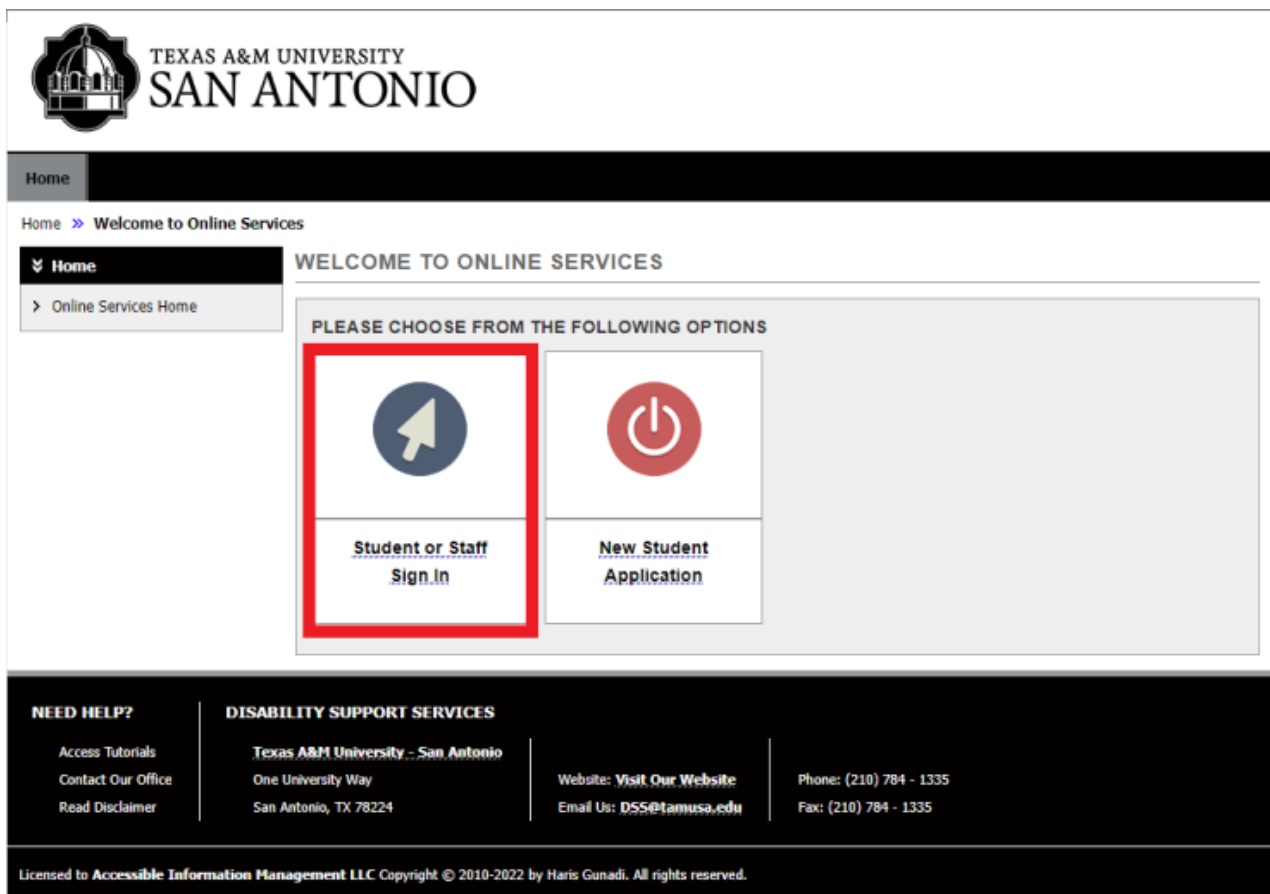


How To: Submit an Alternate Format Request

Disability Resources can provide accessible copies of course materials in alternative formats for eligible students. Note: Students must have already requested their accommodations for the semester for which they are requesting books in order for alternative format options to be available.

1. Visit the AIM database <https://augusta.accessiblelearning.com/s-TAMUSA/> and log in with Jagwire credentials.



The screenshot shows the Texas A&M University San Antonio Online Services page. At the top left is the university logo. Below it is a navigation menu with 'Home' and 'Online Services Home'. The main content area is titled 'WELCOME TO ONLINE SERVICES' and contains the instruction 'PLEASE CHOOSE FROM THE FOLLOWING OPTIONS'. There are two buttons: 'Student or Staff Sign In' (highlighted with a red box) and 'New Student Application'. The footer contains contact information for Disability Support Services, including the address, website, email, phone, and fax numbers.

**TEXAS A&M UNIVERSITY
SAN ANTONIO**

Home » Welcome to Online Services

Home » Online Services Home

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

**Student or Staff
Sign In**

**New Student
Application**

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY SUPPORT SERVICES
Texas A&M University - San Antonio
One University Way
San Antonio, TX 78224

Website: [Visit Our Website](#)
Email Us: DSS@tamusa.edu

Phone: (210) 784 - 1335
Fax: (210) 784 - 1335

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2. On the left side, select “*Alternate Formats.*”

TEXAS A&M UNIVERSITY
SAN ANTONIO

My Dashboard

Home >> My Dashboard >> Overview

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - ACCT 3302.900 - Intermediate Accounting I**
 - Alternative Testing: You have not scheduled any exams for this class.
 - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.
 - CISA 3358.603 - Management Information Systems**
 - Alternative Testing: You have not scheduled any exams for this class.
 - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Fall 2022
2
[View](#)

My Accommodations

- My Eligibility
- List Accommodations
- Course Syllabus
- Alternative Testing
- Alternative Formats**
- Notetaking Services
- My E-Form Agreements

From the “*Alternative Formats*” page, students can review a list of materials listed with the bookstore for your courses. To make a request of the materials listed, choose the Select option beside any item.

ALTERNATIVE FORMATS

[Previous Term](#) Term: Spring 2022 [Next Term](#)

ALTERNATIVE FORMATS PREFERENCE

Current: Microsoft Word (DOC)

Note: If you need to make any changes with the current request, please contact our office as soon as possible.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2022

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
EDAD	629	600	Readings For Diversity And Social Justice (ISBN: 9781138055285)	Microsoft Word (DOC)	Yes	<p>Completed</p> <p>5 - Uploaded all files PUB RCP [Custom - Not Listed]</p> <p>Download Book</p>

Once requested, the status of each request is viewable by the student.

Students will need to upload the book receipt or proof of obtainment.

UPLOAD BOOK RECEIPT

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

File Information

Term: **Fall 2022**

Select File: **No file chosen**

Note:

Adding a new request for materials not listed with the bookstore

3. Scroll down until you see “*Additional Book or Reading Materials for the Current Semester.*”
4. Fill out the information under “*Reading Materials*” with as much detail as possible for each item being requested (The more information provided, the quicker the request can be fulfilled.)

ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2022

Attention Students: All information on this form MUST be filled out before DSS can process the request. Students must obtain all books requested for alternate format. Proof will be required except for A&M sponsored e-Books available on Blackboard. DSS will process your request in the order in which it was received. Be advised, a 4-6 week processing time is involved and producing alternative formats may require that DSS cur and rebind materials. If you have any questions, contact Samantha Broughton at sbroughton@tamusa.edu.

Reading Materials

Select Class *:

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](#).

Notes. Students should include the preferred format.

5. Press “**Submit Request**” when you are finished.

Once submitted, students can track the status of each item on the Alternative Formats page.

****Please note: The book will not be printed/released until proof of obtainment has been provided.****

If you have any questions, please contact Samantha Broughton at samantha.broughton@tamusa.edu