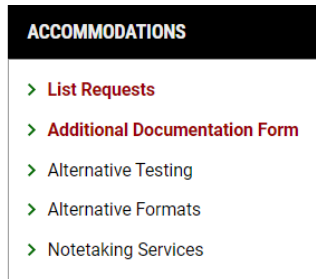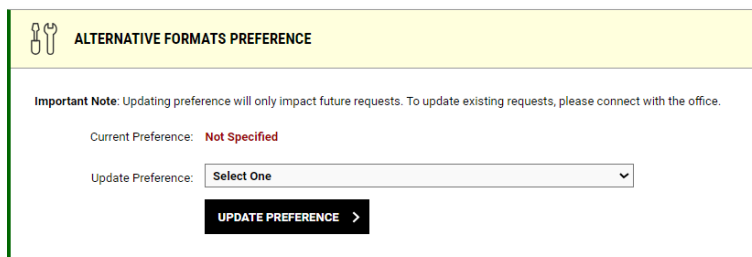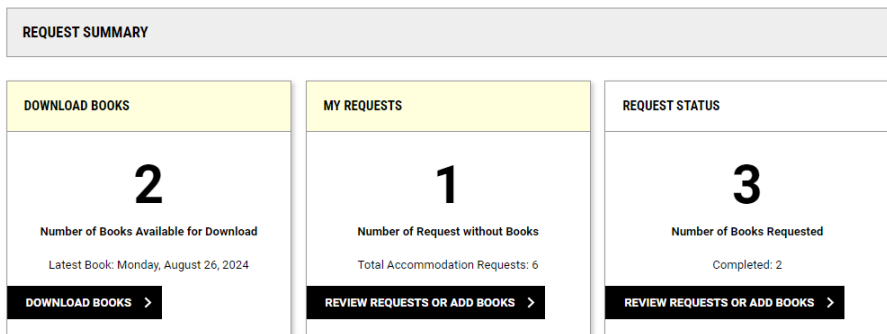# How to Request Alternative Media

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

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.

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

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.

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.

REQUEST ALTERNATIVE FORMATS

Steps to get your textbook in an Alternative Format:

- Please check your **Alternative Formats Preference**. If you have any questions regarding the different formats, please contact our office.
- Select the textbook for each course. If your book is not listed or you have additional readings, please contact our office for assistance.
- If you have already purchased the textbook, upload 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 assistance with uploading a receipt.

Select	Subject	Course	Section	Book Title	ISBN
Select	GEOL	171	001	Essentials Of Oceanography-Mod.Acc. Edition: 13TH 20 ISBN: 8220117007262 Author: TRUJILLO	8220117007262
Select	PSYC	100	014	Psyc:100 Access In Brightspace ISBN: 2818180210717 Author: MACMILLAN	2818180210717
Select	STAT	289	001	Collaborative Statistics-Webassign Edition: 2ND 12 ISBN: 8220118193797 Author: ILLOWSKY	8220118193797

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.

BOOK WITHOUT RECEIPT

- GEOL 171.001 - INTRODUCTION TO THE OCEANS (CRN: 3133457) - ESSENTIALS OF OCEANOGRAPHY-MOD.ACCES

RECEIPT DETAIL

Select File * : ⑦

Choose File | No file chosen

Select Courses the receipt is for * :

Hint: You are required to make a minimum of **1** selections.

- ☐ GEOL 171.001 - Introduction to the Oceans
- ☐ GNST 117.501 - Career Planning
- ☐ PSYC 100.014 - Introduction to Psychology
- ☐ STAT 289.001 - Selected Topics in Statistics

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

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: