

WNCDISABILITY

WNC DISABILITY SERVICES ALTERNATIVE FORMATS TEXT REQUEST

Once you login, you will see your student ID and a notification icon with an **IMPORTANT MESSAGE(S)**. To the left of **IMPORTANT MESSAGE(S)** under the **Accommodations** section, select the **Alternative Formats** option.

The screenshot shows the Western Nevada College student dashboard. At the top, it says "Welcome Ashley Crew!" and "My Dashboard". The main header features the Western Nevada College logo and name. Below the header is a navigation menu with "My Dashboard" selected. The main content area is titled "OVERVIEW" and contains a notification icon with "IMPORTANT MESSAGE(S)". Below the notification is a "Your To Do List" section with two items:

- Even though the instructor for this class has not started, he has not identified the Alternative Testing Agreement for this class. Please inform your instructor [L...](#) to complete the Alternative Testing Agreement through Instructor Portal.
- Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.

At the bottom of the dashboard, there is a section for "My Accommodations" with a link to "Request an Accommodation".

WNC DISABILITY SUPPORT SERVICES - ALTERNATIVE FORMATS TEXT REQUEST.

Under the Alternative Formats Preference section, use the dropdown menu to select which alternative text format you would prefer, then click the Update Alternative Formats button.

If you see a list of your textbooks under the Request Alternative Formats for (specified semester) section, you can click on the 'Select' link, located to the right of your listed book title, from which you can request that a book automatically be submitted for format selection. You will need to click the 'Select' link for each book you would like to submit a request for.

Note: If you do not see any of your textbooks under the Request Alternative Formats for (specified semester) section, please scroll down to the instructions

