

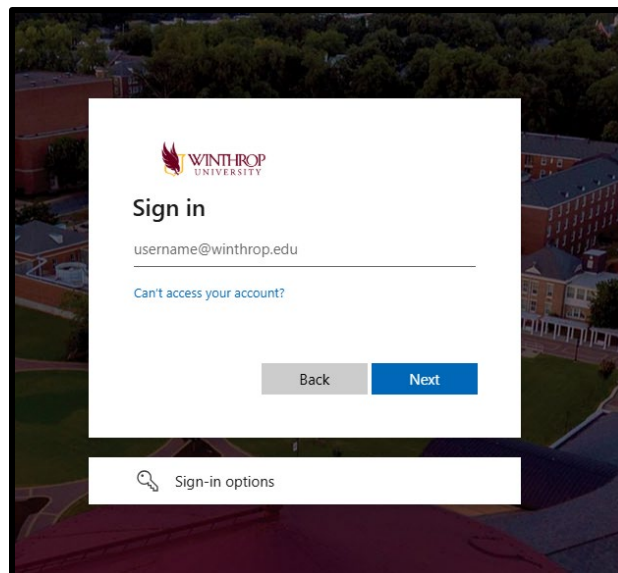
Requesting Textbooks in Alternative Formats

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).

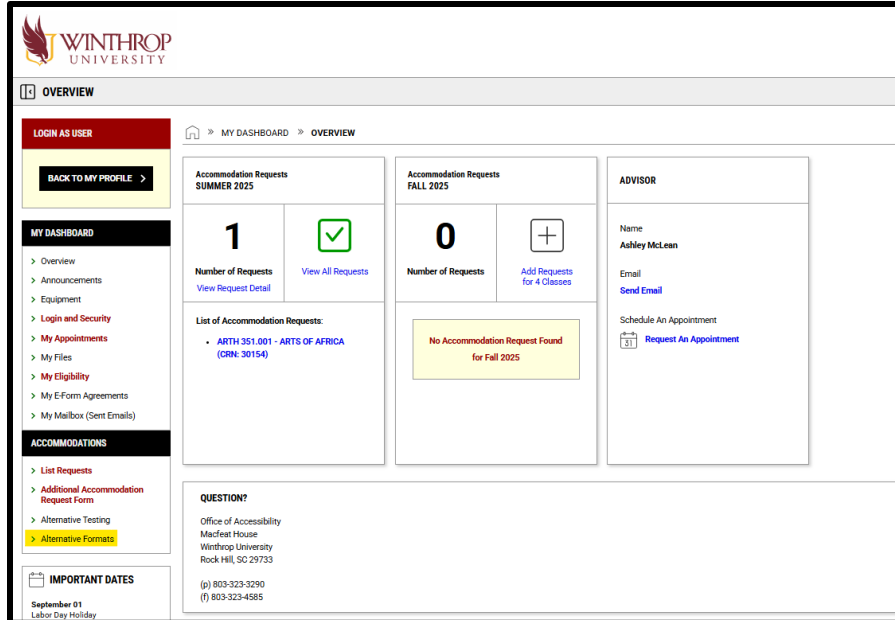
To receive alternative-format textbooks, publishers require proof of purchase. If you cannot obtain a text in an alternative format, purchase a hard copy of the book and save the receipt. You may upload up to 10 receipts per semester. Uploaded files must be less than 20 megabytes and must be in PDF or 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.

