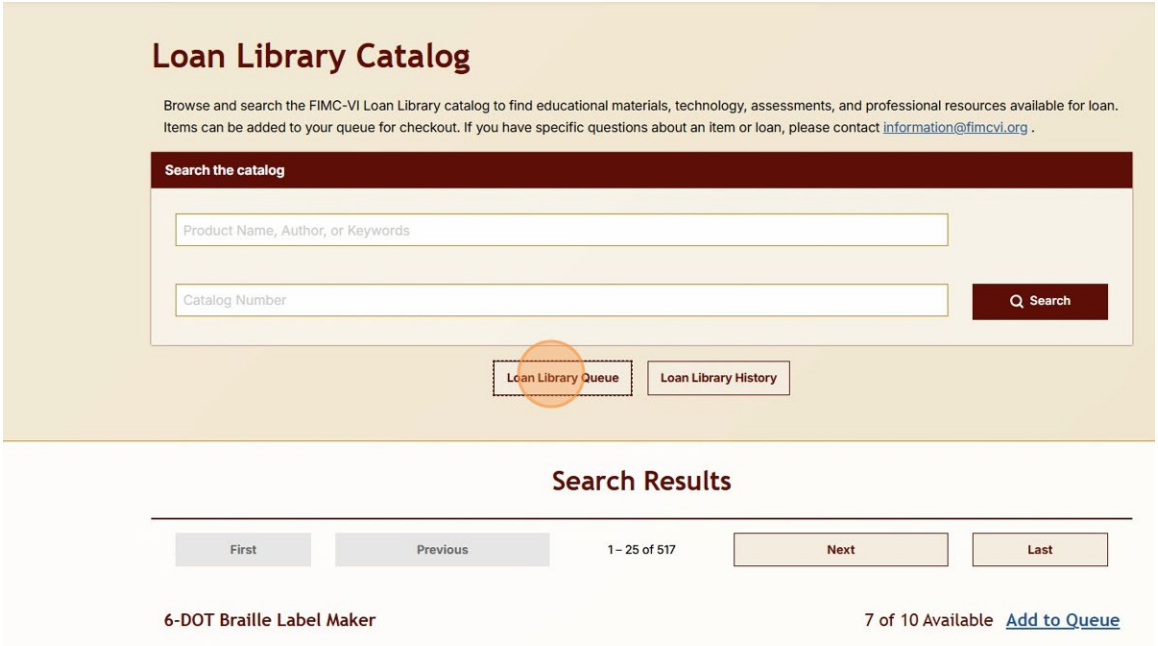
4. Locate the desired product and if available, select "Add to Queue".
   Note: if you need multiples of one item, you must select “Add to Queue” multiple times. For example, if you need 2 Geometro kits, you must select “Add to Queue” 2 times.



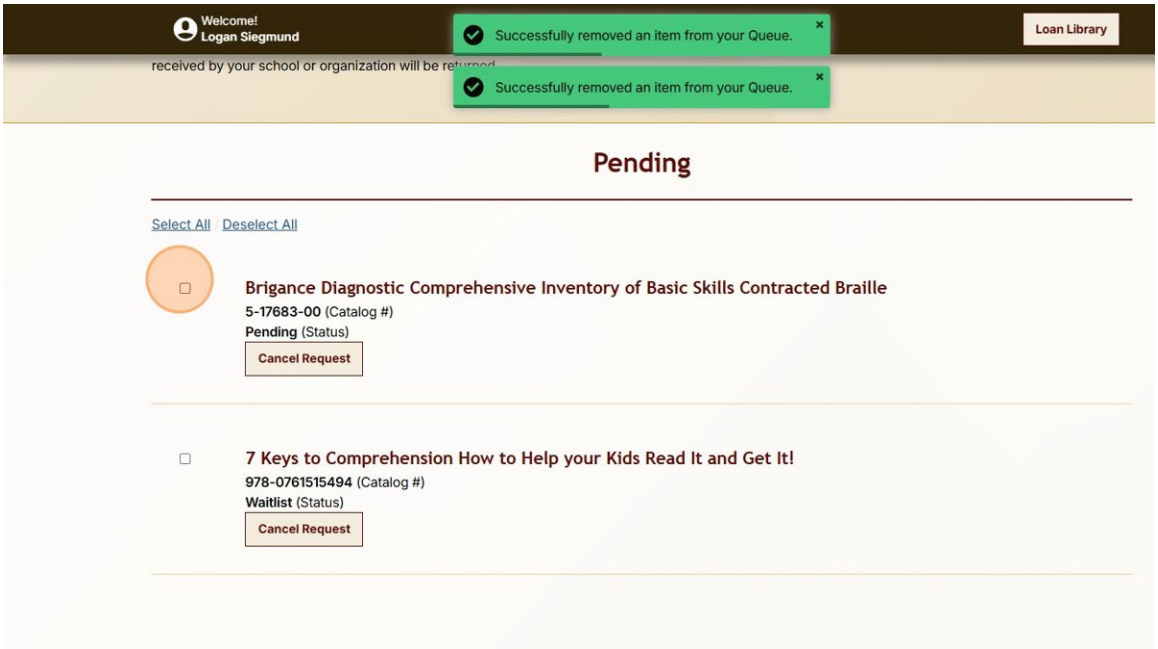
5. If the item is unavailable, select "Add to Waitlist".



