



GPAEA Media Orders – Updated 2014 – Assistive Tech

SNAP - <http://snap.gpaea.org>

Login (request login from [mediacenter@gpaea.org](mailto:mediacenter@gpaea.org))

Next: Does the building on the top right match where you wish to have the item shipped?

1. Search: single words like **switches** or **communication**, name of item like **Basic Talk 4**, or phrases like **sign language**  
We recommend that you use the **Advanced Search** option which allows you to select your Media Type (check the box for Assistive Tech) and narrow the search from the start. (Even after a search, you can use the filters on the right hand menu to narrow further)
2. Add items to your cart by clicking on **Add Assistive Tech basket** (other baskets read Add Books, Add DVD, and so on). The basket is below left of the annotation of the item.

Do not use “Save to List” below right of annotations for ordering.

This is a new feature which adds items to a Resource List (viewable from the Top Menu).

### 3. Proceed to Checkout – Click on *My Cart* (top right of screen)

Check items in your cart to determine due dates and number of copies.

- **Accept Default Date**

or

- **Change Date**

If you do not want the default date (which is the next time it is available), click on the small Calendar Icon.

#### **Due Dates:**

Most Assistive Tech items are four weeks.

Assistive Tech resource questions – contact Ellie Hamilton – [ellie.hamilton@gpaea.org](mailto:ellie.hamilton@gpaea.org)

Six weeks for print or audio. Two weeks for Nonprint – kits and DVD.

- **Decide** on number of copies

Type in your new number of items you wish to receive, and then click your Enter key.

If you change number of items or date, the button will change to “Check Availability”.

Remember to click that button to confirm changes.

4. **Submit My Order.** Click on this when you are ready to complete order.

Option - you can now print your confirmation but your confirmation is also online.

Use Menu bar item: **My Account** – *My Scheduled Items* – My Checked out Items

Until items are shipped, you can cancel them, under *My Scheduled Items*

After items are shipped, you can no longer cancel, but can extend under My Checked out Items

If you extend or cancel items, that list of your actions will appear in numeric order in red at the top of the screen. A suggestion – Prior to extending or canceling, click on the tab to make your list appear in numeric order by title number, first, and then extend or cancel items. Easier to check work.