

# Ordering Braille Materials

Braille materials will be provided for students that need them. These materials will be available for download and local printing.

Students requiring Braille material should have this selected as an accommodation in ADAM. Schools/districts needing these materials will then need to request access to the secure site to access the materials. Please follow the steps below.

## Select the Braille accommodation for the student in ADAM.

Follow the instructions in the Test Coordinator Manual to upload the student accommodations.

This manual is found on the Documentation and Training tab of the Vermont Help and Support site.

<https://vermont.onlinehelp.cognia.org/training/>

## Request access to Braille materials

You will need to fill out the Braille Request Form in order to receive the information required to download the materials.

1. Access the Braille Request Form using this link:  
<https://app.smartsheet.com/b/form/9332cf139b25455d9556769a65ded732>
2. Fill out the required forms related to your request.
3. You will then be contacted by a Cognia representative with instructions to access a secure FTP site to download the .brf and .prn files for local printing.

**PLEASE NOTE: These are secure files. Please be sure that they are stored in a secure manner and deleted from your devices once printing is complete.**

If you have any questions, please contact the Vermont Service Desk at 800-215-8975 or [vtservicecenter@cognia.org](mailto:vtservicecenter@cognia.org).