**Welcome to the Ogden Resource Center (ORC)**

Parent Consent is required to register a student for services from the ORC. Permission slips can be signed electronically at [ORC Parent Permission Slip](https://tinyurl.com/ORCParentPermission).

For students over the age of 18 or for other languages, you can find additional forms at [Students over 18 or additional languages here](https://www.wssb.wa.gov/services/ogden-resource-center).

After the permission slip is received, ORC staff will input the student name into your account. To update the student, you will need to log into ORC Online and follow the procedures for updating students.

ORC Online accounts require a registration form with an assigned account holder. Account holders are responsible for lost and damaged items. An account holder may create teach accounts with assigned students so that teachers or other vision professionals can order materials directly for their students and maintain the student updates.

Changes to an account and new districts can submit [Account Changes/New District](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wssb.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2021-08%2FAccountHolderRegistrationForm.docx&wdOrigin=BROWSELINK)  to update or add a school district or agency to ORC Online.

***ORC Online***

[Log-in to the ORC Online](https://orc.wssb.wa.gov/).

The landing page links to a button for “Go to shop” and has 6 tabs on top. The tabs are Home, Your Inventory, Students, Shop, Downloadable Forms and Manage Addresses.

*Ordering materials*:

To order materials for a student, click on “Go to shop” or the “Shop” tab.

There are several options for searching including catalog number, description/title, ISBN, subject, grade level and author last name. Remember when searching any of these fields, less is more. For example, typing only “850” for a brailler is going to work better than trying to type the full catalog number of “1-00850-00” because the spacing and dashes must be exact if you use the entire catalog number.

Below the search fields, are resource type tabs with “Select All” as the default. You can uncheck this box and select only specific fields if you want to narrow your search results. The fields include braille, large print, aids and kits, electronic devices, video, print, audio tape, other and print/braille.

For example, if you are looking for a science book in braille for a 4th grader, you could search subject-science, grade level-4 and check only braille for resource type. This would provide you with a list of available braille science books for a 4th grader.

After you find an item, click “Add to Cart” to put the item in the cart. Click on the shopping cart icon and select student for the order. Also, be sure to double check the address for shipping and select “change” to select a different shipping address. Click “Submit Order” when you are done.

*Managing students:*

To manage students including updating and deleting students, click on the “Students” tab at the top of the page.

To access the student information, double click on the name. Fields available include First Name, Middle Initial, Last Name, Date of Birth, Assign Teacher, Primary Media, Secondary Media, Other Media, Multiple Birth, Grade Level, Functional Level and Primary Instructional Language. There are 2 boxes to check/uncheck-Active and Hearing Impaired.

If a student leaves your school district:

To de-activate a student, uncheck “Active” and save. Please note that if the student is transferring to another district in Washington State, you can email [Jennifer Merry](mailto:jennifer.merry@wssb.wa.gov) and request that the student be transferred rather than de-activated.

Updates upon registration and annually:

Please be sure to updates grade level and any other changes on an annual basis as well as if any information changes.

*Primary Media, Secondary Media and Other Media Options*:

* ***Auditory***-Auditory Readers: Students primarily using a reader or auditory materials as their instructional media.
* ***Braille***- Students primarily using braille as their instructional media.
* ***Symbolic Reader-*** A symbolic reader is one that accesses 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. (Only applicable to Primary Reading Media.)
* ***PreReader-*** A symbolic reader is one that accesses 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-*** Student primarily using print as their instructional media.
* ***N/A-***Not Applicable (only option for Secondary and Other Medium).

*Functional Level:*

**Meet the definition of blindness (MDB)** – a central visual acuity of 20/200 or less (using a Snellen chart or an acuity determined in Snellen equivalents) in the better eye with the best correction or a peripheral field of vision no greater than 20 degrees.

**Functions at the definition of blindness (FDB)**—when visual function meets the definition of blindness as determined by an eye care specialist (ophthalmologist or optometrist) or a medical doctor such as a neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral blindness or low vision (e.g., brain injury or dysfunction).

**LV, Not MDB or FDB-**if a student does not meet the criteria for MDB or FDB but has a vision IEP, FVE or 504, they can be registered as LV, Not MDB or FDB. These students do not receive Federal Quota funds from The American Printing House (APH.)

*Primary Instructional Language:*

* **English (EN)**
* **Spanish (SP)**
* **Other (OT)** (languages other than English and Spanish used for instruction and submitted to you when you gather your data: e.g., French, ESL, etc.)

