



Loan Program Process Guide

To access the DESE Office of Special Education AT Loan Program, visit the website <https://artasc-at4all.org>.

- **New users:** Scroll down to the section “Request Cheqroom Access”, fill out, and submit the form. By submitting the form you are accepting the [terms and conditions](#).
- **Returning users:** Click the “Sign in” button and login using your credentials.

Request Cheqroom Access

Name
First Name (required) Last Name (required)

Email (required)

Phone (required)

Arkansas AEM

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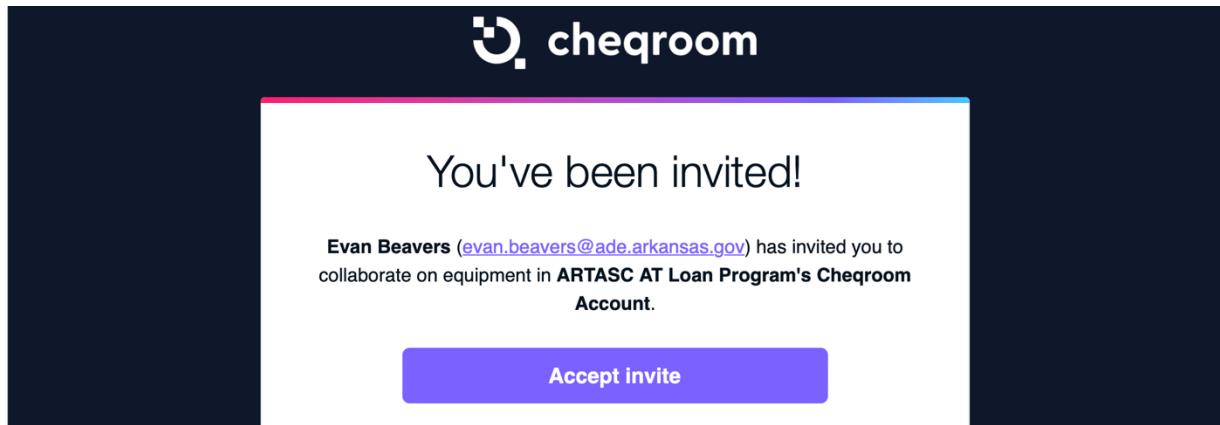
 **EDU·OT·PT·SLP**
EDUCATIONAL SUPPORT AND RELATED SERVICES SPECIALISTS
CONNECT SUPPORT GROW

Welcome to the ESRSS Assistive Technology Short Term Loan Program

Take a look at what we have to offer and reach out to us if your LEA Supervisor would like an account to check out equipment.
[Loan Program Terms and Conditions](#)

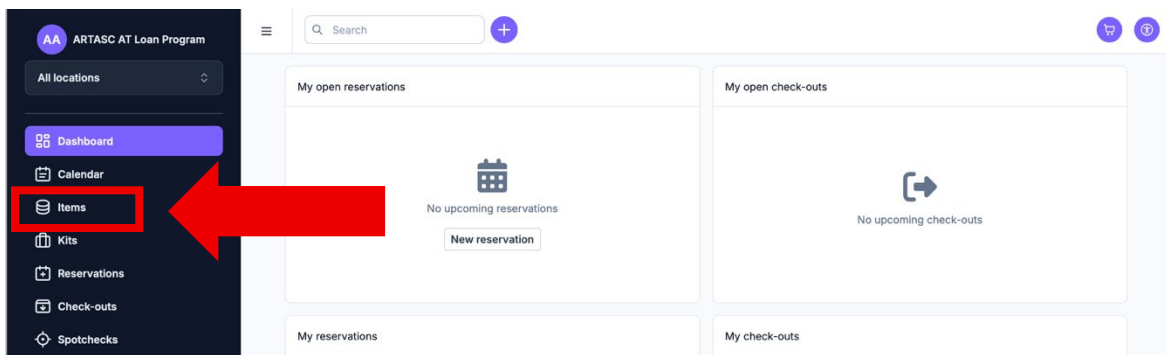
Already have an account? [Sign in](#)

Once your information is entered into the new system you will receive an email when your account is created. Use the link provided in the email to set your password.