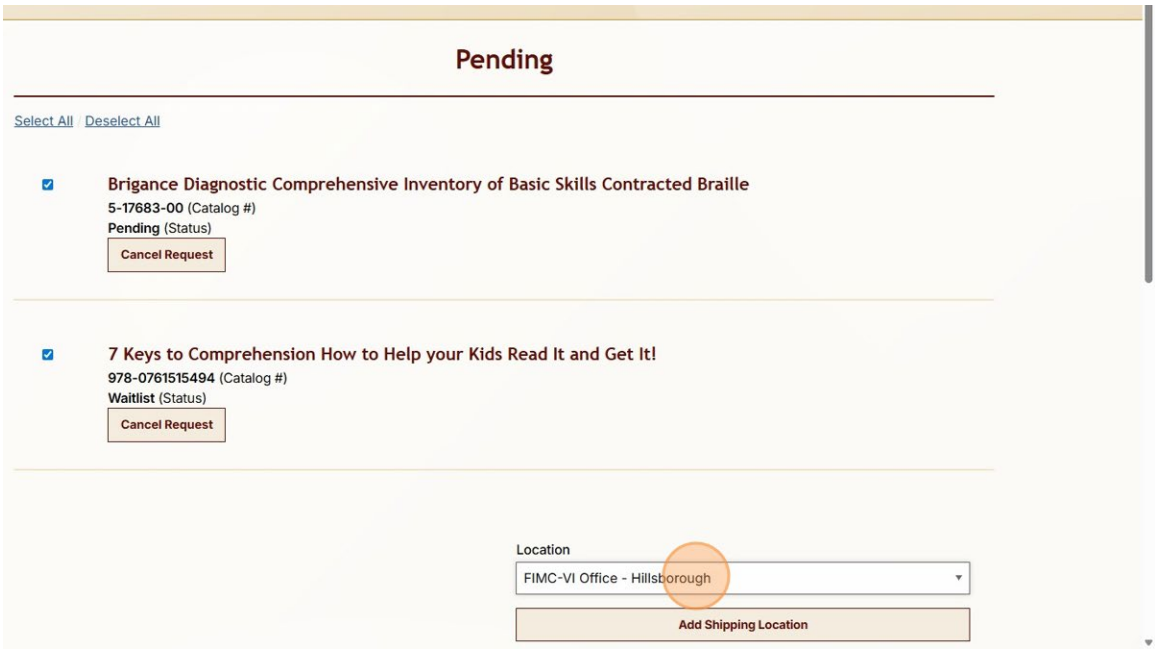
6. Select "Loan Library Queue" above the Search Results.



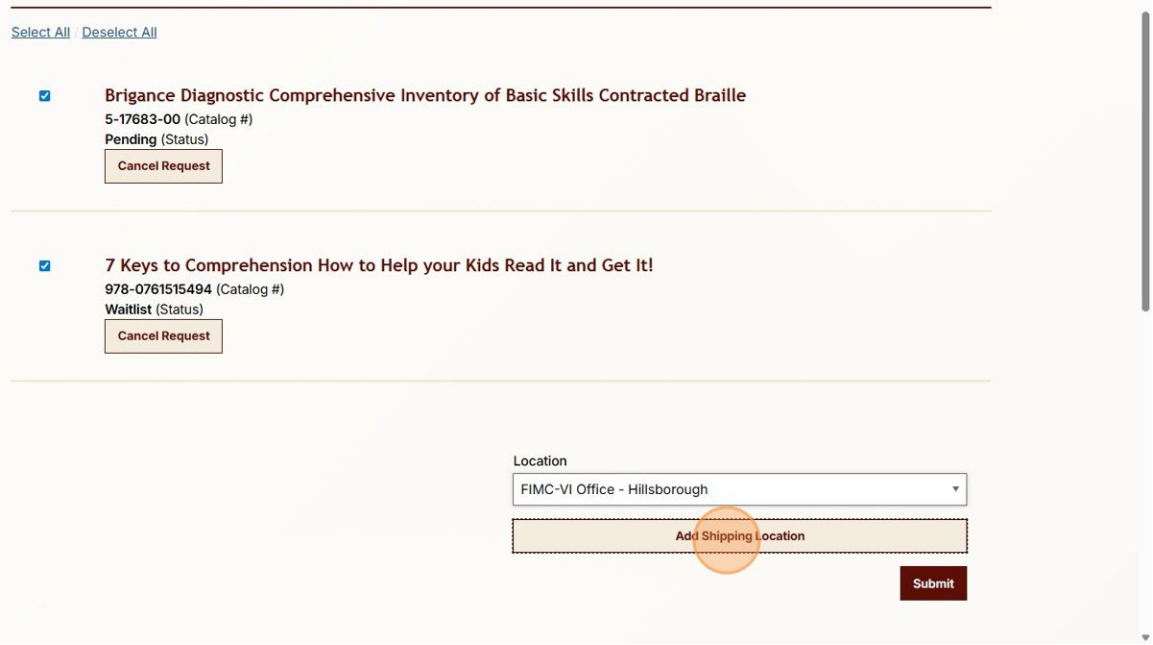
7. Select the checkbox next to the item you want to check out. You may select multiple items at a time. Any selected titles will be shipped to the same location.



