# Requesting Text In Alternate Format

Students requesting texts in alternate format must be registered with the ACCESS office and be approved for the Text in Alternate Format accommodation. Once approved, students may submit their requests through their AIM account, or by emailing embristow@collin.edu with the following information:

- Course Name, Number, and Section
- Book Title, ISBN, Edition
- Proof of Purchase
- Preferred format (Audio, PDF, Braille, Word Document)

Please monitor your email regularly for communications regarding your request. Once your request has been processed, you will receive an automated email letting you know when your text is available for download through your AIM account.

# Submitting Requests Through AIM

1. **Log in to your AIM account.**
2. **On the left side of the page under the My Accommodations tab, click on Alternative Formats.**



3. **If necessary, update your Alternative Formats preference**

4. **Upload your proof of purchase. If your proof of purchase is for multiple books, please select all classes that apply. You may upload more than one proof of purchase if needed.**

**File Information**

Term: **Spring 2021**

Select File: Choose File | No file chosen

**Select Course(s) the receipt is for** *

☐ ACCT 2302.001 - Principles of Managerial Acctg

☐ BCIS 1305.2 - Business Computer Applications

☐ BUSI 1301.002 - Business Principles

Note: [                    ]

Upload Receipt

5. **Enter your book information and click Submit Request for each book you need in Alternate Format.**

**Reading Materials**

Select Class *: Select One

Reading Material Title *: [                    ]

ISBN: [                    ]

If this information is available, please enter without dashes and it has to be 10-digit or 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 Tags Guideline.**

Submit Request

6. **Once your request has been processed, you will receive an automated email from AIM letting you know when your text is available for download.**