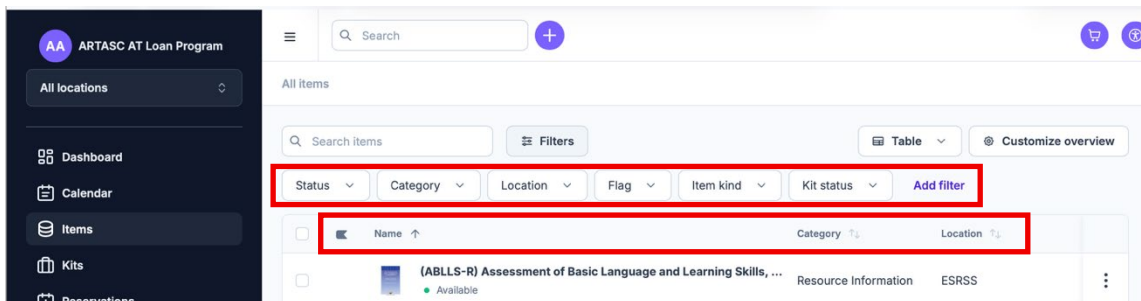


Once activated, return to <https://artasc-at4all.org> and log in.

You will then have access to the ARTASC Loan Program where you can browse and request items from our loan inventory. From the menu on the left side of the screen, select **Items** to begin browsing available equipment.



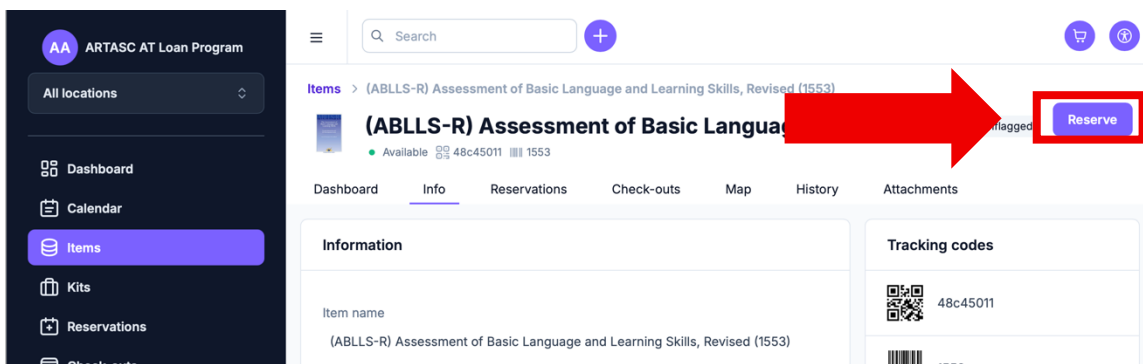
By default, the **Items** list is sorted alphabetically. You can sort and filter items in a variety of ways now! Just click the header of the row for sorting and click the filter categories for filtering options.



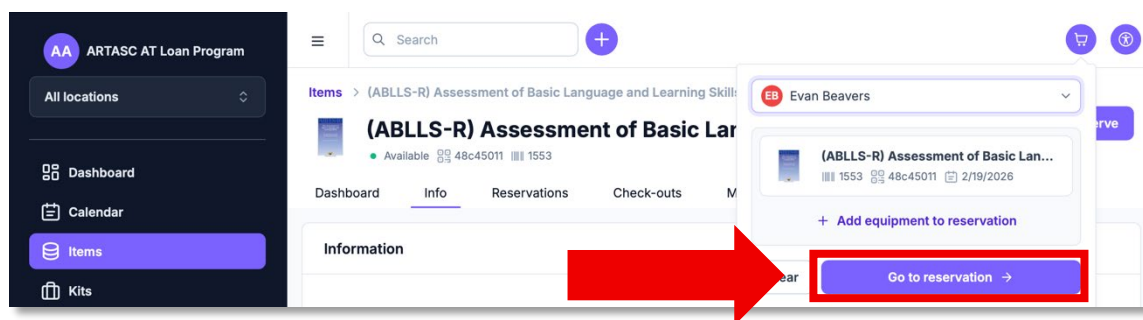
Once you find the item you want, click the **Reserve** button in the top right of the screen.