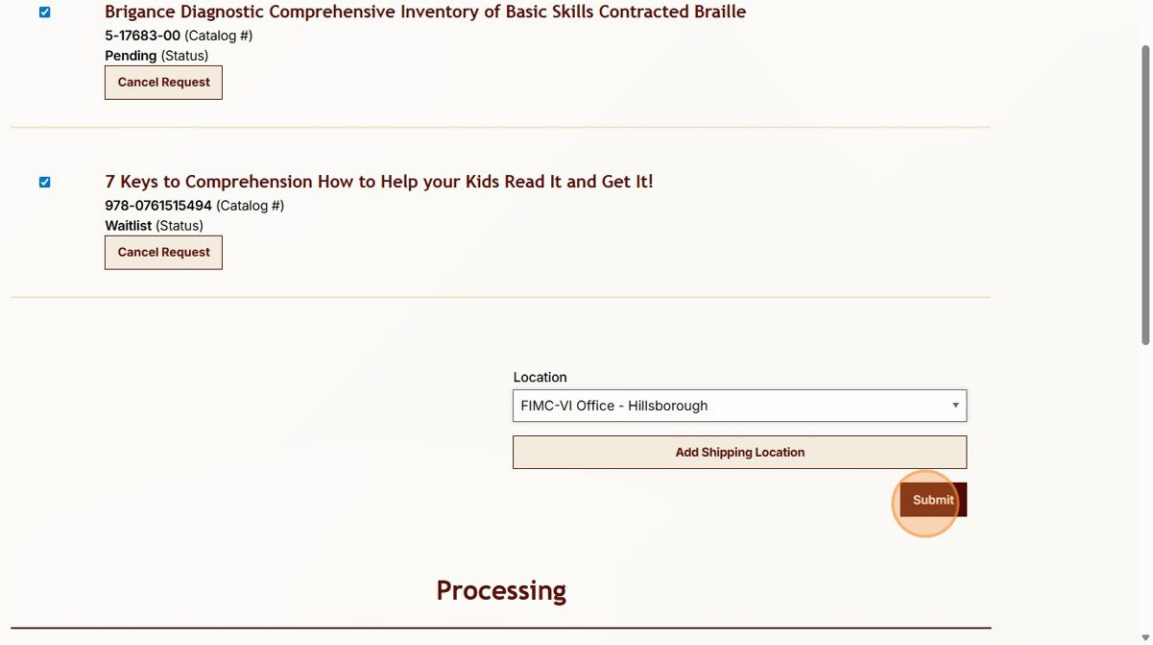
8. Select the location this title should be sent to.
   Note: all available locations in our system are shown in this list; use caution when selecting locations to ensure it is correct. You may verify locations with FIMC-VI.



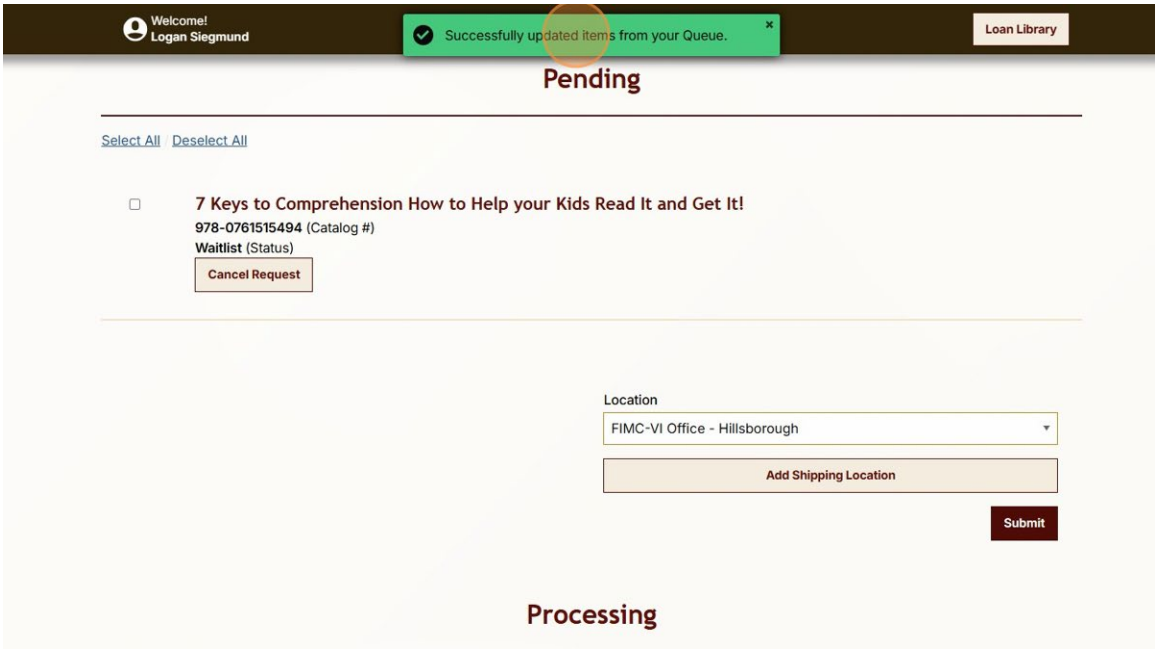
9. If the needed location is not showing, you may select “Add Shipping Location”. When adding an address, type the name of the location in the "Location Short Description". For example, the name of the building, school, or department.



