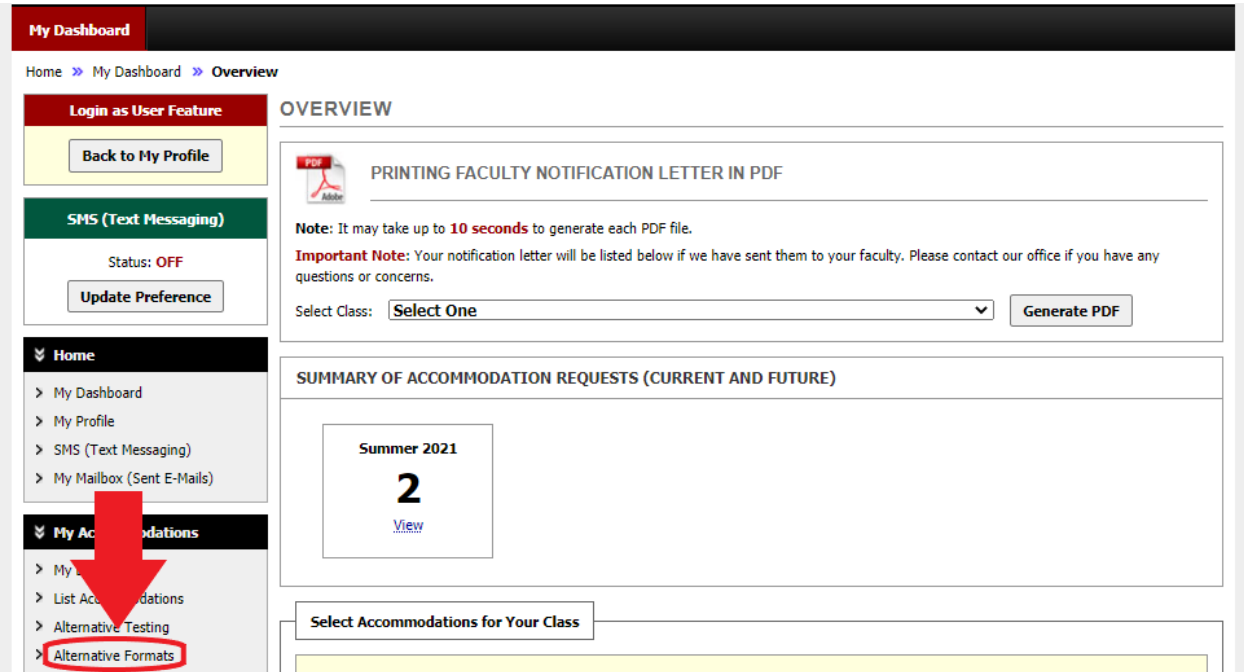


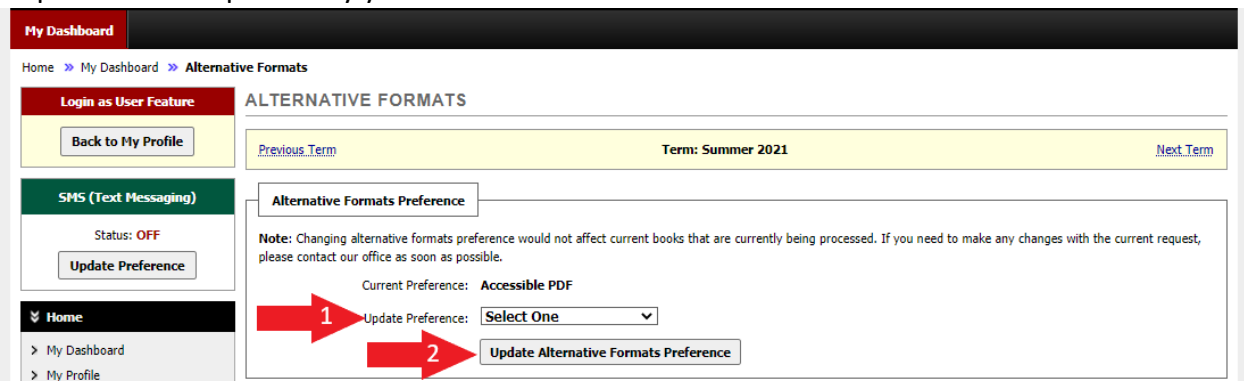
## Requesting Alternative Formats (Text Conversion)

1. Log into the DSS Student Portal using your Salukinet username and password.
2. From your dashboard, select 'Alternative Formats' in the left toolbar.



