

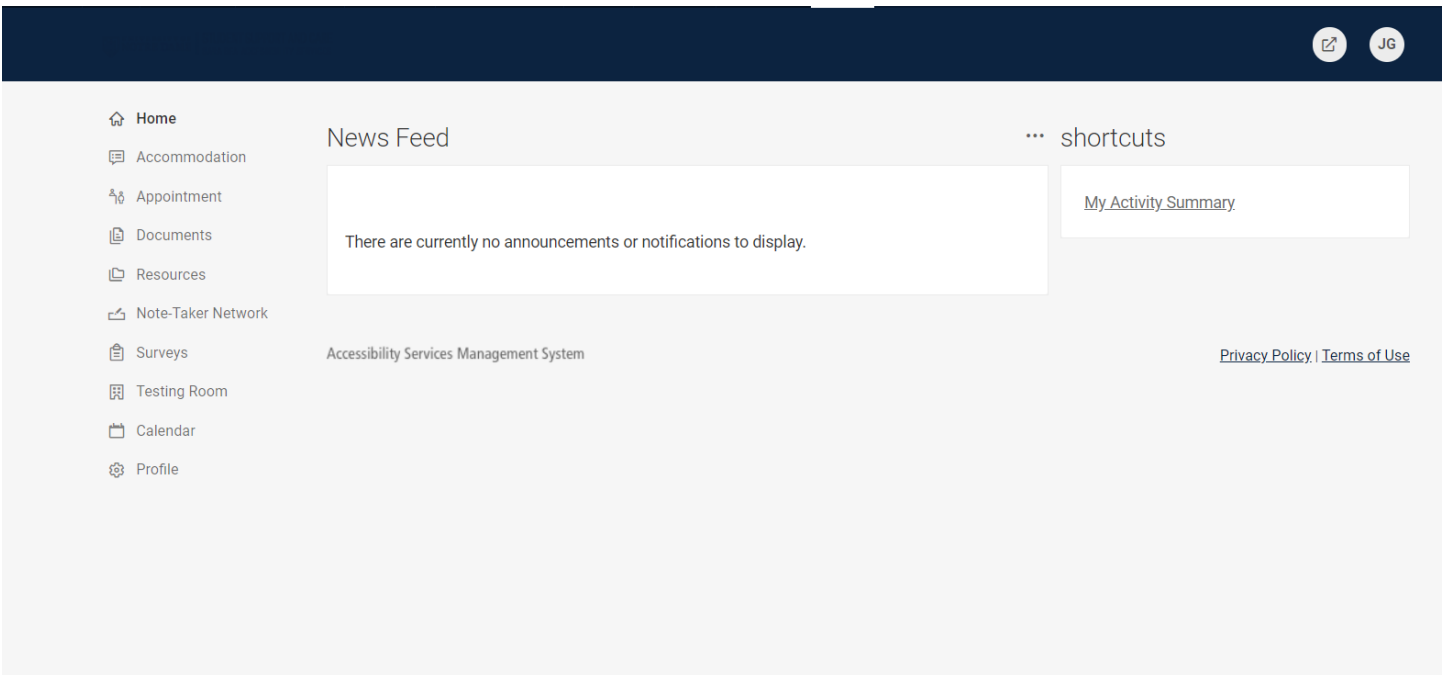


Student AccessND Training Alternative Format Request

1. In InsideND, Search “AccessND” and click on the logo to navigate to your Student page.



2. You will then see your Student Home Page.





3. Click on Accommodation and then choose Alternative Format from the options below.

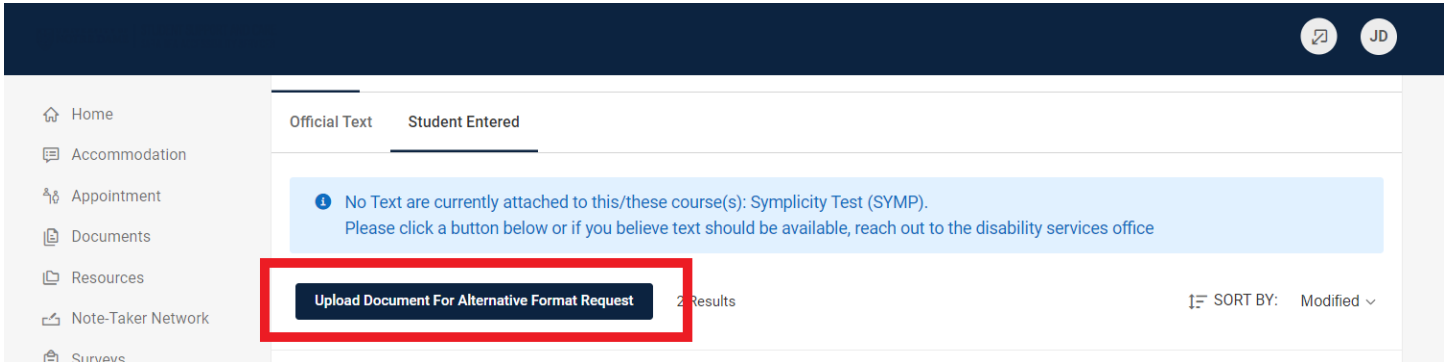
The screenshot shows the Accessibility Services Management System interface. The top navigation bar includes 'Home', 'Accommodation', 'News Feed', and 'shortcuts'. The 'Accommodation' menu is expanded, showing options like 'Accessibility Request', 'Supplemental', 'Semester Request', 'Accommodation Letters', 'Equipment', 'Documents', 'Alternative Format', 'Appointment', 'Documents', 'Resources', 'Note-Taker Network', 'Surveys', 'Testing Room', 'Calendar', and 'Profile'. The 'Alternative Format' option is highlighted with a red box. A red arrow points to the 'News Feed' section, which contains a message: 'There are currently no announcements or notifications to display.' The page also includes a 'My Activity Summary' box and links for 'Privacy Policy' and 'Terms of Use'.