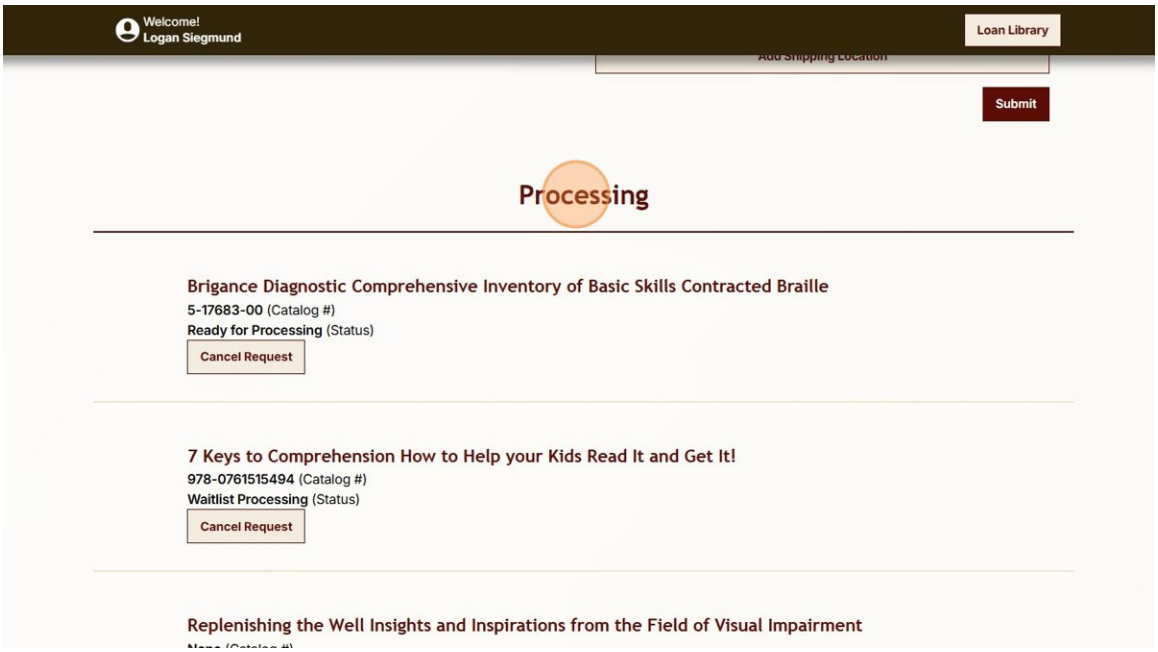
10. Once the correct location is indicated, select "Submit".



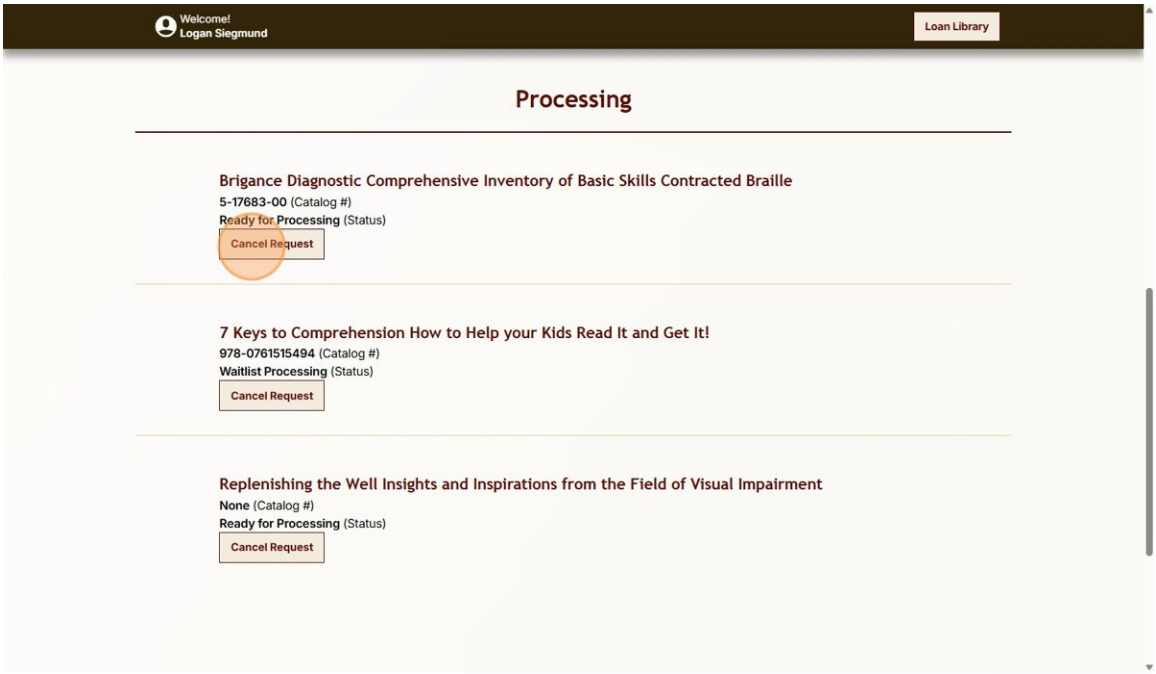
11. A message will appear stating "Successfully updated items from your Queue." You may close this message.



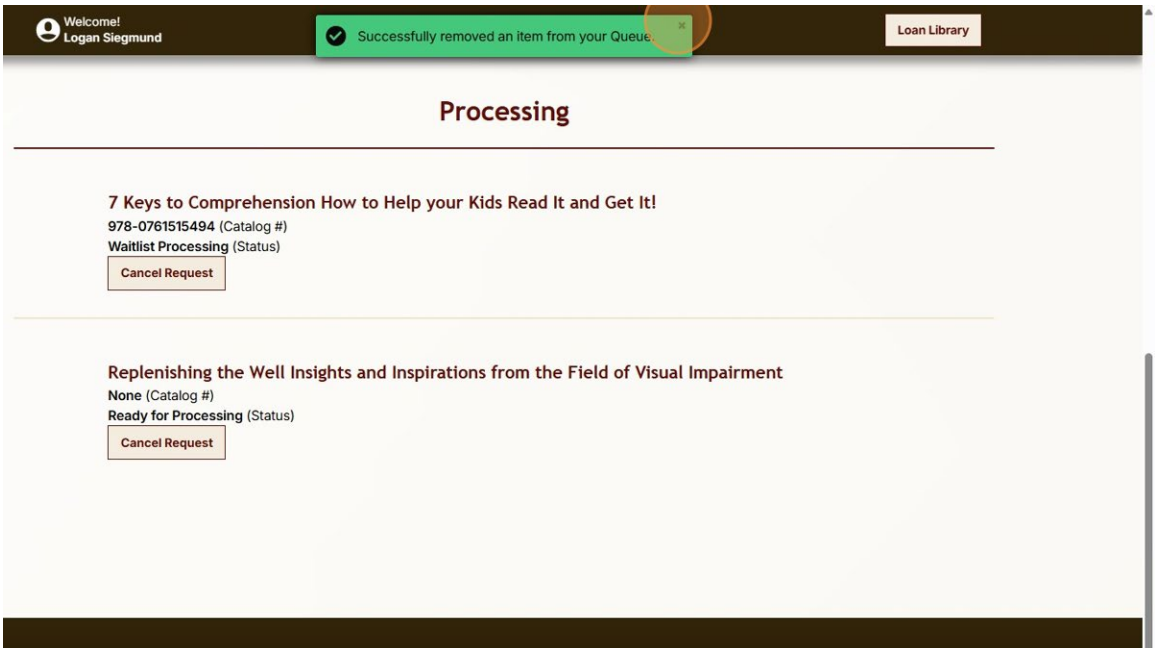
12. The item(s) will appear on the Queue page under Processing, with a status of Ready for Checkout or Waitlist Processing.



13. Orders that appear in the Queue under Pending or Processing may be cancelled by selecting "Cancel Request".

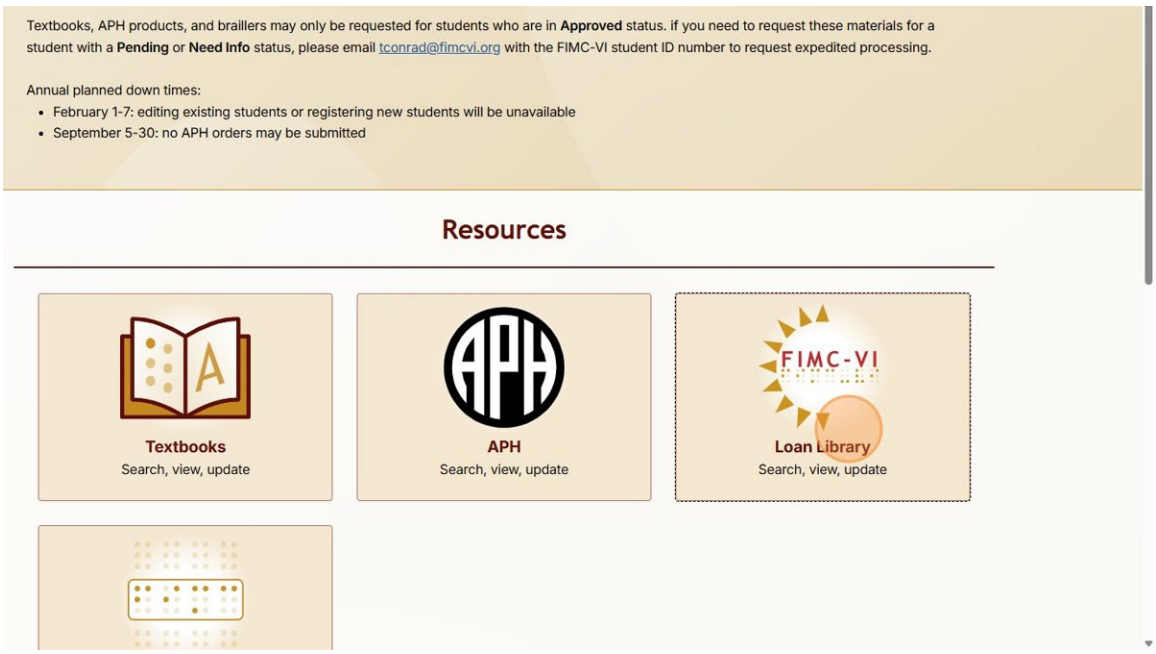


14. A message will appear stating "Successfully removed an item from your Queue." You may close this message.

