# How to submit Alternative Format or Alternative Textbook requests

## Important notes regarding this Accommodation:

This Accommodation is specifically for the Alternative formats of textbooks or other printed materials requires for your registered classes.

You are required to submit a request for materials every quarter. This service may not apply if there are no assigned textbooks for a given course, or if the textbook is already provided electronically.

This request will alert Access Services that you need an Alternative Format for your textbooks. Without this Request Alternative Format(s) will not be provided.

If your textbook is Open Resource Education (OER) meaning that the file is available electronically. You will not need to request Alternative Format.

If you are required to purchase the Access Code for your textbook you should also receive an electronic file of the textbook. You will not need to request Alternative Format.

## Steps and links to follow to submit your requests

1. Log into your AIM account using one of the two methods below
	1. Click this link <https://sierra.accessiblelearning.com/Tacomacc> and log into your account using your normal username and password.
	2. Go to our Access Services webpage by clicking this link <https://www.tacomacc.edu/academics-programs/academic-support/access-services/access_services> and scroll down to the “What is AIM” section and select the “AIM Student Login” tab. Once that has opened, click on the large yellow rectangle that says “MY TCC ACCESS (STUDENT AIM LOGIN)”. The sign in using your normal username and password.
2. You are now at your AIM Dashboard. Off to the left side you will see a tab labeled “My Accommodations”. Under that tab, click on the Alternative Format command and you will be taken to the page to begin submitting your requests.
3. At the very top of this page, you will first want to check to make sure that it is stating the correct term for your request
4. Now select your format preference by using the drop down menu to update your preference (there is a choice for PDF and for Word documents) and then click the grey rectangle that states “Update Alternative Formats Preference”. You will see a green check mark at the top of the page letting you know that your preference update has been successful.
5. Now, scroll down to “Request Alternative Formats for the current quarter”. This is where your TCC bookstore choices are listed.
6. On the right side of the textbook selections, you will a “Select” command. Simply click on the “Select” command for every textbook you are required to have.
7. If your required book is not found in the list of textbook selections, then scroll down further to the “Additional Book or Reading Materials” section. You will need to manually enter the following information:
	1. Book Title
	2. ISBN number (13 digits)
	3. Publisher name
	4. Author name
	5. Edition number
8. Click submit and you will see a notification that your “Update is Successful”
9. IMPORTANT: For ALL of your textbooks (whether they were on the list or you had to enter the information manually), you will need to upload your book receipts. You request WILL NOT be processed without providing the book receipt. You will need to have your receipts in a file on your computer first, so you can then upload them to your Alternative Format request. There are two easy ways to do this below:
	1. If you have a scanner, simply scan your receipts onto your PC, name the file with the class or book name and save it
	2. Take very clear pictures of your receipts. Email them to yourself and then add the pictures to your PC and name the file/picture with the class or book name and save it.
10. Now that you have the files saved onto your PC, you will be able to add them to your Alternative Format request. You will find this section on the same Alternative Format Request page where you entered the textbook information. To do this you will need to follow the steps below:
	1. Make sure that you are seeing the correct term listed
	2. Click on the grey box that says “Choose File”
	3. Select the file from your PC that matches the book
	4. Select the course(s) that the receipt is for
	5. Click on the grey box that says “Upload Receipt”

## What Happens Next?

Your request will be reviewed and processed. If any additional information is required, Ms. Laquida Williams, the Access Services Alternative Format and Assistive Technology Coordinator, will contact you via email.

Once your request has been processed, you will receive an email from WeTransfer or from Ms. Laquida Williams with your electronic book or materials for you to download.