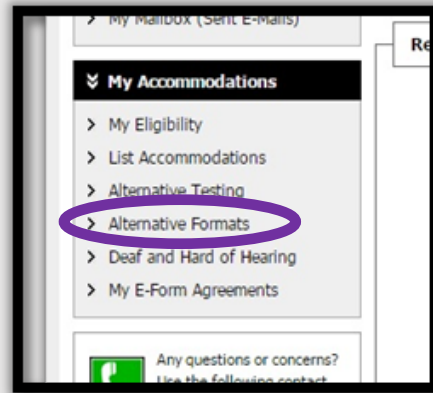


Requesting a Textbook in an Alternative Format

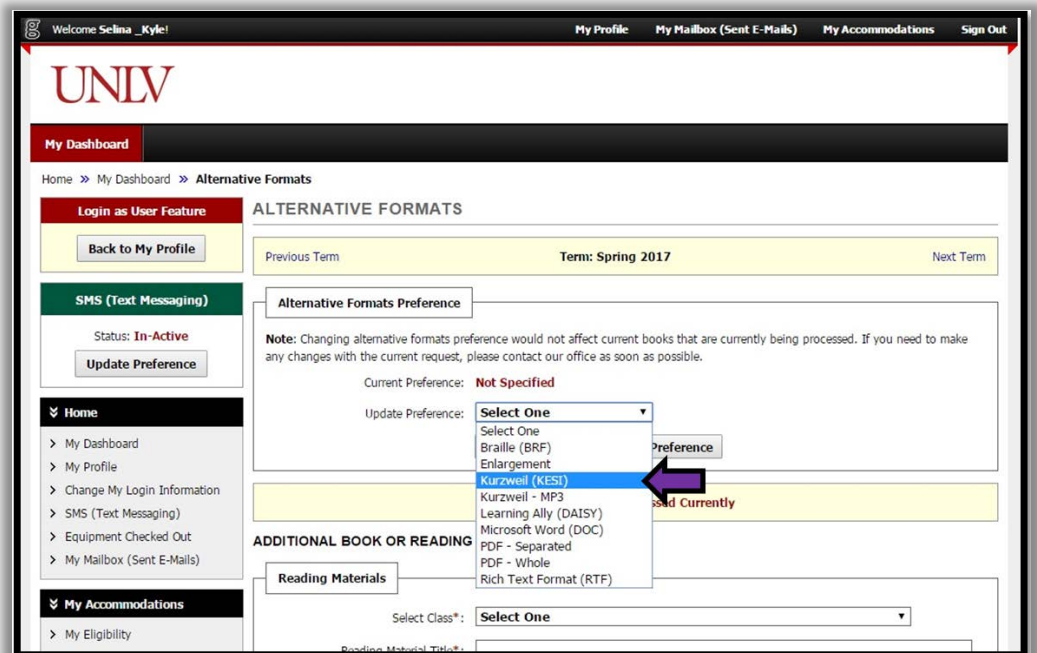
To request your textbooks in alternative format, you will need to request your Alternative Media Services accommodation for the course. You will be able to request your accommodations for the course in RAP one business day after you have successfully registered for the course in MyUNLV.

Once you are registered and your accommodations are requested, sign into your Rebel Access Portal using your UNLV ACE account.

Under “My Accommodations”, click “Alternative Formats”



Select your Alternative Formats Preference using the drop-down box next to “Update Preference”



Click "Update Alternative Formats Preference".

Welcome Selina_Kyle!

My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

UNLV

My Dashboard

Home » My Dashboard » **Alternative Formats**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

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- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out

My Accommodations

- > My Eligibility

ALTERNATIVE FORMATS

Previous Term Term: **Spring 2017** Next Term

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Not Specified**

Update Preference: **Kurzweil (KESI)**

[Update Alternative Formats Preference](#)

No Book is Being Processed Currently

ADDITIONAL BOOK OR READING MATERIALS

Look for the green check mark. Your update is successful.

Welcome Selina_Kyle!

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[Update Preference](#)


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- > My Eligibility

ALTERNATIVE FORMATS

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

Previous Term Term: **Spring 2017** Next Term

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference: **Select One**

[Update Alternative Formats Preference](#)

No Book is Being Processed Currently

ADDITIONAL BOOK OR READING MATERIALS

Scroll down to “Request Alternative Formats for [Semester]”. Your textbooks will be listed in this section of the page.*

Welcome Selina _Kyle! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

UNLV DISABILITY RESOURCE CENTER

My Dashboard

Home » My Dashboard » Alternative Formats

ALTERNATIVE FORMATS

Previous Term Term: **Spring 2018** Next Term

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Kurzweil (KESI)**

Update Preference: **Select One**

Update Alternative Formats Preference

No Book is Being Processed Currently

Request Alternative Formats for Spring 2018

Steps to get your books in Alternative Formats:

- Please check your **Alternative Formats Preference**. If you have any questions regarding the formats, please contact our office.
- Select your book. If your book is not listed or you have additional readings, please contact our office at drcmedia@unlv.edu for assistance.
- Please check your RebelMail frequently for status updates and instructions.

SBJ	CRS	SEC	Book Title	Author	Tags	Select
HIST	101	1005	Give Me Liberty,Seagull Ed.,Vol.1	FONER	RQ	Select

ADDITIONAL BOOK OR READING MATERIALS

Reading Materials

Select Class#: **Select One**

Reading Material Title#:

ISBN:

Click “Select” next to the book you wish to request.