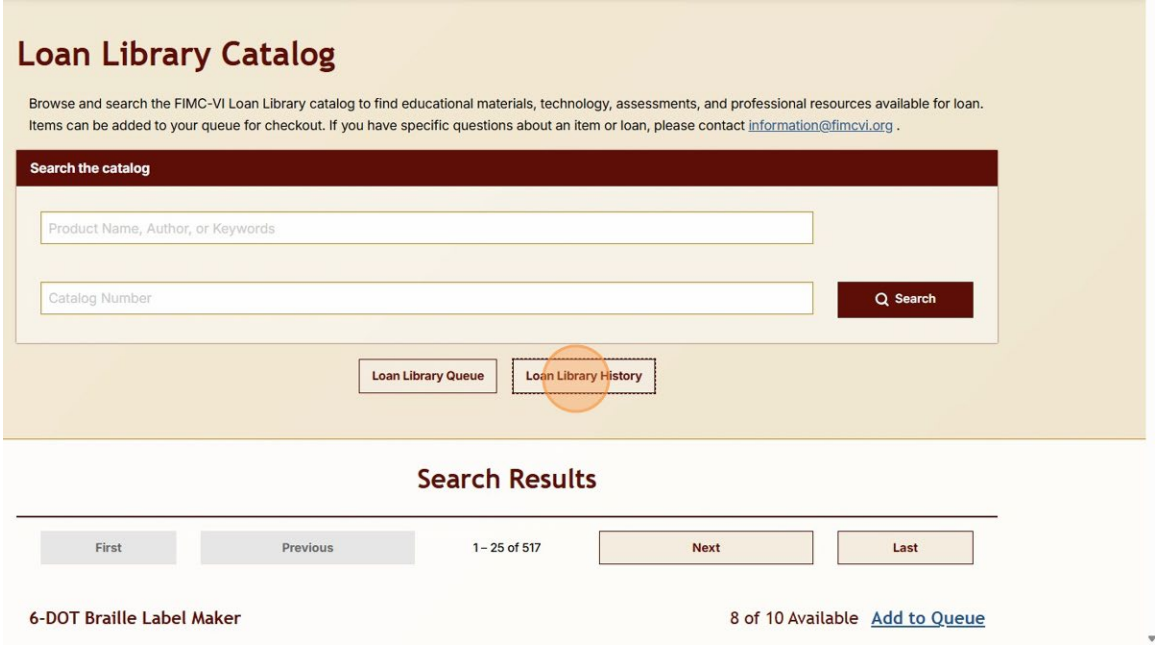


View Processed Loan Library Requests

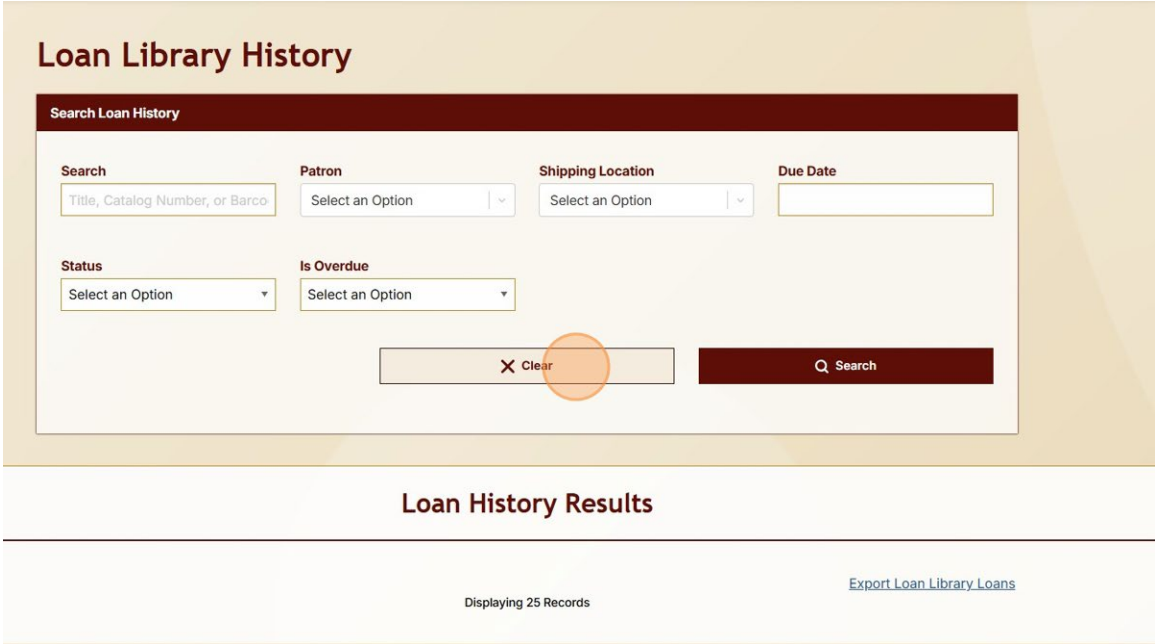
1. Select the Loan Library tile.



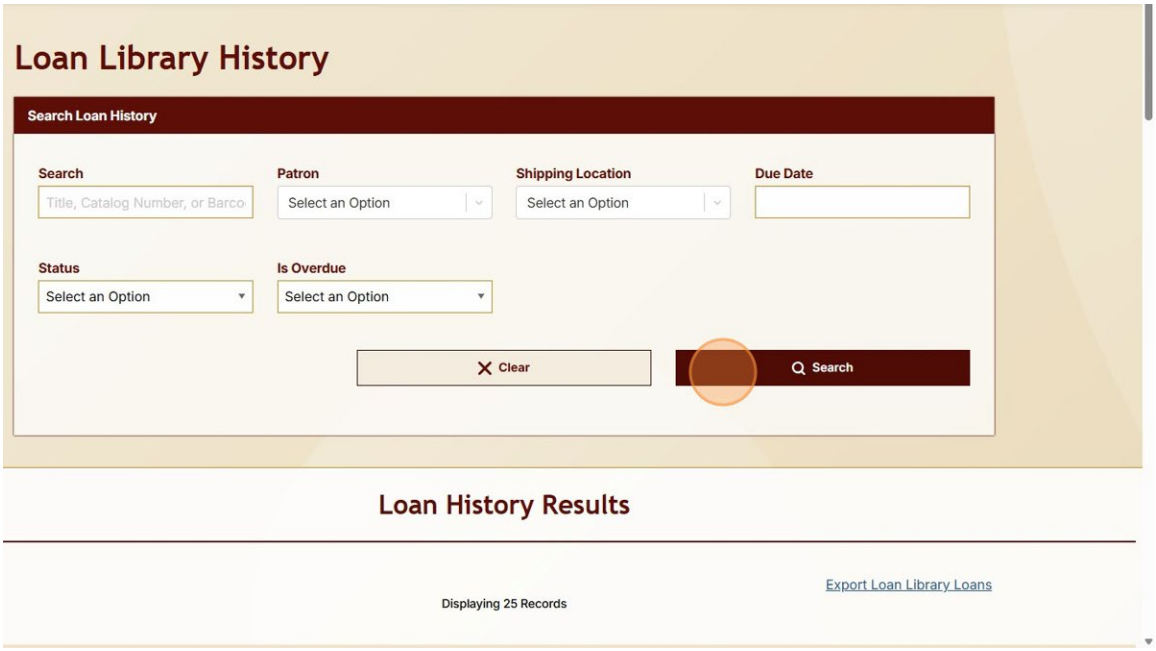
2. Select "Loan Library History" above the Search Results.