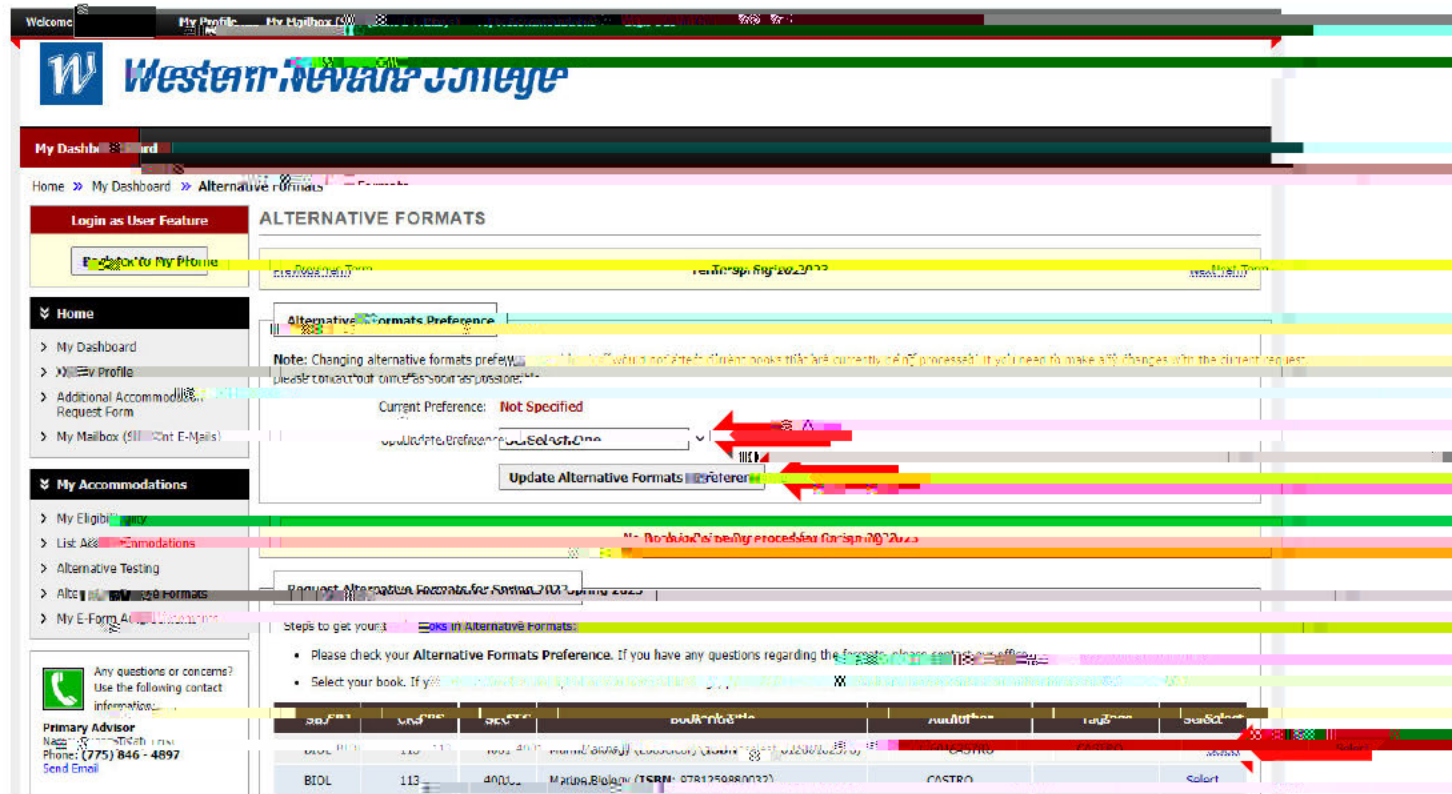


Figure 3 Alternative Formats Preference Selection & Request Selection Link

WNC DISABILITY SUPPORT SERVICES - ALTERNATIVE TEXT REQUEST

After successfully submitting your text request, you will see a green checkmark at the top of the page indicating confirmation of the system successfully processing your request. Below that information you will also see a list of books that are currently being processed for the semester.



The screenshot displays a user interface with a navigation menu on the left and a main content area. A green checkmark icon and the text "SYSTEM UPDATE IS SUCCESSFUL" are prominently displayed at the top of the main area. Below this, a message states "The system has successfully processed your request." The interface also includes sections for "Alternative Formats Preference" and "LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2023". A table lists books with columns for course ID, book ID, title, and status. A "Cancel Request" button is visible next to the first entry in the table.

Course ID	Book ID	Title	Status
BIOL 113	4001	Marine Biology (Looseleaf) (ISBN: 9781260162578)	Processing

Figure 4 System Update Successful Page

WNC DISABILITY SUPPORT SERVICES - CAS - ALTERNATIVE TEXT REQUIREMENTS

After you receive confirmation of your request, scroll down to the Upload Book Receipt section, and provide proof of purchase by uploading a file. Examples of files that may be uploaded include receipts from a physical store or a digital receipt. After you upload a receipt, select the course(s) the receipt is for. You will also have the option to add a note. Once you have uploaded a receipt for a purchase, the upload receipt button is for; click the Upload Receipt button.

UPLOAD

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

File

Term: Spring 2023

Select File

Select Course(s) the receipt is for

- BIOL 113.4001 - Life Science
- CIT 263.4002 - Introduction to IT Project Management
- MATH 120.OE1 - Fundamentals of College Mathematics
- MGT 323.4001 - Organizational Behv & International Behv
- MATH 120.OE2 - Math Appreciation

Note:

Upload

UPLOADED RECEIPTS - SPRING 2023

No Receipt Found

Figure 3 Upload Receipt

Book requests can take up to six weeks to be filled. It is advised that you request your required texts as soon as your book list is available.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 773-463-0201.

WILSON DIGITAL SUPPORT SERVICES TEXT REQUEST SUBJECT

Instructions: if you do not see a list of titles, you will see this link under the Request Alternative Formats for (specify semester) section:

Under the Alternative Formats Reference section, use the dropdown menu to select which alternative format you would prefer, then click the **Request Alternative Format** button.

Scroll down to the Reading Materials section, and enter your information. Please be sure to input as much information as possible to avoid delays in processing.

ADDITIONAL BOOK OR READING MATERIALS INFORMATION

Reading Material Title

Select Class: **Select One**

Reading Material Title:

ISBN: If this information is available, please enter without dashes and zeros to the left of 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 Taos Guideline](#).

Submit

Figure 6 Additional Book or Reading Materials Information

WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

After you successfully submit your text request, you will see a green checkmark at the top of the page indicating confirmation of the system processing your request.

You will also have the option to upload a file if you wish to have your request converted to an alternative format.