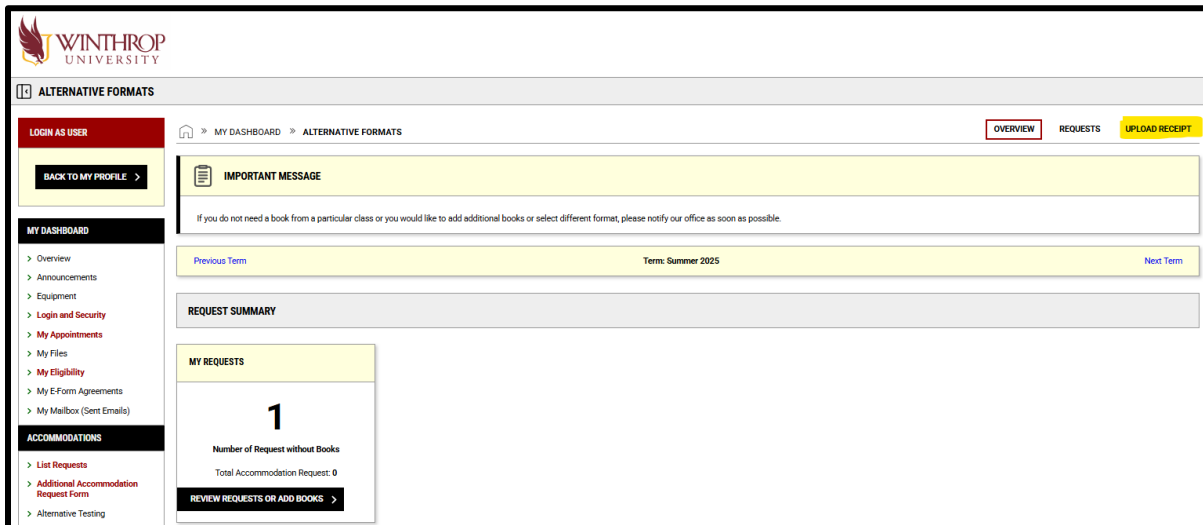
- Navigate to the Alternative Formats Page. Under the "Accommodations" menu on the left-hand side of the page, select "**Alternative Formats.**"



The screenshot shows the 'OVERVIEW' page of the Winthrop University Office of Accessibility dashboard. The left sidebar contains a 'MY DASHBOARD' section with links to Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox. Below this is the 'ACCOMMODATIONS' section with links to List Requests, Additional Accommodation Request Form, Alternative Testing, and Alternative Formats (highlighted in yellow). At the bottom of the sidebar is the 'IMPORTANT DATES' section, showing September 01 as a Labor Day Holiday.

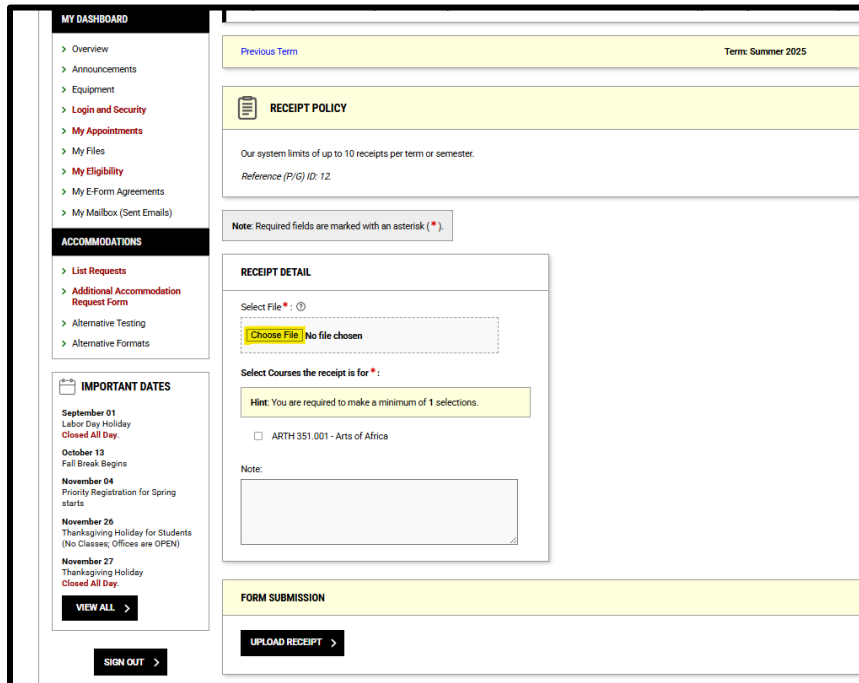
The main content area is titled 'OVERVIEW' and includes a breadcrumb trail: 'MY DASHBOARD > OVERVIEW'. It features two columns for 'Accommodation Requests'. The left column is for 'SUMMER 2025', showing 1 request with a green checkmark icon and a link to 'View All Requests'. The right column is for 'FALL 2025', showing 0 requests with a plus icon and a link to 'Add Requests for 4 Classes'. Below these columns is a 'List of Accommodation Requests' for Summer 2025, listing 'ARTH 351.001 - ARTS OF AFRICA (CRN: 30154)'. To the right of the requests is an 'ADVISOR' section for Ashley McLean, with links to 'Send Email' and 'Request An Appointment'. At the bottom of the main content area is a 'QUESTION?' section with contact information for the Office of Accessibility.