4. Click on Student Entered along the Top Menu Bar

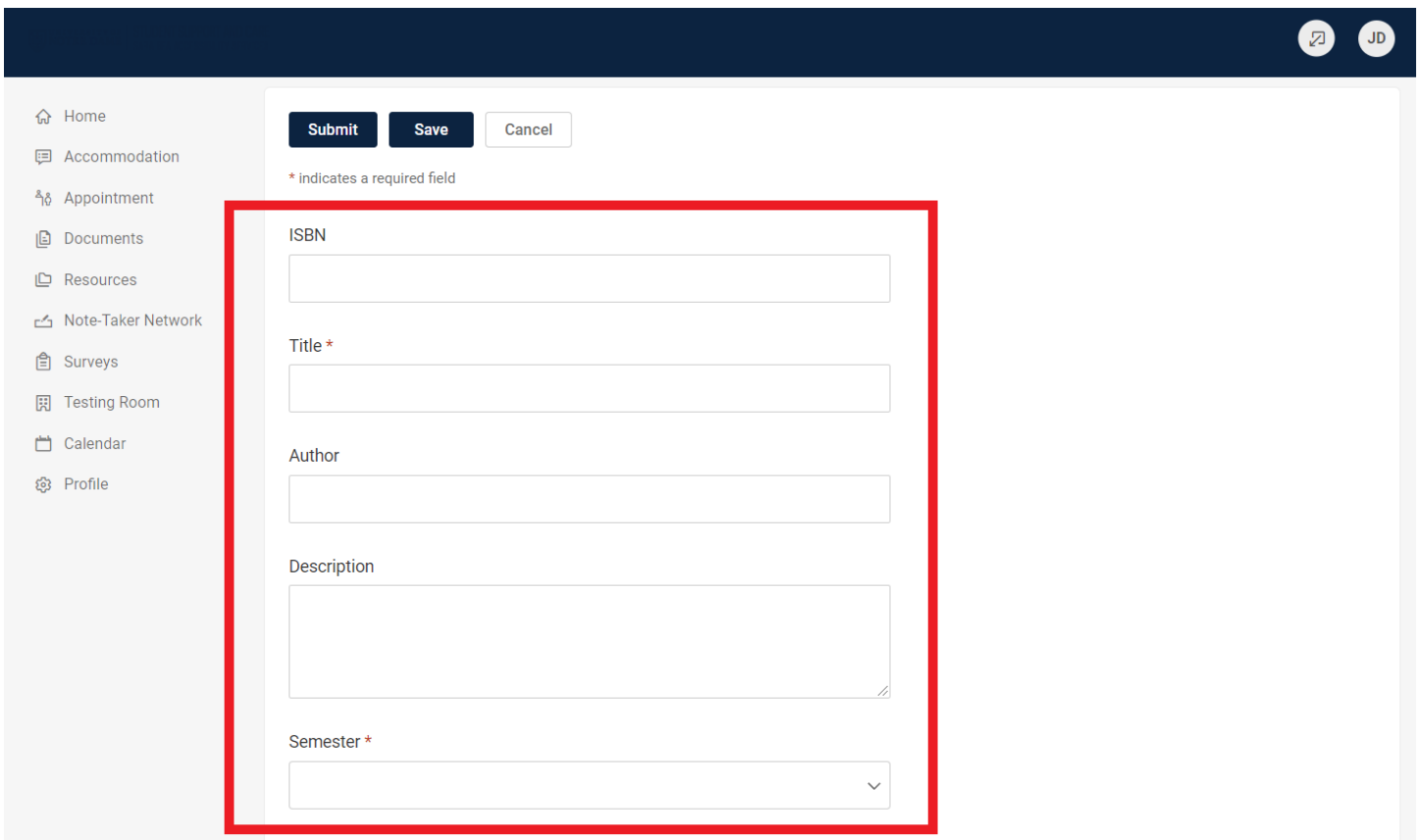
The screenshot shows the 'Alternative Format' page. The top navigation bar includes 'Home', 'Accommodation', 'Appointment', 'Documents', 'Resources', 'Note-Taker Network', 'Surveys', 'Testing Room', 'Calendar', and 'Profile'. The 'Alternative Format' page has a 'Return to Alternative Format' link and a 'Current' tab. The 'Student Entered' tab is highlighted with a red box. A blue information box contains the following text: 'For any texts/documents that require alternative formatting that are not listed in the Official Text tab, click on the Student Entered tab to add a new request.'