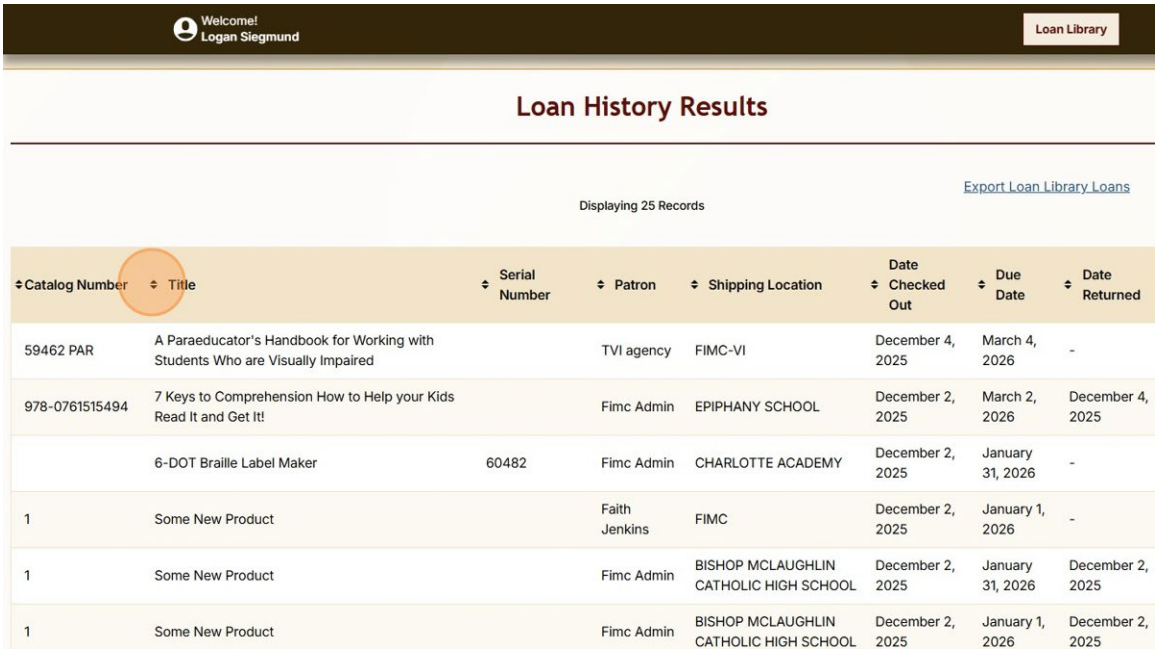
3. Always select "Clear" prior to choosing any filters or entering search terms.



