How to Request E-Textbooks through the Student Accommodation Portal

A student with E-Text as an accommodation has the option to request accessible textbooks every semester that their accommodation is active. To begin this request, the student should log into their Student Accommodation Portal and navigate to the "Alternative Formats" option listed under "My Accommodations" section.

From there, the student will be redirected to a new page where they can start the process of requesting E-Text. The first step would be making sure that the correct desired academic term is selected. The system will automatically default to the current semester the university is in, but if a student wishes to start the process for the next term, they will have to click the "Next Term" button.

Next, the student will have to select their preference for the E-Text format (students can choose between an Accessible PDF, a Word document, or Braille). Once the desired format is selected, click the "Update Alternative Formats Preference" button to save.

ALTERNATIVE FORMATS

Term: Summer 2021

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Accessible PDF**

Update Preference: [Select One ▾]

[Update Alternative Formats Preference]

Once that has been completed, the student will need to upload a receipt showing that they bought a physical copy of the book. Once the receipt has been added to the system the student will select which class the book is for and then click "Upload Receipt". All uploaded receipts will then show on the screen.

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. **Read File Upload Instruction**

File Information

Term: **Summer 2021**

Select File: [Choose File] **No file chosen**

Select Course(s) the receipt is for *

☐ DRC 101.001 - Intro to DRC New System

Note: [   ]

[Upload Receipt]

UPLOADED RECEIPTS - SUMMER 2021

No Receipt Found

The final step is to provide the DRC Alternative Formats team with information on the exact book that is needed. Student will need to select which class the book is for and the title of the book. It is also helpful if the student provides additional information such as the ISBN, Publisher, Author, and Edition. Filling in these fields will assist the DRC Alternative Formats team in converting the correct book for your courses. Once all that information is inputted, the student will click the "Submit Request" button and the process for requesting E-Text will be complete.

Reading Materials

Select Class *: `Select One`

Reading Material Title *: [   ]

ISBN: [   ]

If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher: [   ]

Author: [   ]

Edition: [   ]

Note: [   ]

Note: **HTML entry is permitted**. Please read additional manual on how to modify your text at the following link: **HTML Entry with Tags Guideline**.

Submit Request

In certain instances when a student logs in, they may see some or all of their books already listed in the system. In the event that the book is in the system, all the student will need to do is click on the "Select" button to request that particular book in an alternative format. If a list of books is not already populated the student will have to go in and add all the information as stated above.

Request Alternative Formats for Fall 2010

Steps to get your books in Alternative Formats:

1. Please check your **Alternative Formats Preference**. If you have any questions regarding the formats, please contact our office.

2. **Select your book**. If you book is not listed or you have additional readings, please contact our office for assistance.

SBJ	CRS	SEC	Book Title	Author	Tags	Select
ACCT	23020	002	Financial Accounting W/ Connect Plus	SPICELAND		Select

The student will need to complete this process for every book they are requesting to be converted into E-Text. Please allow time for the DRC Alternative Formats team to work through all the requests. Once a request has been completed, the student will get an email from the Student Accommodation Portal letting them know that one of their books is finished and they can log back into the system, navigate to the "Alternative Formats" tab, and download the electronic version of the book.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
EDPS	31500	001	Cs 159 Program Applications For Engineers (**ISBN**: 9781646171378)	Accessible PDF	No	**Cancelled**
EDPS	31500	001	Difficult Conversations: How To Discuss What Matters Most (**ISBN**: 9780143118442)	Accessible PDF	Yes	**Completed Processing** RCP [Download Book]
EDPS	31500	001	Emotionally Intelligent Leadership: A Guide For College Students (**ISBN**: 9781118821787)	Accessible PDF	No	**Completed Processing** [Download Book]
EDPS	31500	001	The Lost Art Of Listening: How Learning To Listen Can Improve Relationships (**ISBN**: 9781593859862)	Accessible PDF	Yes	**Completed Processing** RCP [Download Book]
PSY	12000	004	Elementary Psychology (**ISBN**: 9781773306728)	Accessible PDF	Yes	**Completed Processing** RCP [Download Book]

If you have any questions, please reach out to the Alternative Formats team at altformats@purdue.edu.