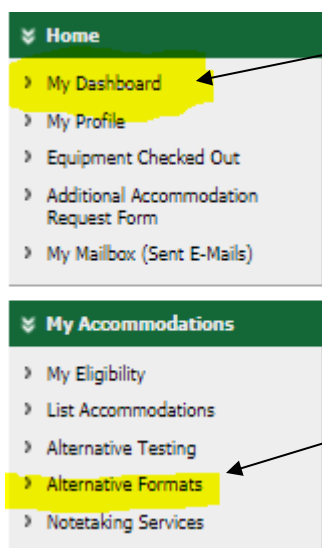


How to Request Alternate Formats Textbooks (E-Text)

Please review the texts that you will need each semester and only request this accommodation if you need books for the course in an alternate format. **Please note: If the University Bookstore has a digital copy of the text available, Disability Services will not provide the text.** So please be sure that you will need the text converted before you ask for the accommodation.



1. Log into GB ACCESS
2. After requesting accommodations – click on My Dashboard – then Alternate Formats
3. Choose your alternate text preference. Please remember that this is just a preference, not a requirement and we will do our best to provide texts in your preferred format.
4. Upload receipts for purchased textbooks. *Please remember that you must provide a receipt or proof of purchase in order for us to release the acquired alternate text.* If you cannot upload your proof of purchase – bring it by the office so we can see it!

UPLOAD BOOK RECEIPT

Important Note: Limit 5 receipts per term or semester.
[Read File Upload Instruction](#)

File Information
Term: Summer 2018
Select File: <input type="button" value="Choose File"/> No file chosen
Select Course(s) the receipt is for*
<input type="checkbox"/> ENV SCI-260 101564.0850 - ENERGY & SOCIETY
Note: <input type="text"/>
<input type="button" value="Upload Receipt"/>

4. Take a picture or scan the receipt and upload it in ACCESS, make sure to choose the course it belongs to!

- Once the request is processed and we have acquired the text, you will receive an email with a link to the text and the Alternate Format Agreement. Follow the directions and log back into GB ACCESS.

Hello!

Your requested Alternative Format Textbook is now available on your ACCESS Profile.

Summer 2018

Class: **ENV SCI-260 101564.0850 - ENERGY & SOCIETY (CRN: 6235)**

Book Title: **Energy**

By downloading this material you acknowledge your rights and responsibilities as outlined in the End User Agreement on the use of recorded, electronic or other alternatively formatted course materials (available under "My Signed Forms" on the left side of the page).

To see all of your available material please take the following steps:

- 1) Log into ACCESS.
- 2) Click on the "Alternative Formats" link along the left side of the page.
- 3) Your book list for the current semester will be shown. Click on the "Download Book" button and if prompted sign into SharePoint/Office 365 to download the book files.

Please e-mail us with any questions dis@uwgb.edu.

Sincerely,

Disability Services

The University of Wisconsin - Green Bay

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.

Reference Code: 126

- When you log back into GB ACCESS, click on "Alternate Formats" on the left menu under "My Accommodations". Make sure that you are looking at information from the correct semester. If not, click on "Next Term" to find the correct semester.

ALTERNATIVE FORMATS

Previous Term	Term: Spring 2018	Next Term
---------------	-------------------	-----------

- Click on "Download Book", you may be prompted to sign into SharePoint/Office 365 with your UWGB credentials.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2018

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
ENV SCI-260	101564	0850	Energy	PDF	Yes	Completed Processing RCP Download Book

STOP BY THE OFFICE OR EMAIL US (DIS@UWGB.EDU) IF YOU HAVE ANY QUESTIONS OR PROBLEMS!