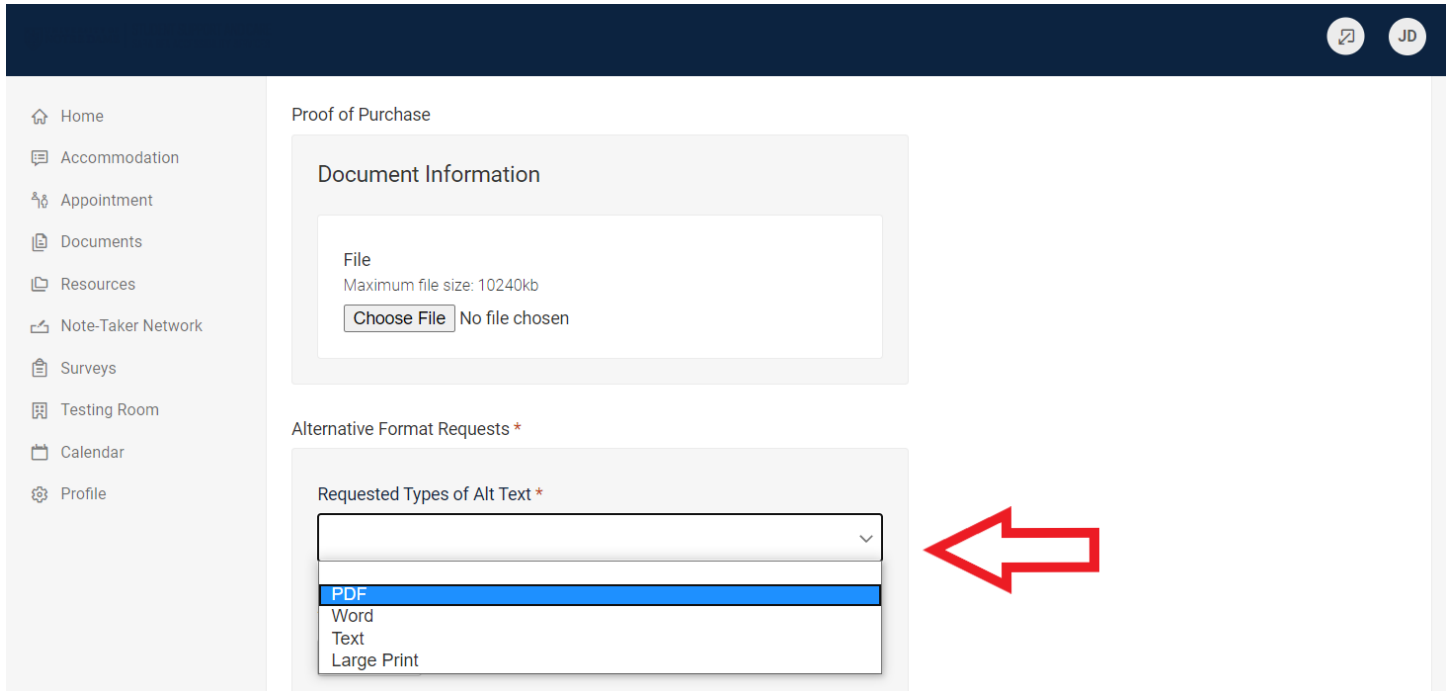
5. Click on Upload Document for Alternative Format Request



6. Enter as much information as you can related to the book or article, including ISBN, Title and Author. From the Semester Drop Down Menu, choose which semester you are requesting this item.