The screenshot shows the 'My Dashboard' page. The left sidebar contains a navigation menu with the following items: Home, My Dashboard, My Profile, SMS (Text Messaging), My Mailbox (Sent E-Mails), My Accommodations, List Accommodations, Alternative Testing, and Alternative Formats. The 'Alternative Formats' option is circled in red, and a red arrow points to it from the left. The main content area is titled 'OVERVIEW' and includes a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a 'Generate PDF' button and a 'Select Class' dropdown menu. Below this is a 'SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)' section showing 'Summer 2021' with a large '2' and a 'View' link. At the bottom, there is a 'Select Accommodations for Your Class' section.

3. Select your Alternative Formats Preference from the drop-down menu in Step 1. Confirm your preference under Step 2. Preferences will be saved and applied to all requests unless updated by you.



The screenshot shows the 'Alternative Formats' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'ALTERNATIVE FORMATS' and includes a 'Previous Term' and 'Next Term' section. Below this is an 'Alternative Formats Preference' section with a note: '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.' The 'Current Preference' is set to 'Accessible PDF'. The 'Update Preference' dropdown menu is set to 'Select One'. A red arrow labeled '1' points to the dropdown menu, and another red arrow labeled '2' points to the 'Update Alternative Formats Preference' button.

- Select which text(s) from the list that you require an alternative format. Review the book information to ensure that it is the correct text.

**Request Alternative Formats for Summer 2021**

Please complete the following steps to request your textbook in an Alternative Format:

- Select your **Alternative Formats Preference** from the drop-down menu above (Accessible PDF is most common). If you have any questions regarding the format you require, please contact the office.
- Select your book(s) from the list below that you require a digital copy. If your book is not listed or you have additional readings, please submit a custom request for Additional Book or Reading Materials below.
- Upload your receipt as proof of purchase below (required).

SBJ	CRS	Book Title	Author	Tags	Select
IMAE	110	Geometric Dimensioning & Tolerancing (Edition: 9th) (ISBN: 9781605259383)	Madsen	RQ	<a href="#">Select</a>
IMAE	305	Industrial Safety & Health Management (Edition: 7th) (ISBN: 9780134630564)	Asfahl	RQ	<a href="#">Select</a>
IMAE	305	Industrial Safety And Health Management (Subscription) (Edition: 7th) (ISBN: 9780134604626)	Asfahl	RQ	<a href="#">Select</a>

- Upload your receipt as proof of purchase for any and all requests. Select the file under Step 1 in the form of the original receipt, scanned copy, or picture. Select which course(s) the receipt applies to and add a note if necessary under Step 2. Confirm your upload under Step 3.

### UPLOAD BOOK RECEIPT

**Important Note:** Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

**File Information**

Term: **Summer 2021**

Select File: Choose File No file chosen ← 1

Select Course(s) the receipt is for \*

IMAE 110.940 - Geometric Dimensng & Tolerncng

IMAE 305.902 - Industrial Safety ← 2

Note:

Upload Receipt ← 3

6. If a required text is not listed or you have additional materials that need to be converted, submit an Additional Reading Materials Request. Ensure that *all* fields are filled out correctly and entirely (especially the ISBN).

ADDITIONAL BOOK OR READING MATERIALS FOR SUMMER 2021

- If a required textbook is not listed above, or if you have additional course materials that need to be converted, please submit a custom request below.
- **To expedite your request, ensure that all fields are filled out correctly and entirely.**
- Submit your receipt as proof of purchase using the Upload Book Receipt function above.
- Please contact the office if you have further questions.

**Reading Materials**

Select Class:

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



Submit Request