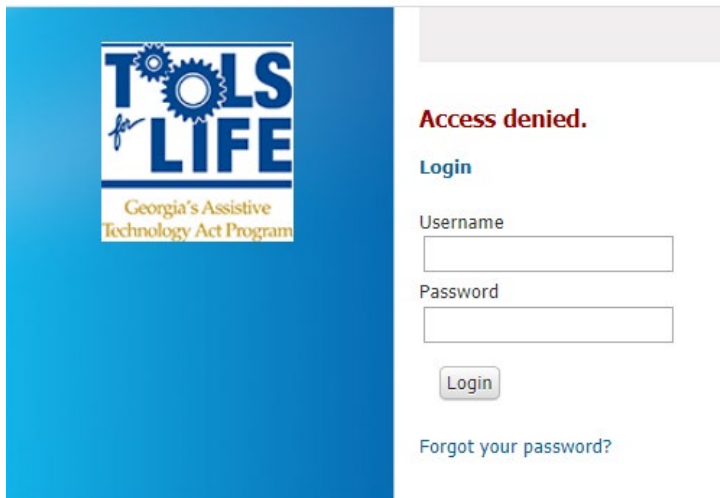## *Georgia Department of Education - Georgia Tools for Life Assistive Technology Service Request Portal*

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

Initial Assistive Technology Portal Registration Reminders:

- How do I register? If you are not a registered of 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.
- 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, & software). Access is limited to special education directors and their designee(s). There is not a limit of portal users a district can have.
- The portal is a secure site
- Registration is required for portal use
- Once registered and approved, authorized users receive an email with additional information about portal use
- Account approval is not automated and may take up to 24 hours for approval


Access denied.

Login

Username

Password

Login

Forgot your password?

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

- Log-in using your username and password (Username - if you do not have an account - you are not registered – see above)
- If you forgot your username, email cidi-support@design.gatech.edu, be sure to indicate that you need your username (or portal problem) in your subject line or email body (try your email address, first)
- If you forgot your password, click on the "Forgot your password" link (TFL does not store passwords)
- The AT portal is NOT part of the 'MyGaDOE' portal
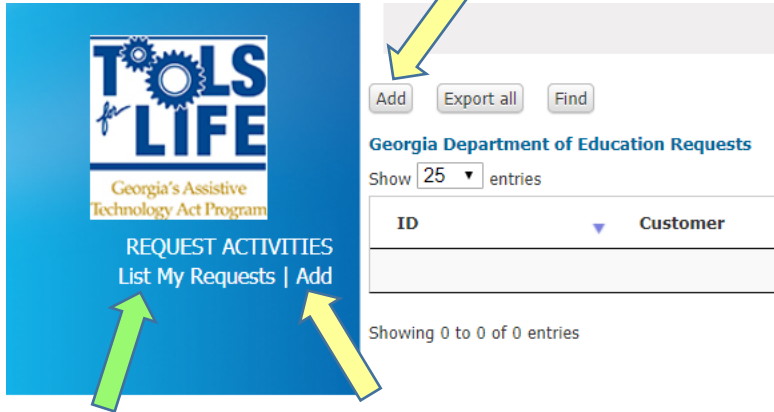
- Select "Add" (either 'add' location works) to begin the process of starting a new request.
- Select "List My Requests" for a summary of your portal requests. If nothing is listed, you have not submitted any requests.

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

WriQ	WriQ is a writing achievement tool used to easily assess and motivate ~~s~~ accurate and consistent than traditional manual and subjective grading WriQ works with the following platform: Chrome. Recommended for students that have learning difficulties, struggling wr
Which software(s) are you requesting?	☐ Read & Write ☐ EquatIO ☐ WriQ
Total Number of Licenses/Seats Requested (Total number of IEP students in district to get access District-Wide) *	

IT Contact Information

District Lead IT Contact/Network Administrator *	
IT Contact Email *	
IT Contact Phone	
District Domain	
District Subdomain	

District Lead Contact Information

District Lead Contact *	
District Lead Email *	
District Lead Phone *	

Innovation AT Champion Contact Information

District Innovation AT Champion Contact *	
District Innovation AT Champion Email *	

Next

Software Request

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

What it is NOT:

- Direct student intervention
- Assistive technology evaluations
- Onsite consultations or evaluations

Consultation services by Tools for Life staff as provided by this contractual agreement with GaDOE will be provided via teleconsulting and/or email. Onsite consulta provided by the local district. Consultant information should not be the sole basis upon which assistive technology decisions are made, nor should the answers or info

Request for consultation services is not an assistive technology evaluation and information provided should not be used as such. The services provided by Tools should not presented or used as assistive technology evaluation material.

Please answer the following questions to the best of your abilities:

Questions

Section 1:
1. What prompted you to make a request for AT Consultation services? (check all that apply) *
☐ My idea; I need help
☐ Student is struggling with the IEP goals/accessing the curriculum
☐ IEP Recommended
☐ Parent Request
☐ Local Administrator Suggestion
☐ Georgia Department of Education Suggestion
☐ Mediation or due process agreement
☐ Other

Section 2:
1. I am requesting:
○ AT consideration support/resources to help figure out what strategies and/or tool can help a student achieve their IEP goals and/or access their instruction
○ Information on assistive technology products hardware/software/apps
○ Assistive technology resources – general
○ Technical Assistance: Support in the use of existing assistive technology or additional information regarding assistive technology – focused areas

Next

Consultation Request

Tools for Life Assistive Technology Loan Library

Person Resonsible for Equipment *	
Email Address *	
Phone Number *	
Are you a first time borrower from Tools for Life?	
Category	
Item Model	
	Note: This list is not all inclusive of available items. All items in this list may not be available for loan. Please list any items below you do not see in item models and we will check for availability.
More information about item(s) requested *	
Is this equipment being used for a specific student?	
Purpose for borrowing	☐ Device trial or evaluation ☐ Conduct training, self-education, or other professional development activity ☐ To provide accommodation on a short-term basis ☐ Serve as a loaner during device repair or while waiting on device order ☐ Other
Do you require any support in the use of this equipment?	
Delivery Method *	

Next

Product Loan Request