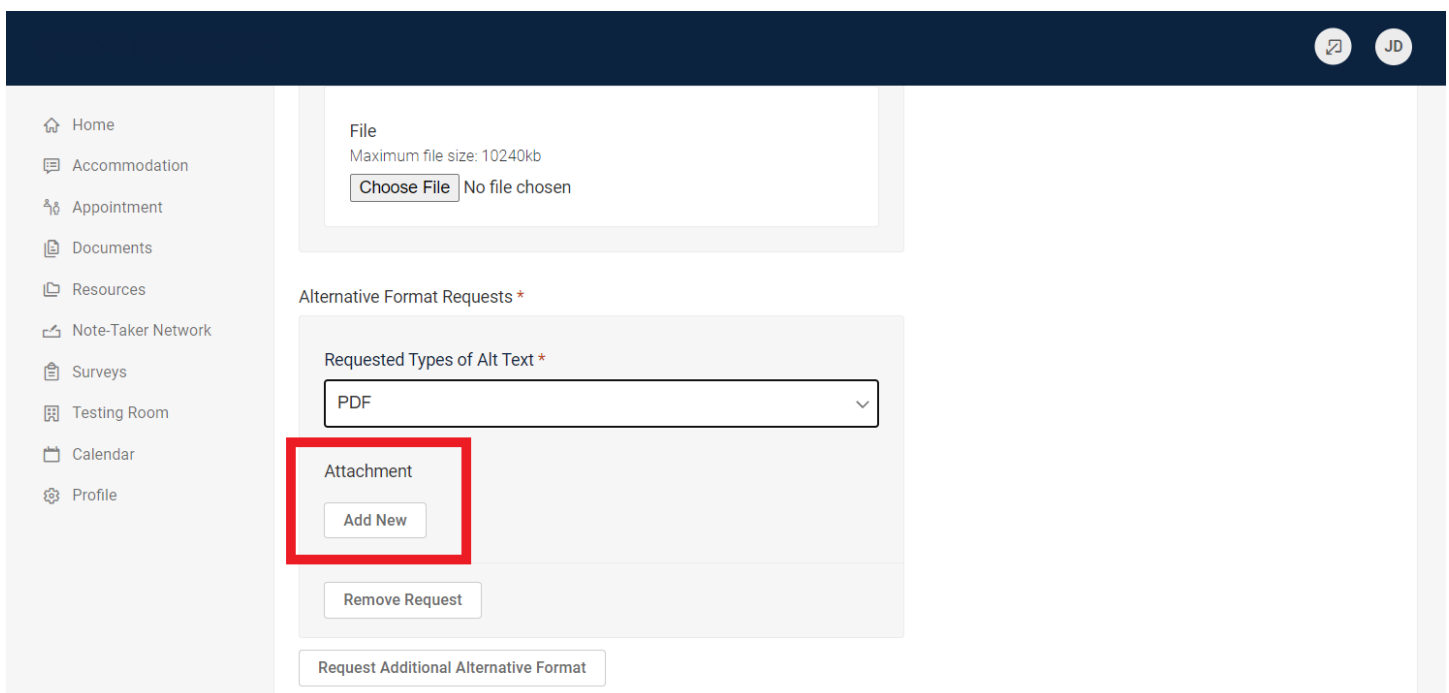


7. If you have a proof of purchase, you can upload that. It is not required. From the Drop Down Menu, choose the type of format you need.



The screenshot shows a web interface for submitting a 'Proof of Purchase'. On the left is a navigation menu with items like Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Proof of Purchase' and contains two sections. The first section, 'Document Information', has a 'File' upload area with a 'Choose File' button and the text 'No file chosen'. The second section, 'Alternative Format Requests *', contains a dropdown menu labeled 'Requested Types of Alt Text *'. The dropdown menu is open, showing options: PDF (highlighted in blue), Word, Text, and Large Print. A red arrow points to the dropdown menu.

8. For requests where you have the article or reading and need it to be converted to an accessible format, you can upload the document to us. Click Add New.



This screenshot shows the same 'Proof of Purchase' form. The 'Requested Types of Alt Text *' dropdown menu is now closed and set to 'PDF'. Below the dropdown menu, there is an 'Attachment' section. This section includes an 'Add New' button, which is highlighted with a red rectangular box. Below the 'Add New' button is a 'Remove Request' button. At the bottom of the form is a button labeled 'Request Additional Alternative Format'.



9. You can add any many documents as needed by clicking Request Additional Alternative Format button and following the same steps.

The screenshot shows a web interface for submitting accessibility requests. On the left is a navigation menu with items: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area is titled 'Alternative Format Requests *' and contains several sections: a 'File' upload section with a 'Choose File' button and 'No file chosen' text; a 'Requested Types of Alt Text *' dropdown menu currently set to 'PDF'; an 'Attachment' section with an 'Add New' button; and a 'Remove Request' button. At the bottom of the form, there are three buttons: 'Submit', 'Save', and 'Cancel'. The 'Request Additional Alternative Format' button is highlighted with a red rectangular box.



10. When you have added all your request, click Submit.

The screenshot shows a web interface for submitting accessibility requests. On the left is a navigation menu with items: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area includes a 'File' upload section with a 'Choose File' button and 'No file chosen' text. Below that is the 'Alternative Format Requests *' section, which contains a 'Requested Types of Alt Text *' dropdown menu currently set to 'PDF', an 'Attachment' section with an 'Add New' button, and a 'Remove Request' button. At the bottom of this section is a 'Request Additional Alternative Format' button. At the very bottom of the form are three buttons: 'Submit' (highlighted with a red box), 'Save', and 'Cancel'. The top right of the interface shows a refresh icon and a user profile icon labeled 'JD'.