Georgia Department of Education - Georgia Tools for Life Assistive Technology Service Request Portal

The directions below are for portal log-in and requesting services through the portal.

<table>
<thead>
<tr>
<th>Initial Assistive Technology Portal Registration Reminders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How do I register? If you are not a registered user of this portal, please contact your special education director to request the link for registration. Your special education director is responsible for designating individuals in the district to use the portal by providing the registration link. Tools for Life staff is unable to provide the registration link.</td>
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<tr>
<td>• Special education directors should only share the registration link with individuals in their district they want to “authorize” to make requests on behalf of their district (AT loans, consultations, &amp; software). Access is limited to special education directors and their designee(s). There is not a limit of portal users a district can have.</td>
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<tr>
<td>• The portal is a secure site</td>
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<tr>
<td>• Registration is required for portal use</td>
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<td>• Once registered and approved, authorized users receive an email with additional information about portal use</td>
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<tr>
<td>• Account approval is not automated and may take up to 24 hours for approval</td>
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</tbody>
</table>

To return to make an assistive technology request, bookmark this link: [https://gatfl.gatech.edu/sri/users/login](https://gatfl.gatech.edu/sri/users/login)

<table>
<thead>
<tr>
<th>Access denied.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
</tr>
<tr>
<td>Username</td>
</tr>
<tr>
<td>Password</td>
</tr>
<tr>
<td>Login</td>
</tr>
<tr>
<td>Forgot your password?</td>
</tr>
</tbody>
</table>
Select type of service you are requesting from the drop-down menu and select next.

- Your profile information will be auto-populated from your initial registration (information deleted for this example)
- You must submit a separate submission for each request.
- Questions marked with red asterisk (*) are required to have an answer before proceeding to the next section and/or submitting the form
- This is a responsive form; content changes based on input
A series of questions will be displayed associated with the type of service you selected. Answer all questions associated with the specific request (form will not advance or submit if you do not answer required questions*), select next, and submit when prompted.

NOTES:

- Questions will vary regarding Type of Service Requested – the series of screen shots reflect portions of software, consultation and product loan requests.
- For software requests – District Domain & Subdomain are not required fields to submit the form through the portal. However, this information is required for Texthelp to deploy the software to your district. Supplying this information when you submit your request will expedite your software request.
- Screen shots do NOT reflect submit screen; you will need to select ‘next’ when prompted and select submit
- Personally identifiable information (PII) such as student names or other identifiable information should never be submitted through the portal.
- Due to COVID-19, product loans are suspended until further notice
Consultation Request

- Document any apps and answers any questions you may have in a casual, non-limiting discussion.
- Users are asked a first name and are filled in the order received.
- If a device is not immediately available, the person making the request will be placed on a waiting list.
- A 30-day NQty loaned equipment will not be considered for additional borrowing until all outstanding loaned equipment is returned.
- The person using the equipment will not keep it, as it is loaned equipment.
- A person must return all equipment, or it will be the responsibility of the user to return it.
- The user will be responsible for all damage to the equipment.

Tasks for Title I Assistive Technology Loan Library

- Person responsible for equipment
- Email address
- Phone number
- Are you a first time borrower? Yes
- Category
- Item Model

Note: This list is not inclusive of all items. All items in this list may not be available for loan. Please list any item below if you do not see it in the list and we will check for availability.

More information about item(s) requested

- Is this equipment being used for a specific student?
- Purpose for borrowing:
- To provide accommodation on a short-term basis
- As a classroom during class or in a school
- Other:

Do you require any support in the use of this equipment?

Delivery Method

Product Loan Request