

## How to Request your Alt Med Textbooks

Once you are logged into ARP, go to the left hand side, click **Alternative Formats**



**MY DASHBOARD**

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

**ACCOMMODATIONS**

- > **List Requests**
- > Alternative Testing
- > Alternative Formats

Ensure you are on the correct semester. Click on **Alternative Formats Preference**. Update your preference and click **Update Preference**

 **ALTERNATIVE FORMATS PREFERENCE** 

**Important Note:** Updating preference will only impact future requests. To update existing requests, please connect with the office.

Current Preference: **Not Specified**

Update Preference:

**UPDATE PREFERENCE >**

Scroll down to **My Requests** and click **Review Requests or Add Books**

## MY REQUESTS

**3**

**Number of Requests without Books**

Total Accommodation Request: 0

**REVIEW REQUESTS OR ADD BOOKS >**

Scroll down to **Request Alternative Formats**

### REQUEST ALTERNATIVE FORMATS

Steps to get your books in Alternative Formats:

1. Click on the dropdown arrow to specify your preference and then click "update alternative formats preference"
2. Please check your **Alternative Formats Preference** and enter the book information.
3. Once you have selected alternate format accommodations for your classes, any books of all books available at the bookstore for the courses you are registered for will show up here.
4. You can select the books you want using the "Select" link.
5. We will need a proof of purchase for books that you need to purchase. We generally do not need receipts for rentals because these books are already included within your student service fees.
  - Please let us know which books are on the receipt in the notes section!
  - Also include any other information you think would be helpful for us to have in the note field.
  - We will then check the receipts against your book request and mark off the books as having proof of purchase.

\*\*If you have questions, please contact our office for assistance.

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