

WNCDISABILITY

WNC DISABILITY SERVICES ALTERNATIVE FORMATS TEXT REQUEST

Once you login, you will see your student ID and a notification window with an IMPORTANT MESSAGE(S). To the left of IMPORTANT MESSAGE(S) under the ACCOMMODATION Accommodations section, select the Alternative Formats option.

The screenshot shows the Western Nevada College student dashboard. At the top, it says "Welcome Ashley Crew!" and "My Dashboard". The main header features the Western Nevada College logo and name. Below the header, there is a "My Dashboard" section with a "Login as User Feature" and a "Back to My Profile" button. The dashboard is divided into two main areas: "OVERVIEW" and "My Dashboard". The "OVERVIEW" section contains an "IMPORTANT MESSAGE(S)" notification with a warning icon, stating "Please read the following message(s) regarding your account." Below this is a "Your To Do List" section with two items: "Alternative Formats: You have not selected book for the course" and "Alternative Formats: You have not selected book for the course". The "My Dashboard" section on the left contains a navigation menu with options like "Home", "My Dashboard", "My Profile", "Additional Accommodation Request Form", "My Mailbox (Sent E-Mails)", and "My Accommodations".

WNC DISABILITY SUPPORT SERVICES - ALTERNATIVE TEXT REQUEST.

Under the Alternative Formats Preference section, use the dropdown menu to select which alternative text format you would prefer, then click the Update Alternative Formats button.

If you see a list of your textbooks under the Request Alternative Formats for (specified semester) section, you can click on the 'Select' link, located to the right of your listed book title, from which you can request. You can automatically be limited to that selection. You will need to click the 'Select' link for each book you would like to submit a request for.

Note: If you do not see any of your textbooks under the Request Alternative Formats for (specified semester) section, please scroll down to the instructions