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



The screenshot shows the 'ALTERNATIVE FORMATS' page of the Winthrop University Office of Accessibility dashboard. The left sidebar is identical to the previous screenshot, with 'Alternative Formats' highlighted in the 'ACCOMMODATIONS' section. The main content area is titled 'ALTERNATIVE FORMATS' and includes a breadcrumb trail: 'MY DASHBOARD > ALTERNATIVE FORMATS'. At the top right of the main content area are three tabs: 'OVERVIEW' (highlighted in red), 'REQUESTS', and 'UPLOAD RECEIPT' (highlighted in yellow). Below the tabs is an 'IMPORTANT MESSAGE' section with a yellow background, stating: '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.' Below the message is a 'REQUEST SUMMARY' section with a 'Term: Summer 2025' dropdown. Below the summary is a 'MY REQUESTS' section showing 1 request without books and a total accommodation request of 0. At the bottom of the 'MY REQUESTS' section is a link to 'REVIEW REQUESTS OR ADD BOOKS'.

- 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.)



MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > **Additional Accommodation Request Form**
- > Alternative Testing
- > Alternative Formats

IMPORTANT DATES

September 01
Labor Day Holiday
Closed All Day.

October 13
Fall Break Begins

November 04
Priority Registration for Spring starts

November 26
Thanksgiving Holiday for Students (No Classes; Offices are OPEN)

November 27
Thanksgiving Holiday
Closed All Day.

VIEW ALL >

SIGN OUT >

Previous Term Term: Summer 2025

RECEIPT POLICY

Our system limits of up to 10 receipts per term or semester.
Reference (P/G) ID: 12

Note: Required fields are marked with an asterisk (*).

RECEIPT DETAIL

Select File * :

Choose File No file chosen

Select Courses the receipt is for *:

Hint: You are required to make a minimum of 1 selections.

