Alternative Format Request

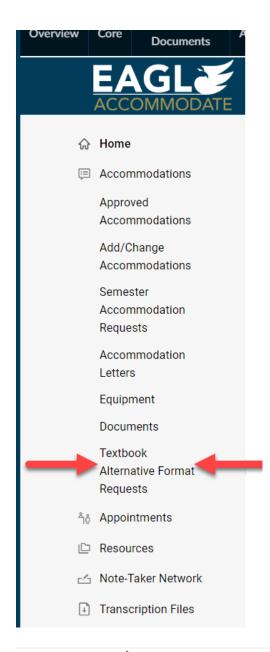
Once you have been approved for texts in alternative format as an accommodation, you will be able to access the Alternative Format section in the Eagle Accommodate student portal. This will enable you to request alternative formats from Disability Support Services.

To request texts in alternative format, please follow the directions below:

- 1. Sign into your Eagle Accommodate Student Portal
- 2. Select **Accommodation** in the left navigation menu
- 3. Select **Textbook Alternative Format Requests**
- 4. Texts in the DSS inventory that correspond with your current class schedule will show under **Text Library.** If you see your textbook, click **+Request.**
- 5. If you do not see your textbook, click on **Student Request**
- 6. Select Upload Document for Alternative Format Request.
- 7. Fill in all required fields
- 8. Attach proof of purchase (receipt)
- 9. Select **Requested Format** type from the drop-down menu

10. Submit Request

If for some reason you are unable to submit your request in Eagle Accommodate, please fill out the <u>Textbook Alternative Format Request</u> [link opens in new window]. Please note, it can take up to 3 weeks to complete your request. Once your request has been processed, you will receive a notification to your student email.





Public Speaking

Public Speaking (COM-231 (0001)) - Summer 2023

979-8-7657-1503-1

May 31, 2023, 9:59 am

+ Request

