

Steps to Request Alternative Formats

Step 1: Log into the DRC Student Portal

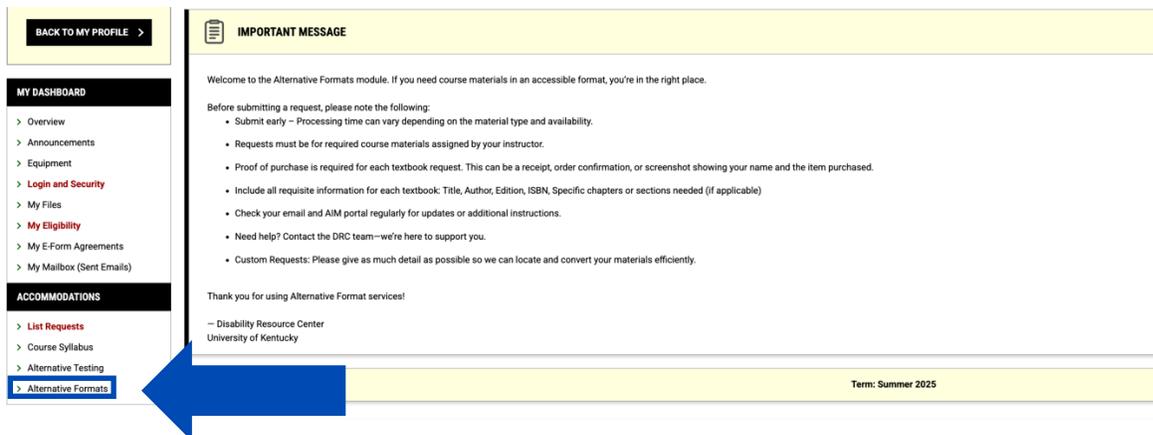
- Go to the [DRC Portal](#) and sign in using your linkblue credentials.
- Read and acknowledge the **DRC Alternative Formats Copyright Agreement e-Form**.

Step 2: Request Accommodations for Your Course(s)

- Select the current term and courses for which you need accommodations.
- Be sure to check the box for **Alternate Text Materials** or **Braille**.
- Submit your accommodation requests.

Step 3: Access the Alternative Formats Module

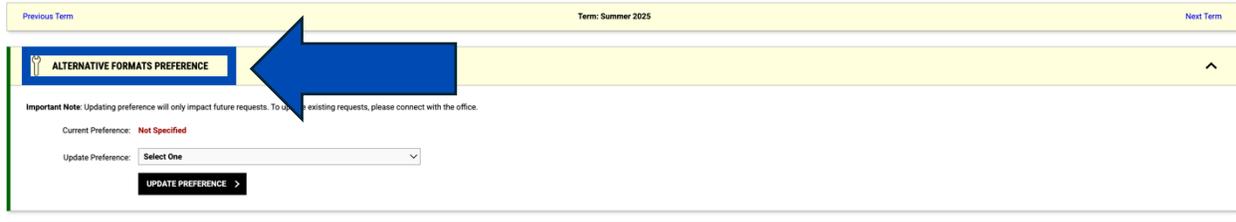
- On the left-hand side menu, select **Alternative Formats** under the Accommodations section.



The screenshot shows the DRC Student Portal interface. On the left is a navigation menu with sections: 'MY DASHBOARD' (containing Overview, Announcements, Equipment, Login and Security, My Files, My Eligibility, My E-Form Agreements, My Mailbox) and 'ACCOMMODATIONS' (containing List Requests, Course Syllabus, Alternative Testing, and Alternative Formats). A blue arrow points to the 'Alternative Formats' link. The main content area has a yellow header with 'IMPORTANT MESSAGE' and a welcome message. Below the message are instructions for submitting requests, including points about processing time, required materials, proof of purchase, and contact information. At the bottom right of the content area, it says 'Term: Summer 2025'.

Step 4: Choose Preferred Format

- Select your preferred format from the drop-down menu in the **Alternative Formats Preference** section and select **Update Preference**.



