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”.

Look for the green check mark. Your update is successful.
Scroll down to “Request Alternative Formats for [Semester]”. Your textbooks will be listed in this section of the page.*

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