Alternative Format Requests

- Log into the ASAC Dashboard.
    - o If you have not done so already, you must review and accept the **Required E-Form Agreements**.
- After accepting the required E-form Agreements, you are redirected to your ASAC Student Dashboard.

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

> Overview
> Announcements
> Equipment
> Information Release Consents
> Login and Security
> My Appointments
> My Files
> My Eligibility
> My E-Form Agreements

⌂ » MY DASHBOARD » **OVERVIEW**

**Accommodation Requests
2024 - SUMMER**

6

Number of Requests
View Request Detail

⊞
Add Requests

List of Accommodation Requests:

- AIM 101.004 - INSTRUCTOR PORTAL TESTING (CRN: 10105)
- AIM 101.007 - INSTRUCTOR EXAM PORTAL (CRN: 10106)
- CHEM 797.006 - MASTER'S THESIS

DISABILITY ACCESS ADVISOR

Name
Rebecca Little

Email
Send Email

- Under **Accommodations** on the left-hand side, select **Alternative Formats.** Please note, this link will only be available for students approved for alternative format accommodations.

MY DASHBOARD

> Overview
> Announcements
> Equipment
> Information Release Consents
> **Login and Security**
> **My Appointments**
> My Files
> **My Eligibility**
> My E-Form Agreements
> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**
> **Request a Change to your Accommodation(s) or Submit Documentation**
> Accommodated Testing
> Alternative Formats
> Flex Plan

- On the **Alternative Formats** page, you will see a **Request Summary**, showing **Receipts Needed** for any requests where proof of purchase wasn't included, **Request Status**, and **My Requests.** To start a new request, select either **Review Requests or Add Books** buttons.

REQUEST SUMMARY

RECEIPT NEEDED	REQUEST STATUS	MY REQUESTS
1	**1**	**1**
Request with Missing Receipt	Number of Books Requested	Number of Request
	Completed: 0	
UPLOAD RECEIPT >	REVIEW REQUESTS OR ADD BOOKS >	REVIEW REQUESTS OR ADD BOOKS >

- This page will show all requests for the current semester. Scroll down to **Reading Material** under **Enter Book for Reading Material for Year – Semester** and select the course you would like to submit a request for.

ENTER BOOK OR READING MATERIALS FOR 2024 - SUMMER

Please provide information about your alternative format request, such as preferred format conversion or accessibility issues found.

READING MATERIAL

Select Class * :

Select One ⌄
Select One
TEST 123.123 - TEST COURSE (CRN: 123)

- After selecting your course, you must enter the Title of the text you are requesting. Fill out all necessary information, including the **ISBN, Publisher, Author, Edition,** and **Notes** (if applicable.)

READING MATERIAL

Select Class * :

TEST 123.123 - TEST COURSE (CRN: 123)

Reading Material Title * :

A Mouse's Guide to Cheese

ISBN: ⑦

Publisher:

Author:

Edition:

Note:

- Once all relevant information is filled in, select **Submit Request** to go to the next step.

FORM SUBMISSION

SUBMIT REQUEST >

- You will then be directed to **Upload Document Request** to upload your proof of purchase. Proof of purchase must be provided for your request to be started. To do this, enter the name of the document you would like to upload and select your file to attach. Then select the date you need your request completed and include any notes, if needed.
  - o While the ASAC will do our best to have requests completed by the desired due date, please be aware requests may take up to 2-3 weeks to complete, so initiating requests early is highly recommended.
- Once you have completed the necessary information, select **Upload File** to complete your request.

FILE INFORMATION

Book Title:

A Mouse's Guide to Cheese

Document Title * :

Proof of Purchase - A Mouse's Guide to Cheese

Select File * : ⑦

Choose File **Proof of Purchase.pdf**

Due Date * : ⑦

08/26/2024

Note:

FORM SUBMISSION

UPLOAD FILE >   BACK TO REVIEW REQUESTS >

- You should then receive the message, "Success! Your action has been completed."

- This request will now appear on the **Alternative Formats – Request** page under **List of Book Requests**. You can review the status of your request under **Availability.** An ASAC staff member will email you once a request is completed.

LIST OF BOOK REQUESTS

Records Found: **1** (Showing: **1 - 1**)   Show Per Page: **100** ⌄   Page: **1**

Download	Action	Availability	Format	CRN	Subject	Course	Section	Book Title	Custom	ISBN	Receipt	Created On
	Upload File Cancel	In Progress	Accessible PDF	123	TEST	123	123	A Mouse's Guide To Cheese	Yes	JE8STUM6FVERF		08/08/2024

REQUEST ALTERNATIVE FORMATS