How to Request Alternative Media

Log into STARS and select Alternative Formats under the Accommodations menu.

ACCOMMODATIONS
> List Requests
> Additional Documentation Form
> Alternative Testing
> Alternative Formats
> Notetaking Services

Under the current term, there is a drop down for Alternative Formats Preference. This is where you can see the current preference for alternative formats as well as update the preference if needed.

	ATS PREFERENCE	
Important Note: Updating prefe	rence will only impact future requests. To update existing requests, please connec	ot with the office.
Current Preference:	Not Specified	
Update Preference:	Select One 🗸	
	UPDATE PREFERENCE >	

Scroll down to see the books available for download, requests that have and have not been submitted listed under Request Summary.

REQUEST SUMMARY					
DOWNLOAD BOOKS	MY REQUESTS	REQUEST STATUS			
2	1	3			
Number of Books Available for Download	Number of Request without Books	Number of Books Requested			
Latest Book: Monday, August 26, 2024	Total Accommodation Requests: 6	Completed: 2			
DOWNLOAD BOOKS >	REVIEW REQUESTS OR ADD BOOKS >	REVIEW REQUESTS OR ADD BOOKS >			

To request alternative media or check on the status, select Review Requests or Add Books under My Requests.

The first section, List of Book Requests, will indicate the status of the books under Availability that have already been requested.

LIST OF BO	LIST OF BOOK REQUESTS							
Records Fou	Records Found: 6 (Showing: 1 - 6)							
Download	Action	Availability	Format	CRN	Subject	Course	Section	Book Title
Download		Download Alternative Media	PDF	3133457	GEOL	171	001	Essentials Of Oceanography
		Cancelled		3133457	GEOL	171	001	Geol:171 Access In Brightspace
		Cancelled		3569	PSYC	100	014	3750:100 Access In Brightspace
		Upload Receipt		3569	PSYC	100	014	Achieve For Exploring Psychology
Download		Download Alternative Media	PDF	3134147	STAT	289	001	Collaborative Statistics
		Cancelled		3134147	STAT	289	001	Stat:289 Access In Brightspace

The second section, Request Alternative Formats, lists any books that have not been requested. To request a textbook, choose the select button to the left of the textbook. If any textbooks have been previously requested, there will be an error indicating the entry already exists.

REQUES	ST ALTERNA	TIVE FORM	IATS		
Steps to	o get your tex	tbook in an A	lternative For	mat	
• •	Please check	your Alternat	tive Formats I	Preference. If you have any questions regarding the different formats, please contact our office.	
• •	Select the tex	tbook for eac	h course. If y	our book is not listed or you have additional readings, please contact our office for assistance.	
• •	lf you have all	eady nurcha	sed the texthr	onk unload the receipt below to show proof of purchase. If you are part of the book bundle or your textbook is on Brightspace, contact the office for assist	ance with unloading a receipt
	in you nave an	cuty purcha			unce min aproviding a receipt.
	in you nuve an	cuty parenta			ance manapionality a receipt.
Select	Subject	Course	Section	Book Title	ISBN
Select Select	Subject GEOL	Course	Section 001	Book Title Essentials Of Oceanography-Mod Acc. Edition: 13TH 20 ISBN: 6220117007262 Author. TRUJILLO	ISBN 8220117007262
Select Select	Subject GEOL PSYC	Course 171 100	Section 001 014	Book Title Essentials Of Oceanography-Mod Acc. Edition: 13TH 20 ISBN: 220117007262 Author: TRUJILLO Psy::100 Access In Brightspace ISBN: 2818180210717 Author: MACMILLAN	ISBN 8220117007262 2818180210717

At the top of the screen in the right-hand corner, are three tabs, Overview, Requests and Upload Receipt. Once the textbook has been requested, navigate to the Upload Receipt tab.

On this screen, any book that does not have a receipt uploaded will be listed under Book without Receipt. Scroll down to Receipt Detail to select the receipt to upload and check off the course(s) for which the receipt is being uploaded. Then finalize the upload by selecting Upload Receipt under Form Submission.

 GEOL 171.001 - INTROD 	UCTION TO THE OCEANS (CR)	4: 3133457) - ESSEN	TIALS OF OCEANO	SRAPHY-MOD.ACCES
RECEIPT DETAIL				
Select File*: ①				
Choose File No file choser	1			
Select Courses the receipt is f	or * :			
Hint: You are required to ma	ke a minimum of 1 selections.			
GEOL 171.001 - Introde	uction to the Oceans			
GNST 117.501 - Caree	Planning			
PSYC 100.014 - Introduced	uction to Psychology			
STAT 289.001 - Selecte	ed Topics in Statistics			
Note:				
		6		
FORM SURMISSION				

Once the receipt is uploaded, scroll down to Uploaded Receipts to see all receipts that have been uploaded and if they have been verified.

UPLOADED RECEIPTS					
Download	Verified	Date Receipt Uploaded	Notes		
Download	Yes	08/19/2024 at 02:31 PM	Class(es) Selected: GEOL 171.001 - Introduction to the Oceans PSYC 100.014 - Introduction to Psychology Student Note:		
Download	Yes	08/19/2024 at 02:31 PM	Class(es) Selected: STAT 289.001 - Selected Topics in Statistics Student Note:		