*Grade Level:*

* **IP-** Infants: Children birth to three years of age served by infant programs.
* **PS-** Preschool Students: Children of preschool age served by preschool programs.
* **KG-** Kindergarten Students: Children enrolled in kindergarten classes.
* **01-011-** School Aged Students: Determined by state law, in regular academic grades 1 through 11. Please indicate grade placement by using numerals 01 through 11.
* **12+-** Students who are in grade 12 or are continuing to receive special education services under IDEA until the student turns age twenty-two (22).
* **AD-** Includes all eligible school-aged students aged twenty-two or above on the first Monday in January in instructional programs of less than college level.

*Your Inventory:*

Click on the “Your Inventory” tab to view all items currently checked out. Please note that consumable items do not get returned and are not listed in inventory.

The full inventory list will show. A student can be selected to view on only that student’s inventory.

*Manage Addresses:*

To add or edit addresses, click on the “Manage Addresses” tab and select the address to edit or click on “Add New Address” to create a new address. Addresses can be removed by clicking on the trash can icon.

*Downloadable Forms:*

Popular ORC forms are available to download under the “Downloadable Forms” tab. Forms include Alternat Media Production Request, Return Labels, Parent Permissions and Student Permissions.

*My Account:*

Click on the shadow figure in the upper right corner to view your account information. Options are “My Account” and “Log Out.”

Click on “My Account” to see Order History and create/manage teacher accounts.

Click on “Create New Teacher Account” to create teacher accounts. To assign students to the teacher account, go to students and “Assign Teacher.”

|  |  |
| --- | --- |
| ***How to order items that are not in ORC Online***  ***JAWS/ZoomText/Fusion***  The ORC offers JAWS and the subscriptions now come from APH and are for Fusion/JAWS/ZoomText. The subscription is good for up to 3 devices and must be registered in the student’s name. After 4 years, APH will provide the license for free to the student until graduation from high school. To request a license, please email Jennifer, [jennifer.merry@wssb.wa.gov](mailto:jennifer.merry@wssb.wa.gov), with your request and include the student name. The student must meet the following criteria in order for the ORC to provide a license with Quota Funds.  Our criteria for a JAWS license:   1. Be registered in ORC Online. 2. Be MDB or FDB. 3. Braille user. 4. Have basic computer skills & have a laptop with Windows to run the program.   To order ZoomText/Fusion from the ORC, here are the criteria:   1. Be registered in ORC Online. 2. Be MDB or FDB. 3. Have basic computer skills & have a laptop with Windows to run the program. 4. Have a demonstrated need for zoom, voice, and two other features such as DocReader tool, OCR with Camera.   If a student does not meet the criteria, but would benefit from the software, the request will be considered and evaluated by an expert designated by the ORC director.  Braille books:  To order braille textbooks from the Ogden Resource Center, submit an [Alternate Media Request](https://www.wssb.wa.gov/sites/default/files/2023-02/2023-24%20In-State%20Alternate%20Media%20Production%20Request.pdf) along with a print copy of the book and a purchase order.  If a braille book is already produced by another vendor, the ORC will not transcribe it. You may request a loan of an existing textbook through Jennifer. There is no guarantee that the book will be available for loan.  Large Print books:  The ORC does not produce large print, if a textbook is less than 5 years old, you can request a large print production from APH by contacting [Jennifer Merry](mailto:jennifer.merry@wssb.wa.gov). Supplies to produce your own large print books are available in ORC Online.  Digital books:  If less than 5 years old, the book can be requested in digital format from APH. Please contact Jennifer for more information.  APH apps such as Talking Typer are available by request. Email you request to Jennifer with information on the app requested and format. Please include what type of device will be used for the app since not all apps are available for all device formats.  ***ORC Staff:***  Jennifer Merry, Director  [jennifer.merry@wssb.wa.gov](mailto:jennifer.merry@wssb.wa.gov)  360.947.3340  Kandi Lukowski, Braille Program Specialist  [kandi.lukowski@wssb.wa.gov](mailto:kandi.lukowski@wssb.wa.gov)  360.947.3344  Justin Raner, Warehouse Operator/APH Orders  [justin.raner@wssb.wa.gov](mailto:justin.raner@wssb.wa.gov)  Adrienne Lattin, Proofreader  [adrienne.lattin@wssb.wa.gov](mailto:adrienne.lattin@wssb.wa.gov)  Ian Goodrich, Warehouse Operator  [ian.goodrich@wssb.wa.gov](mailto:ian.goodrich@wssb.wa.gov) |  |