4. Select "Search" to view all processed Loan Library requests in your district or organization.

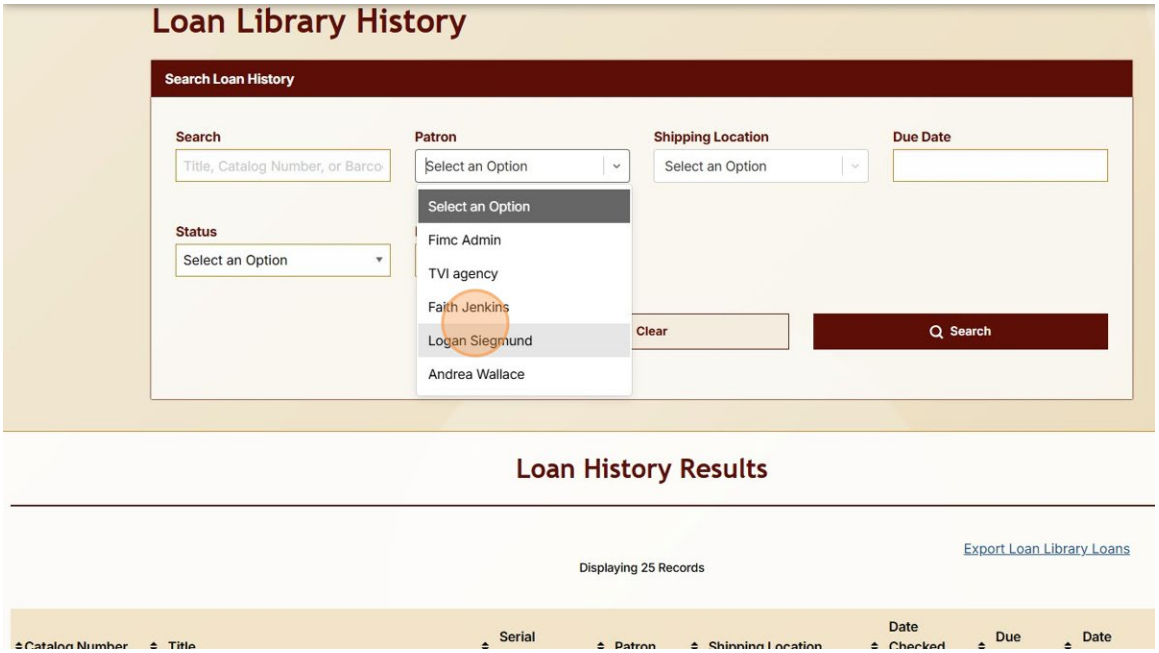


5. Under the results you may use the Sort feature to sort any field alphabetically or by date.

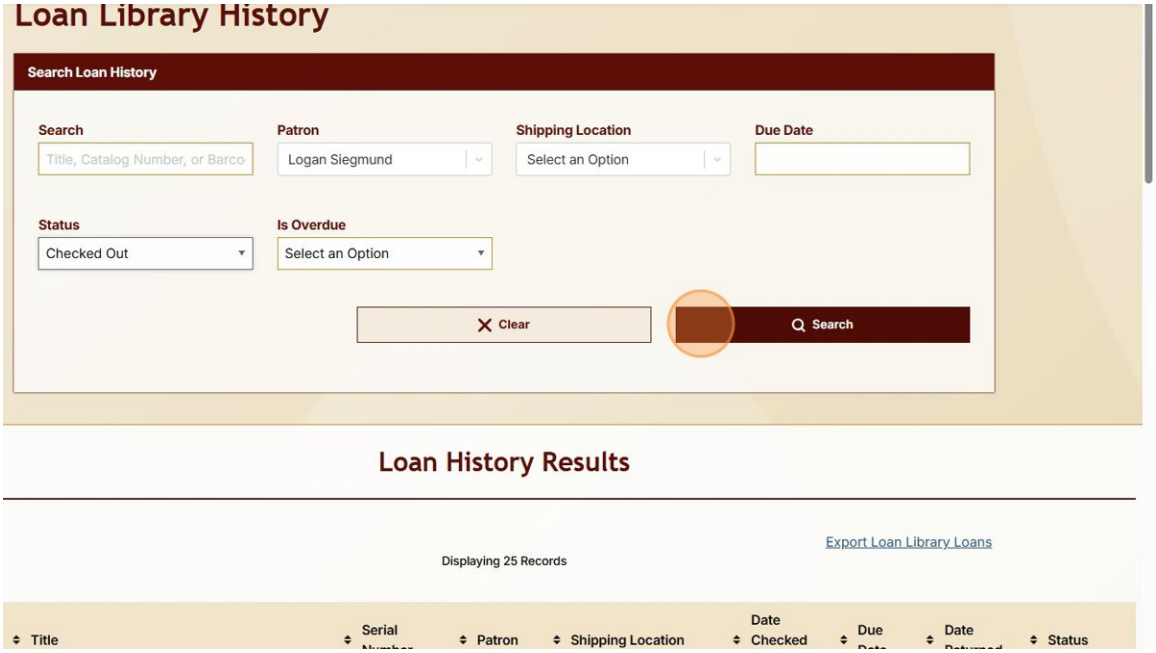


Catalog Number	Title	Serial Number	Patron	Shipping Location	Date Checked Out	Due Date	Date Returned
59462 PAR	A Paraeducator's Handbook for Working with Students Who are Visually Impaired		TVI agency	FIMC-VI	December 4, 2025	March 4, 2026	-
978-0761515494	7 Keys to Comprehension How to Help your Kids 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

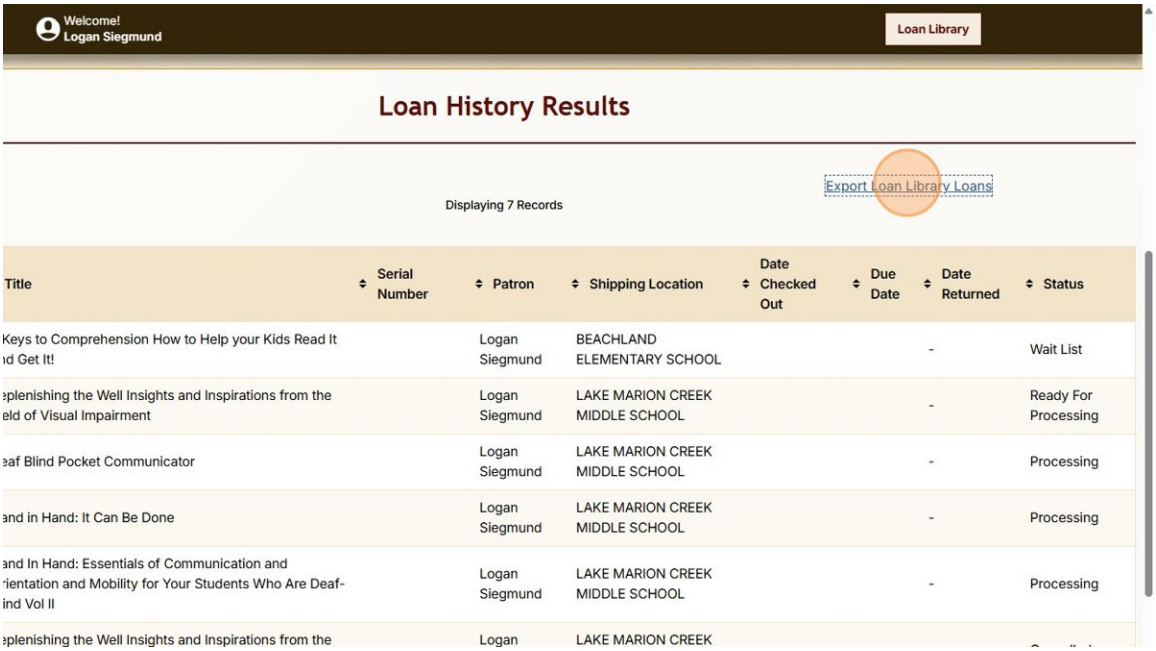
6. You may also search by item, patron, shipping location, due date, status, or overdue status. Be sure to select "Clear" prior to changing any of these filters. It's best to use one filter at a time.



7. Once you have set filters, select "Search".
   If an order is not appearing, select “Clear”, apply the filter, and select “Search” again.



8. You may export the results to an Excel spreadsheet by selecting "Export Loan Library Loans".



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
- Brailler 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