Previous Term Term: Summer 2025 [Next Term](#)

ALTERNATIVE FORMATS PREFERENCE

Important Note: Updating preference will only impact future requests. To update existing requests, please connect with the office.

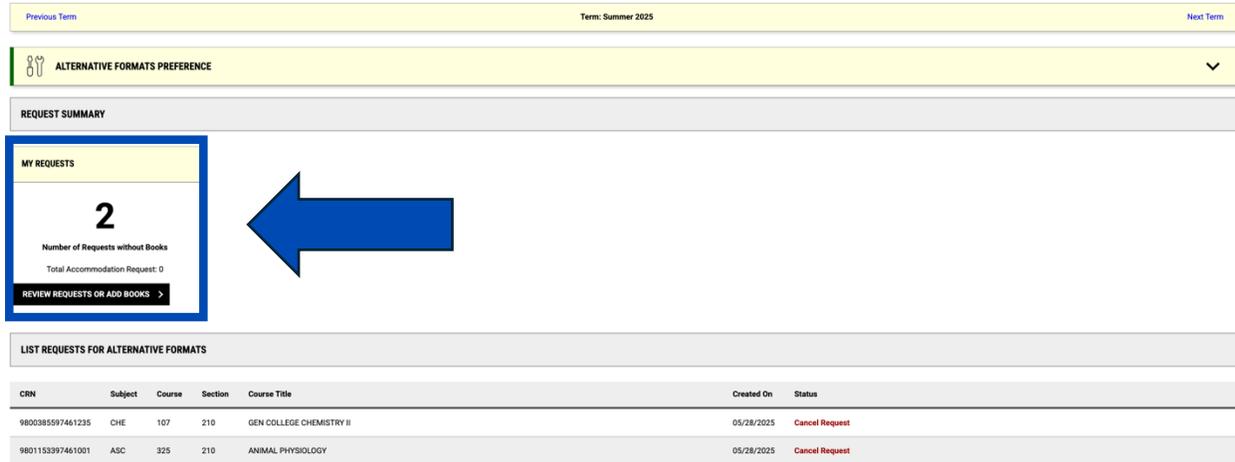
Current Preference: **Not Specified**

Update Preference:

UPDATE PREFERENCE >

Step 5: Provide Course Material Information

- Confirm that the appropriate term is selected before proceeding.
- Navigate to the **My Requests** section.
- Select **Review Requests or Add Books**.



Previous Term Term: Summer 2025 [Next Term](#)

ALTERNATIVE FORMATS PREFERENCE

REQUEST SUMMARY

MY REQUESTS

2
Number of Requests without Books
Total Accommodation Request: 0

REVIEW REQUESTS OR ADD BOOKS >

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title	Created On	Status
980038597461235	CHE	107	210	GEN COLLEGE CHEMISTRY II	05/28/2025	Cancel Request
980115397461001	ASC	325	210	ANIMAL PHYSIOLOGY	05/28/2025	Cancel Request

- Books available for a course will be displayed in the **Request Alternative Formats** section.
- Choose **Select** to submit your book request for the course listed. The book will be added to your book request list.

REQUEST ALTERNATIVE FORMATS

Steps to get your books in Alternative Formats:

- Please check your **Alternative Formats Preference**. If you have any questions regarding the formats, please contact our office. If your preferred format is unavailable, we will provide an accessible alternative.
- Select your book. If your book is not listed or you have additional readings, please complete the Reading Material section and include all requisite information.

Please contact our office for assistance.

Select	Subject	Course	Section	Book Title
Select	CHE	107	210	Interactive Gen.Chem.-Achieve(1 Term) Edition: 20 ISBN: 9781319257866 Author: MAC HIGHER

Step 6 (Optional): Request Additional Book or Reading Material

If a textbook or required book was not listed for a course from the bookstore, you can input specific book information manually in the **Enter Book or Reading Materials** section.