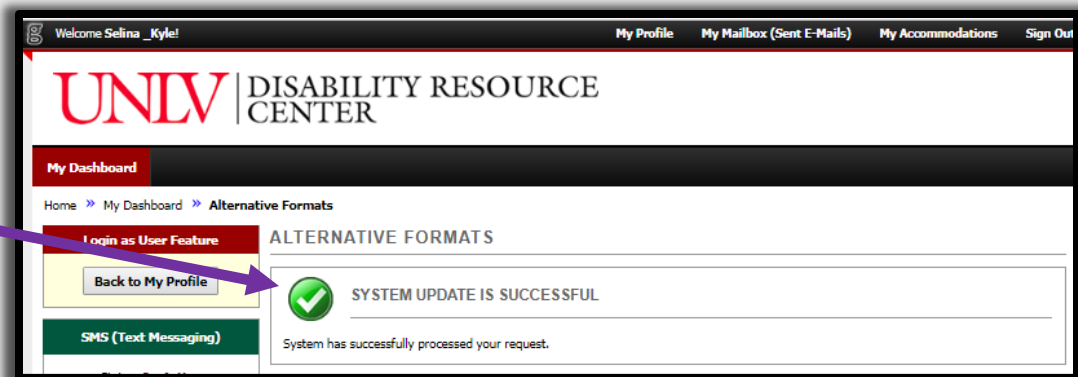
Request Alternative Formats for Spring 2018

Steps to get your books in Alternative Formats:

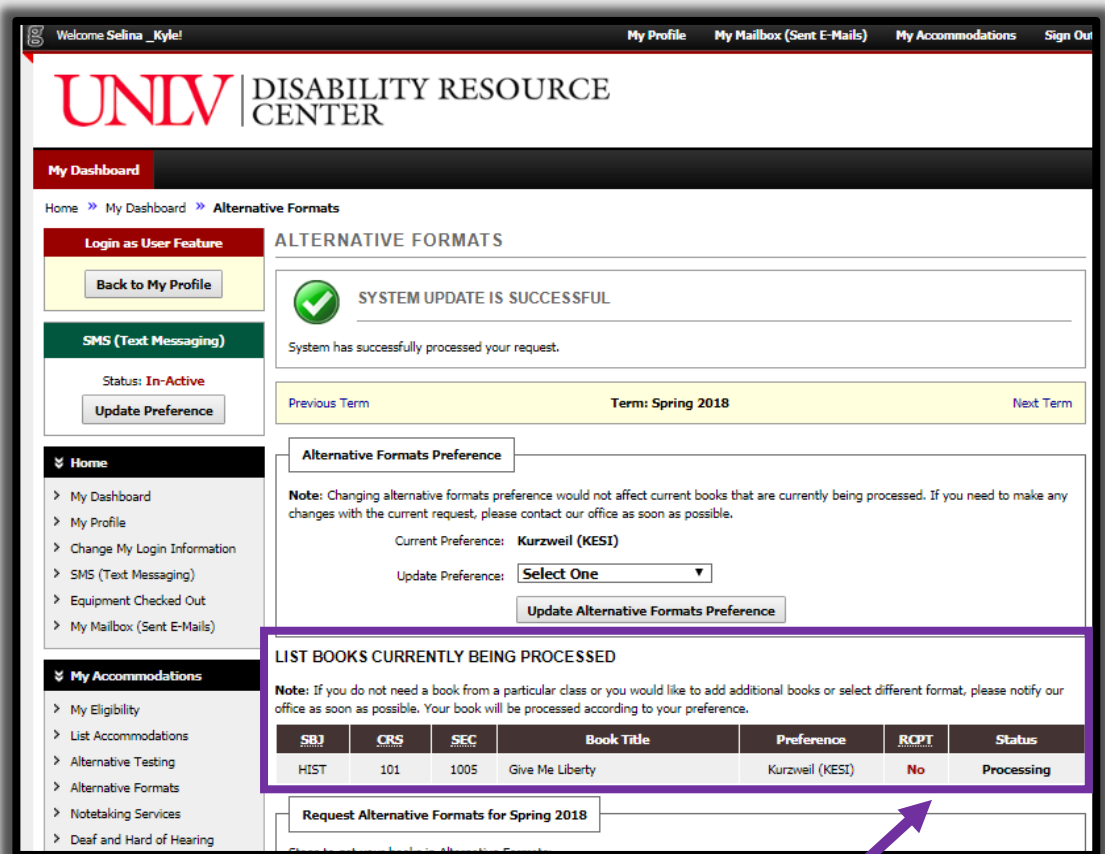
- Please check your **Alternative Formats Preference**. If you have any questions regarding the formats, please contact our office.
- Select your book. If your book is not listed or you have additional readings, please contact our office at drcmedia@unlv.edu for assistance.
- Please check your RebelMail frequently for status updates and instructions.

SBJ	CRS	SEC	Book Title	Author	Tags	Select
HIST	101	1005	Give Me Liberty,Seagull Ed.,Vol.1	FONER	RQ	Select

Look for the green check mark. Your update is successful



Now your Alternative Formats page will show you a list of your books currently being processed.



It will also display the most up to date status of your textbooks.

Watch for any email updates from Alternative Formats that will give you further instructions when your textbook is completed.

* If you do not see your textbooks listed in the RAP system, email Andrew Luiz, Assistive Technology Specialist, at Andrew.luiz@unlv.edu as soon as possible to resolve this issue.