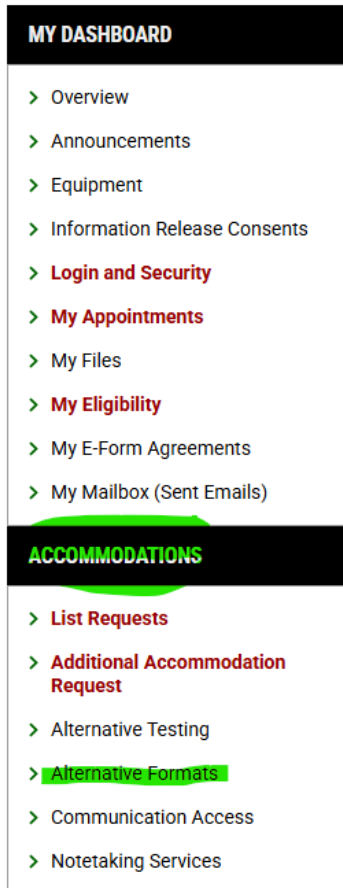




Submitting an Alternative Format Request

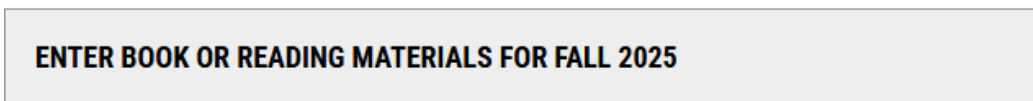
1. Log into DS Portal and on the left hand side of the screen scroll down to Accommodations and click on “Alternative Formats”



2. Click on the top right hand side of the screen and click on “Requests”



3. Scroll down until you get to the “Enter Book or Reading Materials...”



4. Proceed to enter the information into the “Reading Material” box including the;
 - a. Class (Required)
 - b. Book Title (Required)
 - c. ISBN
 - d. Publisher
 - e. Author
 - f. Edition

g. And any notes that would be helpful to know about the book.

The ISBN, Publisher, Author, and Edition are not required to complete the request, however, it can be extremely helpful having this information so the office can track down the correct copy of the textbook that is being requested.

5. After the request is submitted, it will show up in the dashboard under “List of Book Requests”

LIST OF BOOK REQUESTS												
Records Found: 1 (Showing: 1 - 1)										Show Per Page: 100		Page: 1
Download	Action	Availability	Format	CRN	Subject	Course	Section	Book Title	Custom	ISBN	Receipt	Created On
	Cancel	Request in Progress		99999	AIM	100	A	Test Reading 1	Yes	GYZMG5JFSRHKB		11/06/2025

6. You can now refer to this part of your dashboard to get an ongoing update about what the status of your requested textbook is and when it will become available for your use.
7. You will receive a follow up email regarding the status of the request and where you to obtain files.