- In the **Reading Material** box, select the course associated with your book request from the drop-down menu.
- Enter all required book information: Title, ISBN, Publisher, Author, Edition

ENTER BOOK OR READING MATERIALS FOR SUMMER 2025

Please note that custom requests must be for materials that are required for a course. If
Please give us as much information as possible about the materials you need converted-
If you have any questions about this policy or need additional support, feel free to contact:

Note: Required fields are marked with an asterisk (*).

READING MATERIAL

Select Class *:

Reading Material Title *:

ISBN:

Publisher:

Author:

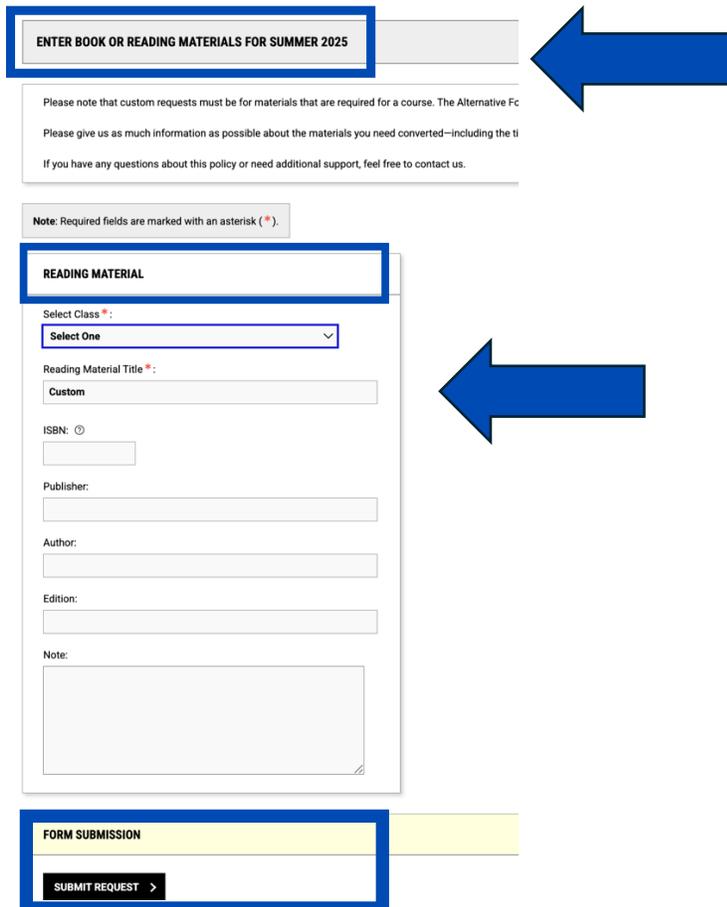
Edition:

Note:

FORM SUBMISSION

* To request supplemental course materials—such as readings posted on Canvas or journal articles—in an alternative format, use the **Custom Request** section.

- In the **Enter Book or Reading Materials** section, select the course associated with your custom request from the drop-down menu in the **Reading Material** box.
- Enter the **Reading Material Title**, i.e., title of article, etc.
- Select **Submit Request** to proceed to the **Custom Request** upload interface.



ENTER BOOK OR READING MATERIALS FOR SUMMER 2025

Please note that custom requests must be for materials that are required for a course. The Alternative Format Request process is for materials that are not required for a course. Please give us as much information as possible about the materials you need converted—including the title, author, and ISBN. If you have any questions about this policy or need additional support, feel free to contact us.

Note: Required fields are marked with an asterisk (*).

READING MATERIAL

Select Class *:
Select One

Reading Material Title *:
Custom

ISBN: ⓘ
[]

Publisher:
[]

Author:
[]

Edition:
[]

Note:
[]

FORM SUBMISSION

SUBMIT REQUEST >

- In the **File Information** section, select **Choose File** to select the document you wish to upload.
- Select **File Upload** to complete the custom submission.