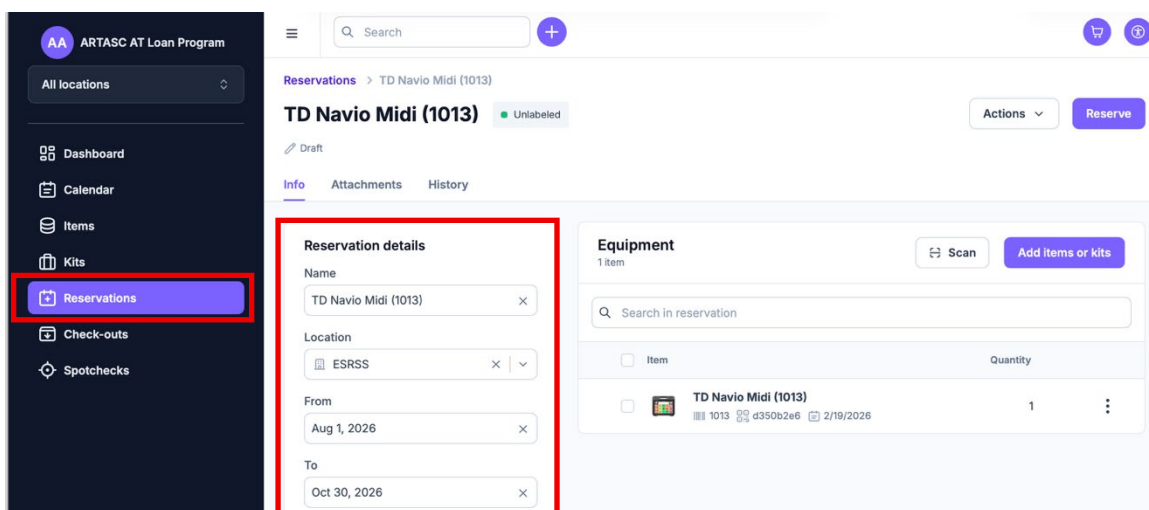
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A dialogue box will appear. Choose **Go to Reservation** if you are ready to checkout.

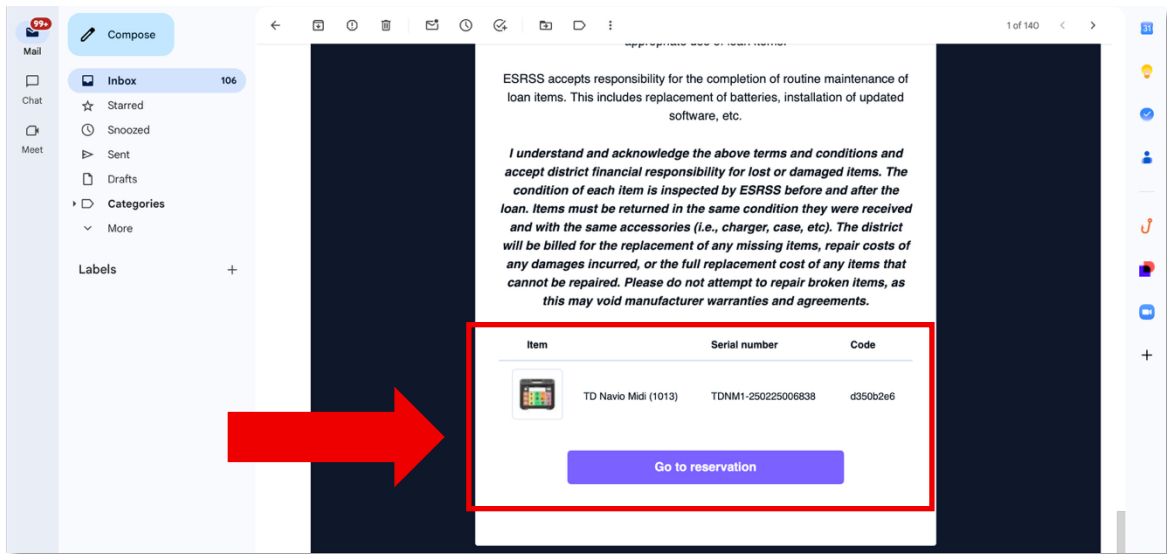


On the **Reservations** page fill in the reservation details. Click **Reserve** to complete the reservation process. If the dates you desire are grayed out it is because they are unavailable. *There is a 3 day buffer from the time of reservation. All reservations have a maximum of 90 days.*

