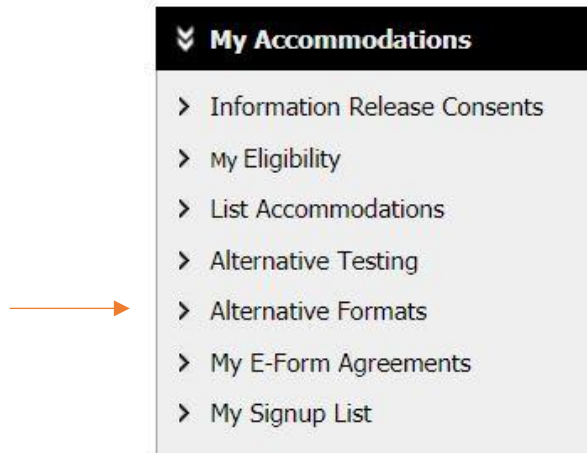


HOW TO REQUEST ALTERNATIVE PRINT MATERIALS USING THE NEW ACCESS ONLINE SOFTWARE:

- 1) To request a book or another require text item for a class, look at the menu on the left side of the page and click “Alternative Formats”:



- 2) Choose your preferred format for Alternative Text Materials or update your preference if you have chosen before and have changed your mind. Click “Update Alternative Formats Preference.”

ALTERNATIVE FORMATS

Previous Term	Term: Fall 2017	Next Term
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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: **AUDIO**

Update Preference: **Select One ▾**

Update Alternative Formats Preference

- 3) If you have already requested books for the current term, you will see a list of the books being processed for you.

LIST BOOKS CURRENTLY BEING PROCESSED

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
ABSC	100	1200	Principles Of Everyday Behavior Analysis	AUDIO	No	Completed 11 - Delivered to Student PUB [Custom - Not Listed]
ABSC	486	1100	Power Of Positive Parenting: A Wonderful Way To Raise Children	AUDIO	No	02 - Checking Sources [Custom - Not Listed]
ELPS	250	1800	Education And Social Change: Contours In The History Of American Schooling	AUDIO	No	04 - Acquired from Source [Custom - Not Listed]

- 4) Select the course in which would like to request a new print material and click the “Schedule an Exam” button. If you do not see your course listed, this means you did not request the E-Text accommodation for this course. Return to the left side menu and click on “List Accommodations,” and check the course for which you wish to request accommodations and then return to “Alternative Formats” to request your print materials.

ADDITIONAL BOOK OR READING MATERIALS

The AAAC only allows requests which are required for the course. If you have any questions, please contact

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 modified your text at the following link: [HTML Entry with Tags Guideline.](#)

Submit Request

- 5) You must then select the appropriate information under each asterisk (*). Please provide the title, ISBN, author, and edition information for each item and double check for accuracy. Click "Submit Request" when you have finished entering your information.

ADDITIONAL BOOK OR READING MATERIALS

The AAAC only allows requests which are required for the course. If you have any questions, please contact

Reading Materials

Select Class*:
[2017 - Fall] ELPS 250.1800 - Education and Society ▼

Reading Material Title*:
Citizen: An American Lyric

ISBN:
9781555976903
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:
Graywolf Press

Author:
Claudia Rankine

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline](#).

- 6) Repeat this process for each book you print material needed for your courses.