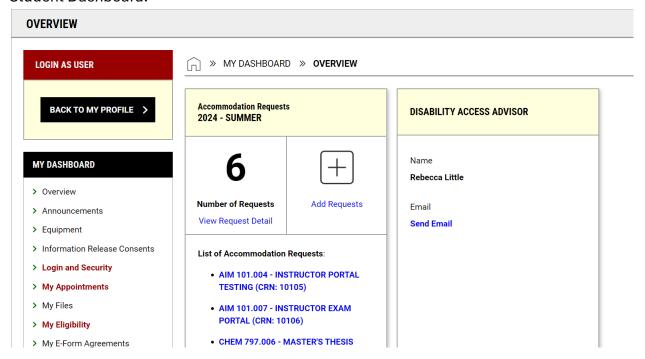
## **Alternative Format Requests**

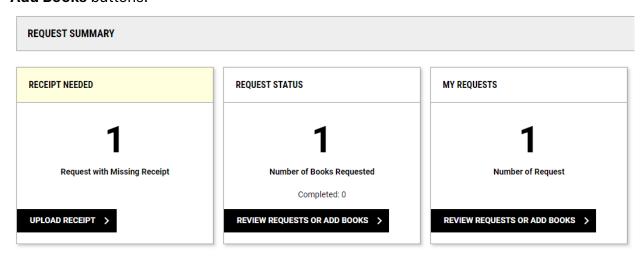
- Log into the <u>ASAC Dashboard</u>.
  - If you have not done so already, you must review and accept the Required E-Form Agreements.
- After accepting the required E-form Agreements, you are redirected to your ASAC Student Dashboard.



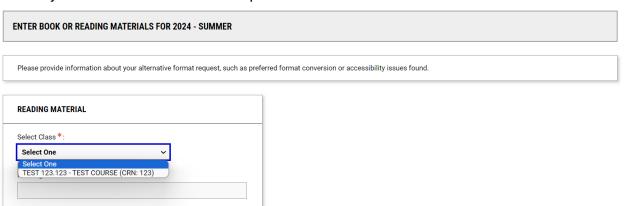
 Under Accommodations on the left-hand side, select Alternative Formats. Please note, this link will only be available for students approved for alternative format accommodations.

## **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

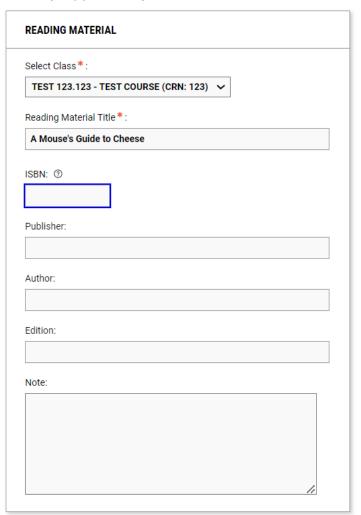
 On the Alternative Formats page, you will see a Request Summary, showing Receipts Needed for any requests where proof of purchase wasn't included, Request Status, and My Requests. To start a new request, select either Review Requests or Add Books buttons.



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.



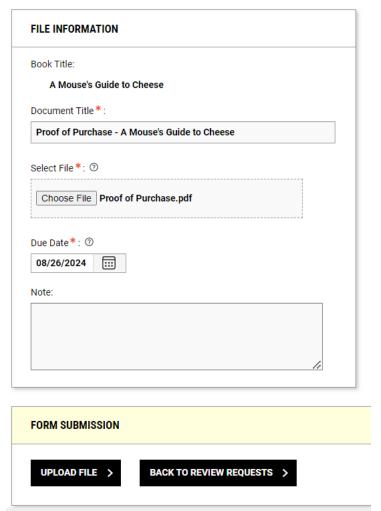
After selecting your course, you must enter the Title of the text you are requesting. Fill
out all necessary information, including the ISBN, Publisher, Author, Edition, and
Notes (if applicable.)



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



- 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.
  - 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.



- 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.