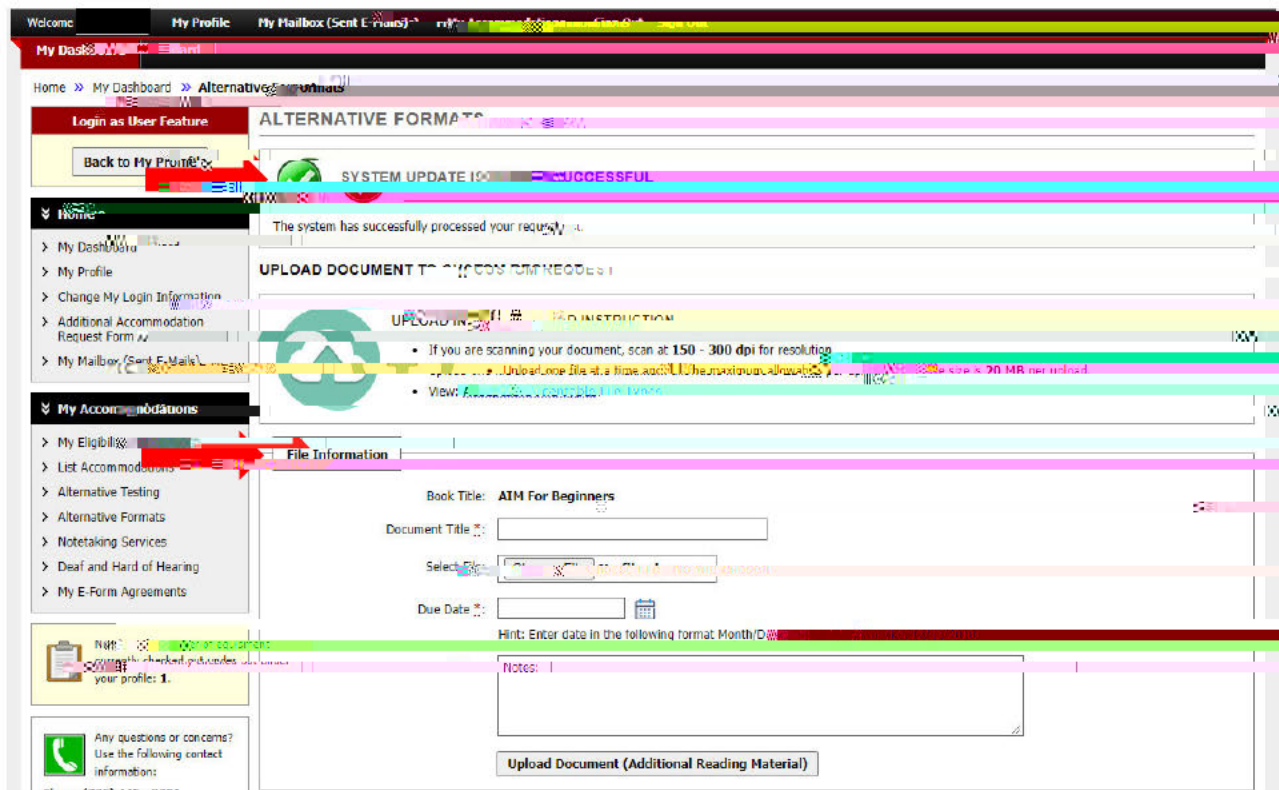


Figure 7 System Upload Date is Successful Page

WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

Instructions for downloading your processed alternative text file:

Once your alternative text file is processed, you will receive an email confirmation. To access your account, use the username and password credentials to login to your student Dashboard with IMPROVANT MESSAGE(S), including a message indicating that your alternative format is ready for download. Under the My Accommodations section, select the alternative format option.