FILE INFORMATION

Book Title:
Custom

Document Title *:

Select File *:

Due Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

Note:



FORM SUBMISSION

Step 7: Upload Proof of Ownership/Purchase

- Students must provide **proof of purchase or ownership** before books can be converted.
- After you have entered your book information a new **Receipt Needed** box will appear within your Alternative Formats module.
- Select **Upload Receipt**
- In the **Receipt Detail** box, select **Choose File** to upload your receipt (PDF, image, or screenshot).
- Select the course the receipt is for.
- Select **Upload Receipt**

Previous Term Term: Summer 2025 [Next Term](#)

817 ALTERNATIVE FORMATS PREFERENCE

REQUEST SUMMARY

RECEIPT NEEDED

1

Request with Missing Receipt

[UPLOAD RECEIPT >](#)

REQUEST STATUS

1

Number of Request without Books

Total Accommodation Request: 1

[REVIEW REQUESTS OR ADD BOOKS >](#)

REQUEST STATUS

1

Number of Books Requested

Completed: 0

[REVIEW REQUESTS OR ADD BOOKS >](#)

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title	Created On	Status
9800385597461235	CHE	107	210	GEN COLLEGE CHEMISTRY II	05/28/2025	1 Book

RECEIPT POLICY

Our system limits of up to 10 receipts per term or semester.
Reference (PVI) ID: 12

BOOK WITHOUT RECEIPT

- CHE 107.210 - GEN COLLEGE CHEMISTRY II (CRN 9800385597461235) - INTERACTIVE GEN.CHEM.ACHIEVE(1 TERM)

Note: Required fields are marked with an asterisk (*).

RECEIPT DETAIL

Select File ^{*}

[Choose File](#) | [No file chosen](#)

Select Courses the receipt is for ^{*}:

Hint: You are required to make a minimum of 1 selections.

ASC 325.210 - ANIMAL PHYSIOLOGY

CHE 107.210 - GEN COLLEGE CHEMISTRY II

Note:

FORM SUBMISSION

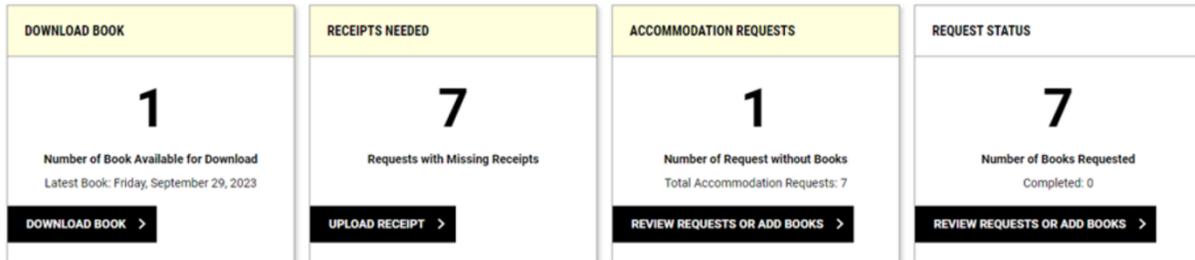
[UPLOAD RECEIPT >](#)

Step 8: Alternative Formats Overview

Students can view a snapshot of their alternative format requests, with quick-access buttons to take any necessary action:

- **Download Books:** Displays the number of books currently available for download.
- **Receipts Needed:** Shows how many book requests are still missing proof of purchase. Selecting “Upload Receipts” opens the *Upload Receipts* tab to submit ownership documentation.

- **Accommodation Requests:** Indicates how many requests are missing book details and the total number of accommodation requests submitted. Selecting “Review or Cancel Requests” opens the *Request* tab with all requests visible.
- **Request Status:** Displays the total number of book requests and how many have been completed. Selecting “Review Requests or Add Books” takes you to the *Request* tab showing all current requests.



Turnaround Time for Alternative Format Requests

Processing times may vary based on several factors, including when the request is submitted (before or during the term), the type of material requested, and the availability. While we make every effort to fulfill requests within a reasonable timeframe, please note that these factors may result in delays. The standard turnaround time is **up to two weeks** from the date all required information, including proof of purchase, is received.

Need help? Contact the Disability Resource Center—we’re here to assist you.