Welcome to the AccessText Network Quick start Guide: for current ATN members.

Many features have changed to streamline the ATN portal.

Signing On & Creating Your Password

You will receive an email from membership@accesstext.org that contains the login instructions for the new portal.

The first time that you login you will be prompted to change your password.

What's different?

Many features have changed to streamline the ATN portal. Here are the changes that apply to existing members:

The Dashboard link is located at the top left of the screen. Click on the AccessText Network box at any time to return to the dashboard.

Support Logs are now called Messages.

To create a message find a request and click Add a New Message, fill in the box, and click Add Message.

Research Titles are built into the Request Process.
If you enter a 10 or 13 digit ISBN when making a Request and don't find a match, you can add the book title's information to the database. Be sure that it is published by an ATN member publisher. You can view a list of member publishers by clicking on the publisher drop down menu or at anytime by clicking Publishers in the left side bar.

Once you add the title you will be able to continue making your request. Be aware that the approval of the request is still pending based on whether or not the publisher owns the copyright to the added title and can provide the requested format.

Members can now edit their account profile in ATN.

The Account Profile link, located in the top right hand corner of the screen, contains all of the information regarding your Authorized User account contact information, Registered Users, Membership Records, and Admin Messages.

Each Authorized User is allowed one primary contact who will receive all of the notifications regarding requests made by Registered Users.

To change your primary contact, send us a message by using the 'Add a New Admin Message' button located at the bottom of the Account Profile Page.

Thanks for watching the ATN2 quick start video.

Remember, if you have any questions visit the AccessText wiki or you can email us at membership@accesstext.org

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