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!
4. Take a picture or scan the receipt and upload it in ACCESS, make sure to choose the course it belongs to!
5. 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.

6. 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 |

7. 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.

<table>
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<tr>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Book Title</th>
<th>Preference</th>
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<td>ENV SCI-260</td>
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<td>0850</td>
<td>Energy</td>
<td>PDF</td>
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</tbody>
</table>

Download Book

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