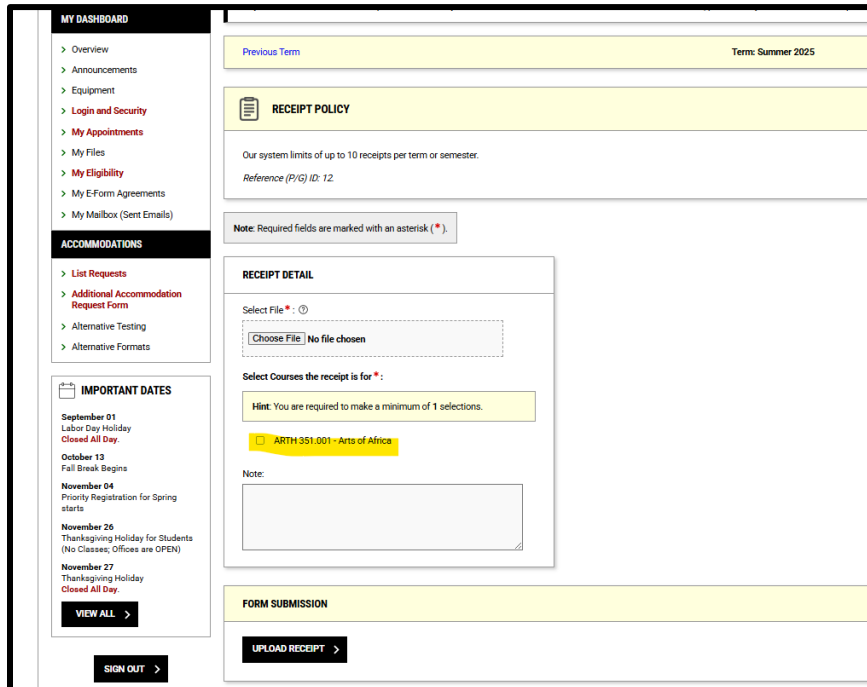
☐ ARTH 351.001 - Arts of Africa

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

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



MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > **Additional Accommodation Request Form**
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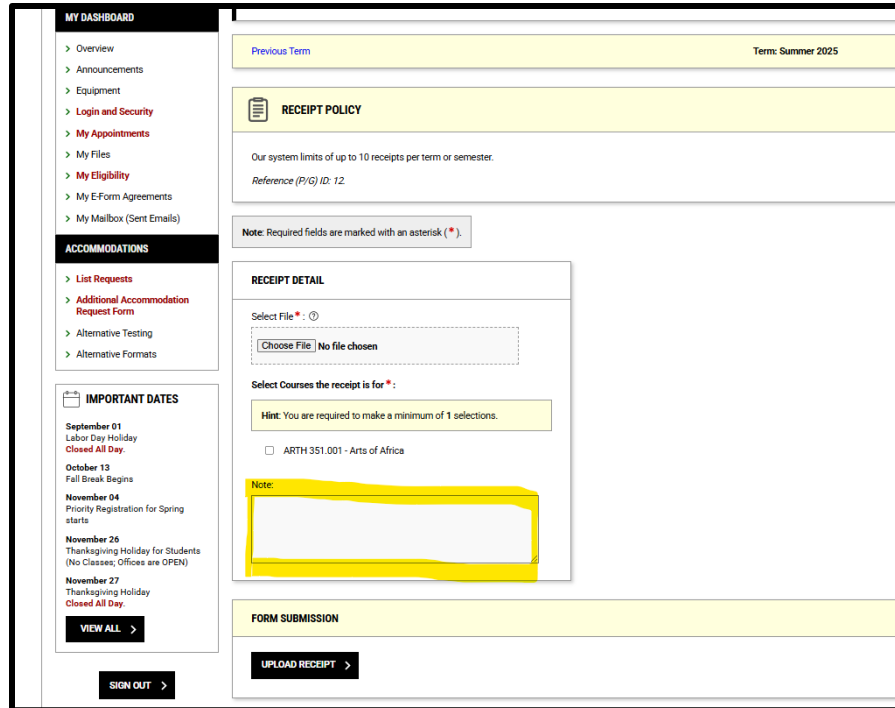
☒ ARTH 351.001 - Arts of Africa

Note:

FORM SUBMISSION

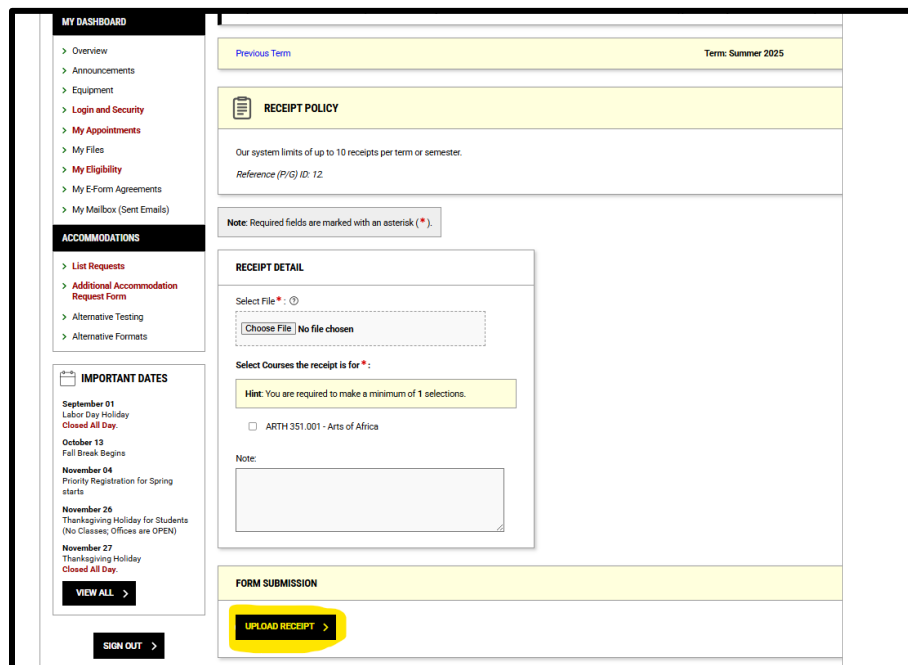
UPLOAD RECEIPT >

- Use the **“Notes”** section to include any additional information that may assist in processing your request.