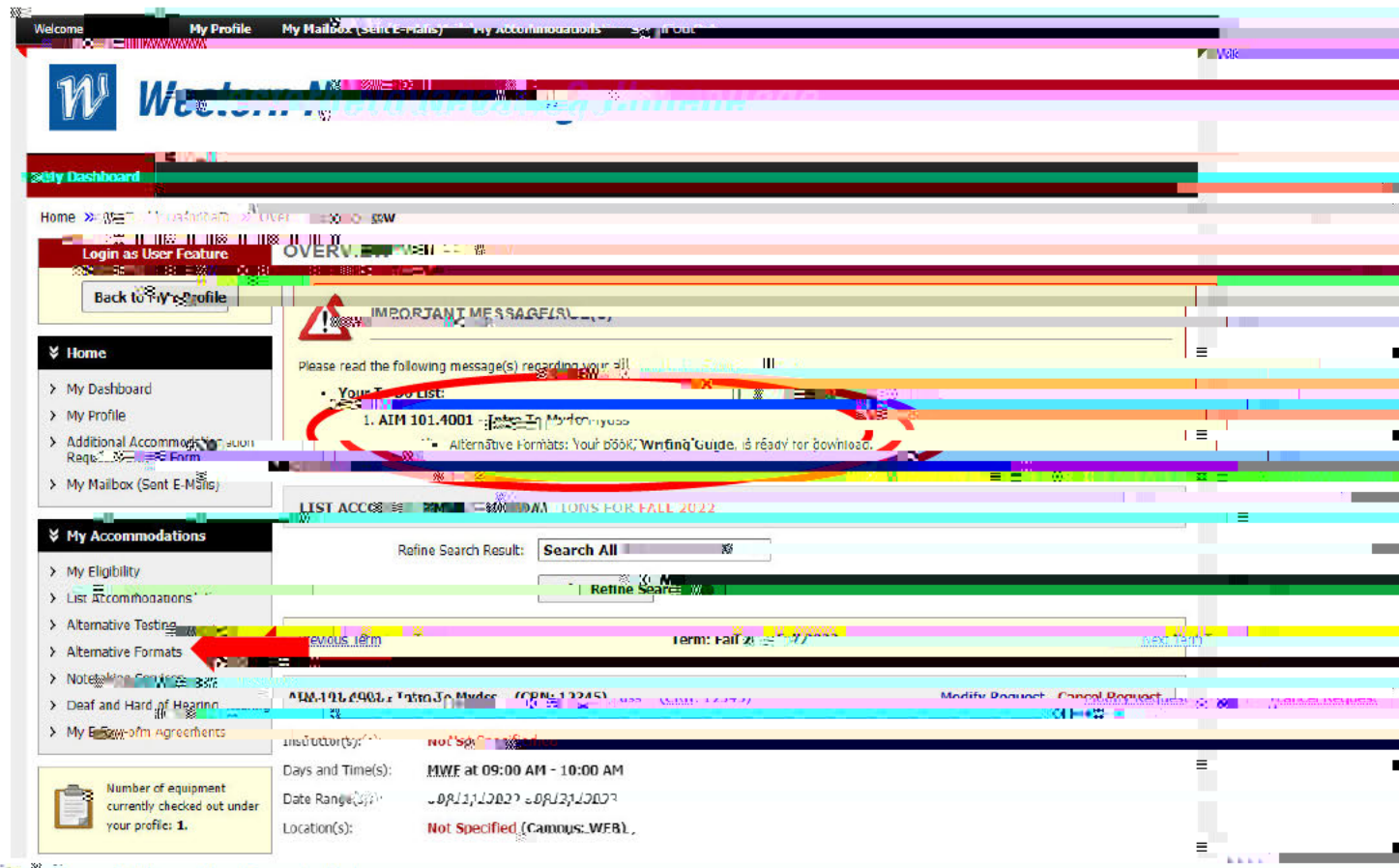


Figure 8 Alternative Formats Link

WNC DISABILITY SUPPORT SERVICES ACCESS ALTERNATIVE TEXT REQUEST

Under the **List of Books** column, click on the **Download Book** button in the **Status** column.

The screenshot shows the 'My Dashboard' for a user at Western Nevada University. The main section is titled 'ALTERNATIVE FORMATS' and shows the current term as 'Fall 2022'. Below this is the 'ALTERNATIVE FORMATS PREFERENCE' section, which includes a note: 'Note: If you need to make any changes with the current request, please contact our office as soon as possible.' Below the note is a table with columns for 'ID', 'COURSE', 'SECTION', 'TITLE', 'STATUS', and 'ACTION'. The table contains two rows of data. The first row shows a book titled 'Book Title (ISBN: N674F...)' with a status of 'Completed' and a 'Download Book' button. The second row shows a book titled 'Writing Guide (ISBN: FZNL6NC2H...)' with a status of 'Processing' and a 'Download Book' button. A red arrow points to the 'Download Book' button in the second row.

ID	COURSE	SECTION	TITLE	STATUS	ACTION
AIM	101	4001	Book Title (ISBN: N674F...)	Completed NLP (Custom - Not Listed)	Download Book
AIM	101	4001	Writing Guide (ISBN: FZNL6NC2H...)	Processing Yes (Custom - Not Listed)	Download Book

Figure 3. Alternative Formats Preference and Processing Page

If you have any questions or need assistance, please contact WNC Disability Support Services Office at 775.445.2292.