## Requesting Textbooks in Alternative Formats

Requesting your Letter of Accommodation (LOA) notifies your professors that you are eligible for accommodation(s) in their classes. However, this step does not inform the Office of Accessibility about which books you need in an alternative format. This guide outlines the steps for submitting those requests.

If you are eligible to receive textbooks and/or printed materials in alternative formats (such as audio or electronic versions), you must submit your requests as soon as possible. Requests for required printed materials in electronic formats must be submitted through AIM (Accessible Information Management).
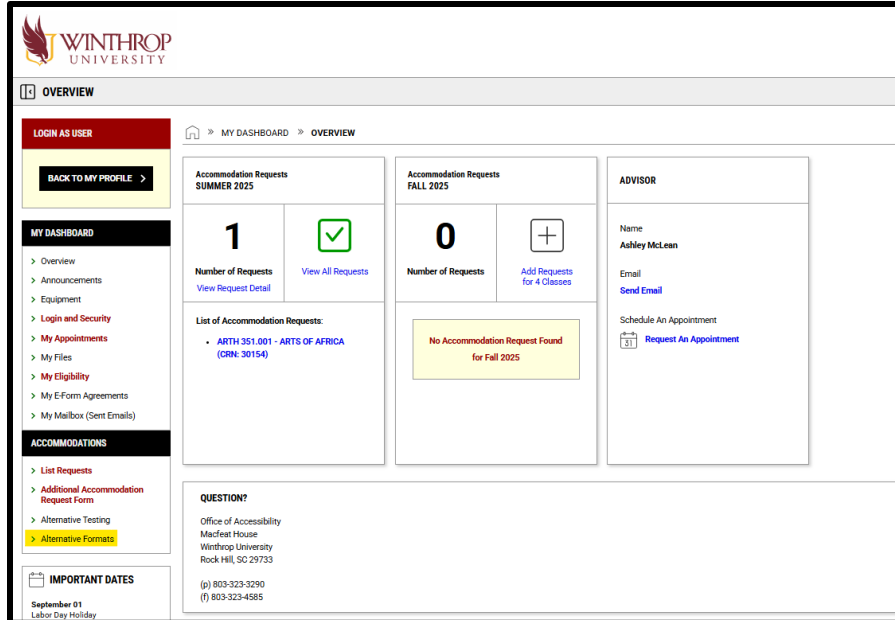
To receive alternative-format textbooks, publishers require proof of purchase. If you cannot obtain a text in an alternative format, purchase a hard copy of the book and save the receipt. You may upload up to 10 receipts per semester. Uploaded files must be less than 20 megabytes and must be in PDF or image format.

1. Go to the Student AIM Portal. Enter the same credentials used for your Winthrop email and Wingspan account.
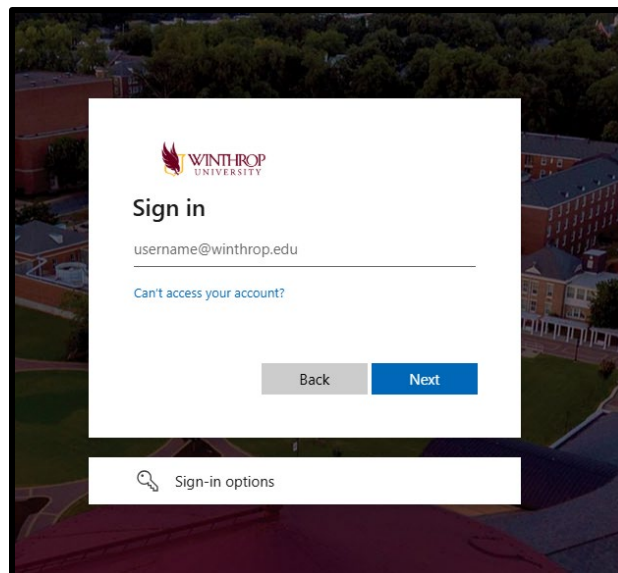
2. Make sure your Letters of Accommodation (LOA) have been sent and that they include your approved alternative format accommodation. Please review our guide "How to Request a Letter of Accommodation" for assistance with this step.
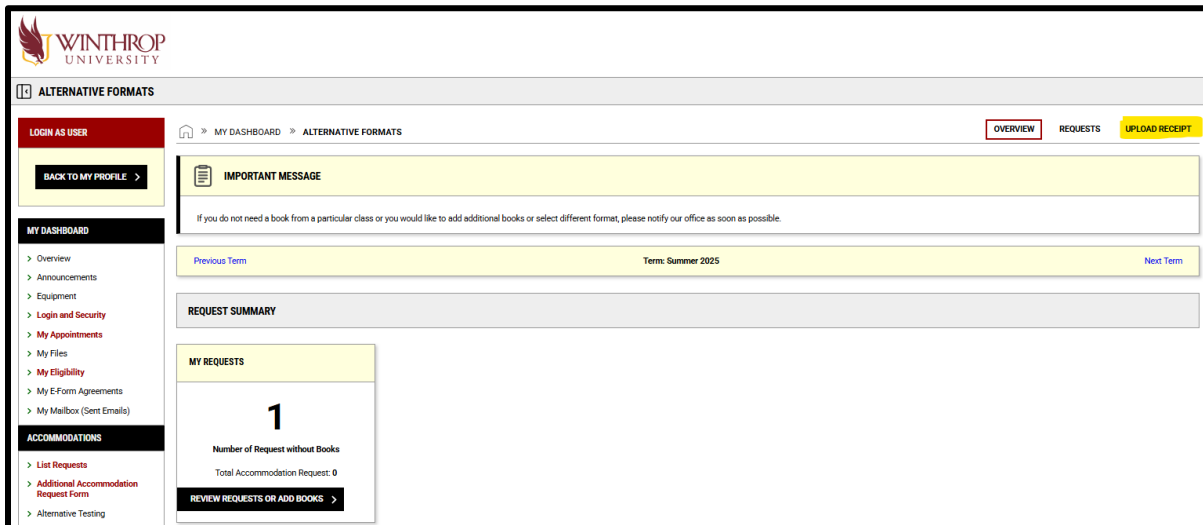
3. Navigate to the Alternative Formats Page. Under the "Accommodations" menu on the left-hand side of the page, select "**Alternative Formats**."

4. The next step is to upload receipts to AIM. To do this, you will go to the top menu and select "**Upload Receipt**."

5. To upload the receipt, select the "**Choose File**" button and then select the receipt for the book you are requesting. (Be sure the receipt is saved to the device you are using.)

6. Choose the course for which the textbook is being requested.

7. Use the **"Notes"** section to include any additional information that may assist in processing your request.

8. Then, click the '**Upload Receipt**" button. This will complete the receipt upload process.

9. Next, you will need to submit the textbook information. Go to the "**Request**" section in the top-right menu to do so.

10. On the *Request* page, under **"Enter Book or Reading Materials for the Current Semester,"** enter the required information:

    a. Select the class from the drop-down menu.
    b. Manually enter the **title**, **ISBN** (typically starts with 978; omit hyphens), **publisher**, **author**, and **edition**.
    c. If you're unsure of the edition, include the **year published** instead.
    d. Click **"Submit Request."**

11. Once received, the Office of Accessibility will process your request and notify you when your materials are available for download.

Need Help?

If you have questions about requesting textbooks in Alternative Formats, contact the OA:

- **Email**: accessibility@winthrop.edu
- **Phone**: 803-323-3290
- **Appointments**: Available in person or via Zoom.