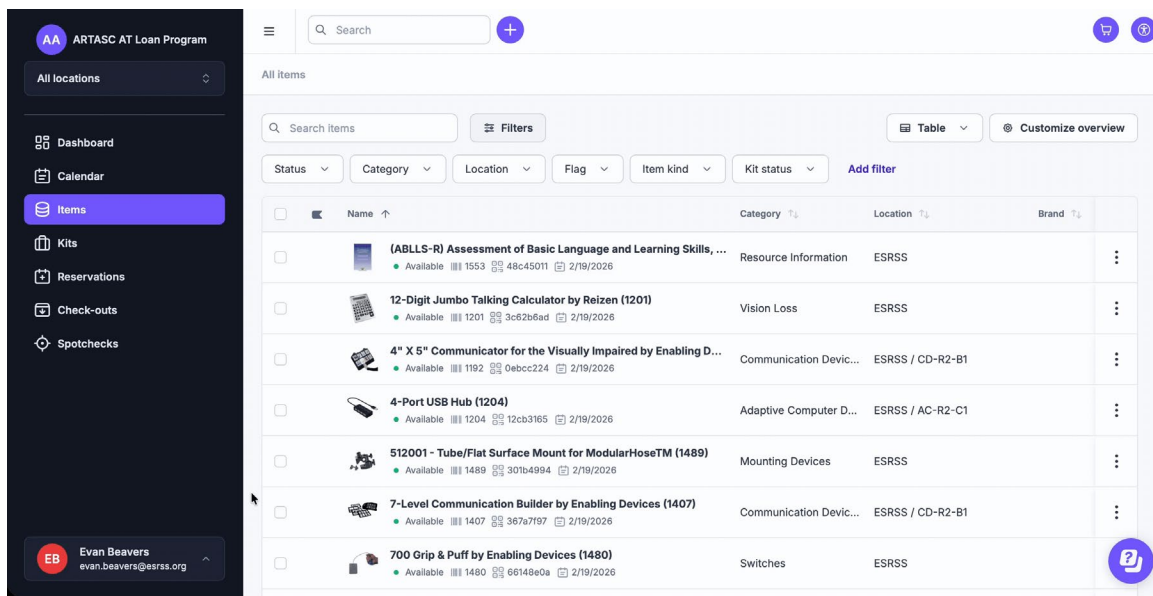


You will receive an email with a summary of the items in your reservation. You can view your reservation by using the link in the email or by logging in to the system.

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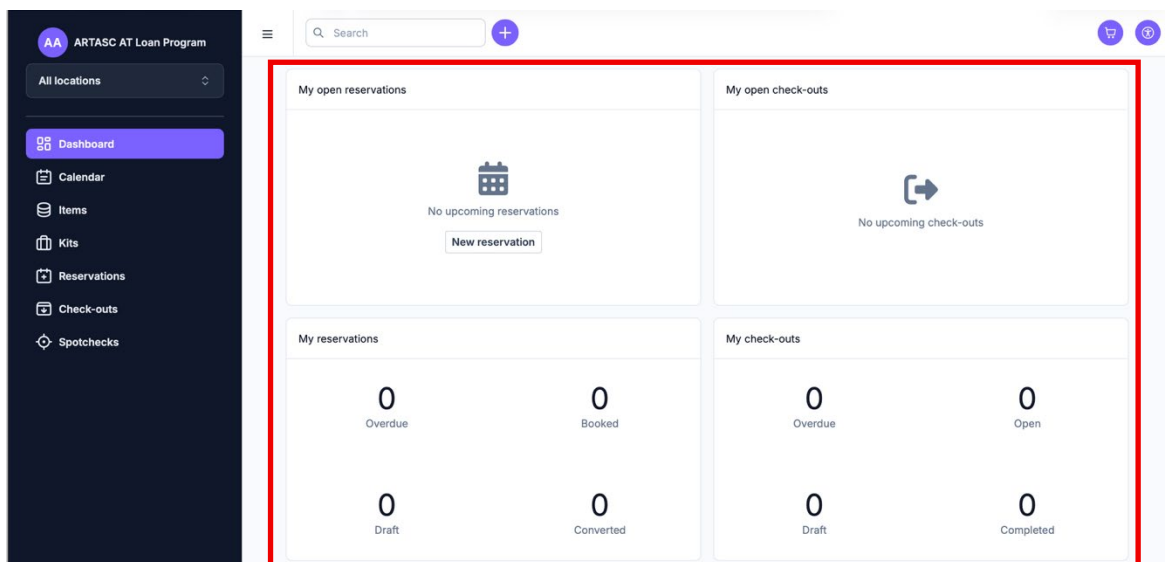


You can also reserve multiple items at once, even if you search or filter. *Only create separate reservations for items that will have different return dates.*



You will receive an email once your item has been converted into a checkout. You can view all open checkouts/reservations and their due dates from your account dashboard.

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If your item(s) is shipped to you a return label will be included in the packaging. **Do not destroy the packaging as it is necessary for return.**

If your items were brought to you via one of our consultants but you need to ship it back, you will need to contact us with the dimensions and weight of your packaging.



Make sure and download the [Chegroom app](#)! With it you can receive push notifications, add comments to your checkouts/reservations, and check everything on the go.

Please contact evan.beavers@ade.arkansas.gov with any questions you may have.