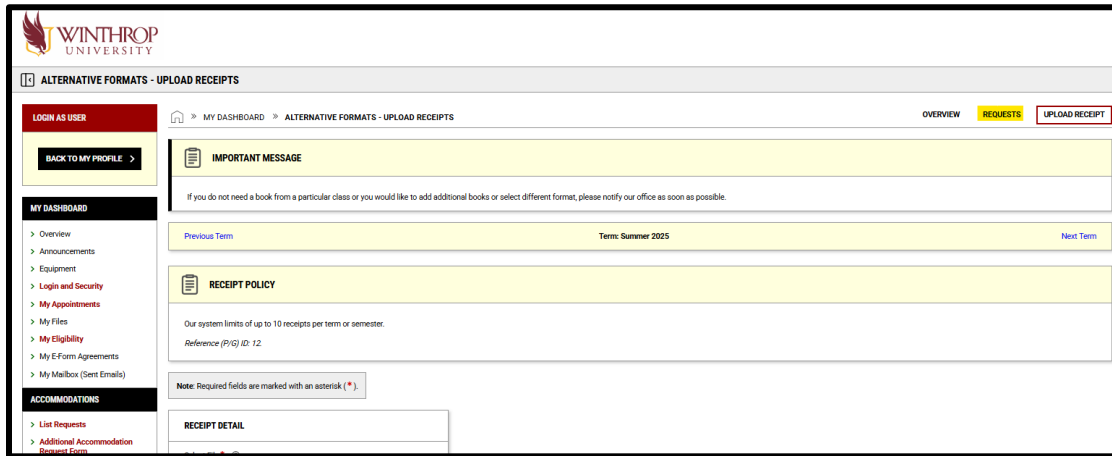
The screenshot shows a web dashboard with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections for 'MY DASHBOARD', 'ACCOMMODATIONS', and 'IMPORTANT DATES'. The main content area has a header with 'Previous Term' and 'Term: Summer 2025'. Below this is a 'RECEIPT POLICY' section with text about system limits and a reference ID. A note indicates that required fields are marked with an asterisk. The 'RECEIPT DETAIL' section contains a file selection area with a 'Choose File' button and a 'No file chosen' status. Below this is a section for selecting courses, with a hint to make a minimum of 1 selection and a checkbox for 'ARTH 351.001 - Arts of Africa'. A 'Note' field is highlighted with a yellow border. The 'FORM SUBMISSION' section at the bottom has an 'UPLOAD RECEIPT' button.

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



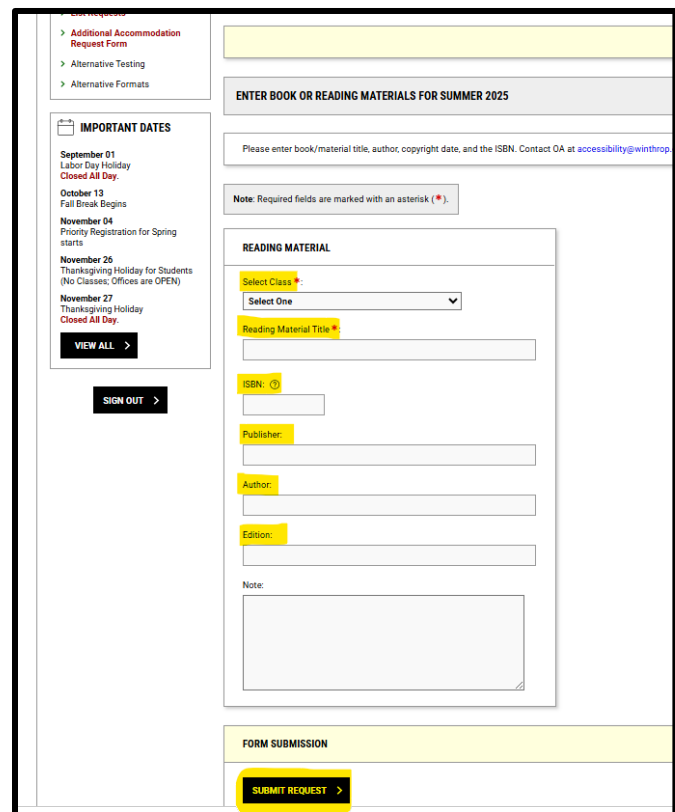
This screenshot is identical to the previous one, but the 'UPLOAD RECEIPT' button in the 'FORM SUBMISSION' section is highlighted with a yellow border, indicating the next step in the process.

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:

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