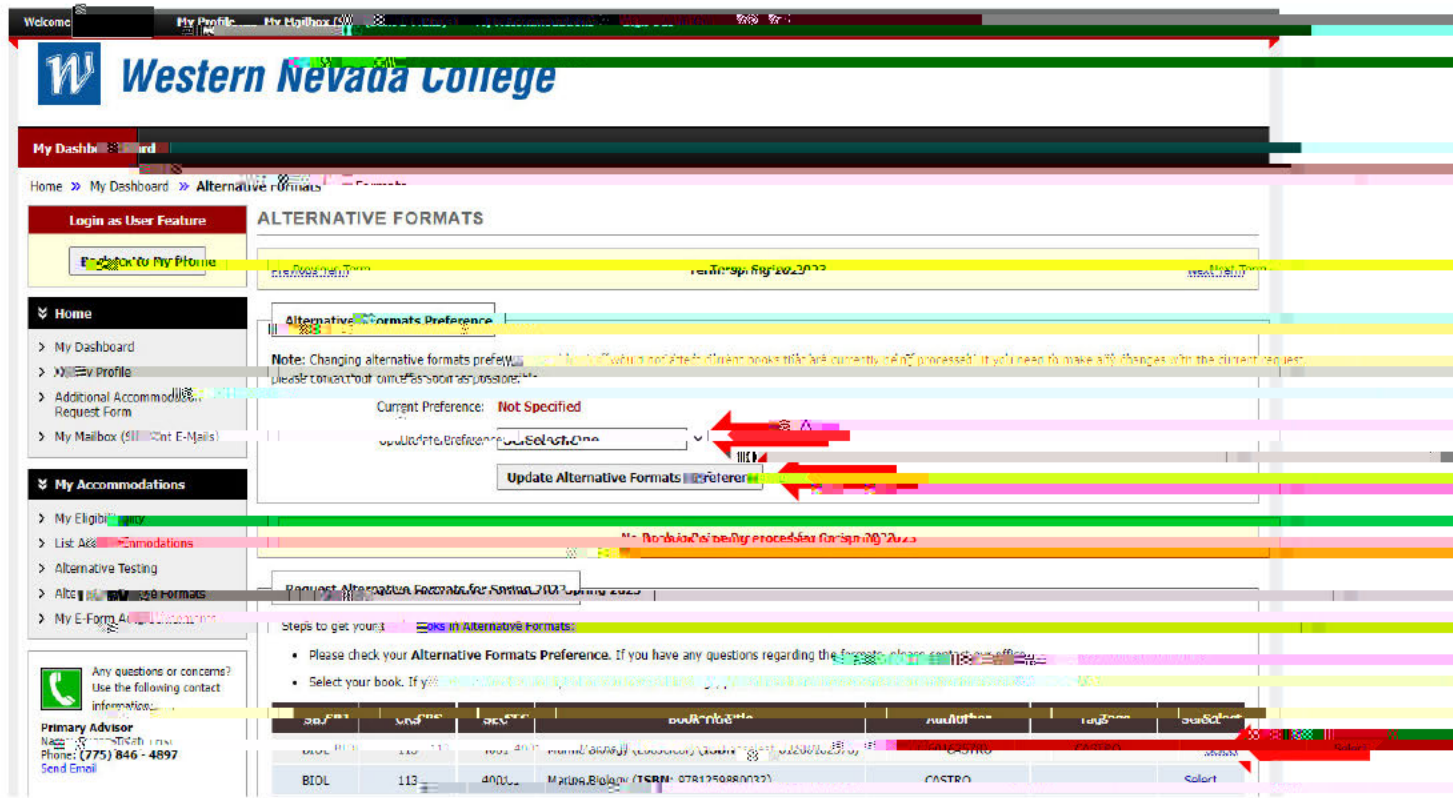


Figure 3 Alternative Formats Preference Selection & Request Selection Link

WNC DISABILITY SUPPORT SERVICES - ALTERNATIVE TEXT REQUEST

After successfully submitting your text request, you will see a green checkmark at the top of the page indicating confirmation of the system successfully processing your request. Below that information you will also see a list of books that are currently being processed for the semester.

The screenshot shows a user interface with a navigation menu on the left and a main content area. A red arrow points to a green checkmark icon at the top of the main content area, indicating a successful system update. Below this, there is a section for 'Alternative Formats Preference' with a dropdown menu and an 'Update Alternative Formats Preference' button. At the bottom, there is a table titled 'LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2023'.

Course ID	Section ID	Book Title	Author	ISBN	Request Status	Action
BIOL	113	4001	Marine Biology (Looseleaf)	9781260162578	Processing	Cancel Request

Figure 4 System Update Successful Page

WNC DISABILITY SUPPORT SERVICES - CAS - ALTERNATIVE TEXT REQUIREMENTS

After you receive confirmation of your request, scroll down to the Upload Book Receipt section, and provide proof of purchase by uploading a file. Examples of files that may be uploaded include receipts from Amazon.com, BarnesandNoble.com, or any other retailer. After you upload a receipt, you will have to select the course(s) the receipt is for. You will also have to add a note to the receipt. Once you have uploaded proof of purchase and select the course(s) the receipt is for, click the Upload Receipt button.

UPLOADED RECEIPTS - SPRING 2023

Important Note: Limit 10 receipts per term or semester. Read File Upload Instruction

Term: Spring 2023

Select File

Select Course(s) the receipt is for

- BIOL 113.4001 - Life Science
- CIT 263.4002 - Introduction to IT Project Management
- MATH 120.OE1 - Fundamentals of College Mathematics
- MGT 323.4001 - Organizational Behv & International Behv
- MATH 120.OE1 - Fundamentals of College Mathematics

Note:

Upload

No Receipt Found

Figure 5 Upload Book Receipt Page

Book requests can take up to six weeks to be filled. It is important that you request your books as soon as your book list is available.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.

WNC STATE UNIVERSITY SUPPORT SERVICES TEXT REQUEST SUBJECT

Instructions if you do not see a list of your texts in the list or your Request
Alternative Five forms for (specimen semester) section

Under the Alternative Formats Reference section, use the dropdown menu to
select which alternative format you would prefer, then click the button to
Alternative Five form

Scroll down to the Reading Materials section, and enter your information.
Please be sure to input as much information as possible to avoid delays in
processing.

ADDITIONAL BOOK OR READING MATERIALS INFORMATION

Reading Material Title

Select Class: Select One

Reading Material Title:

ISBN:

If this information is available, please enter without a hyphen and without the letter W.

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](#).

Submit

Figure 6 Additional Book or Reading Materials Information

WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

After you successfully submit your text request, you will see a green check mark at the top of the page indicating confirmation of the online system processing your request.

You will also have the option to upload a file if you wish to have your document converted to an alternative format.

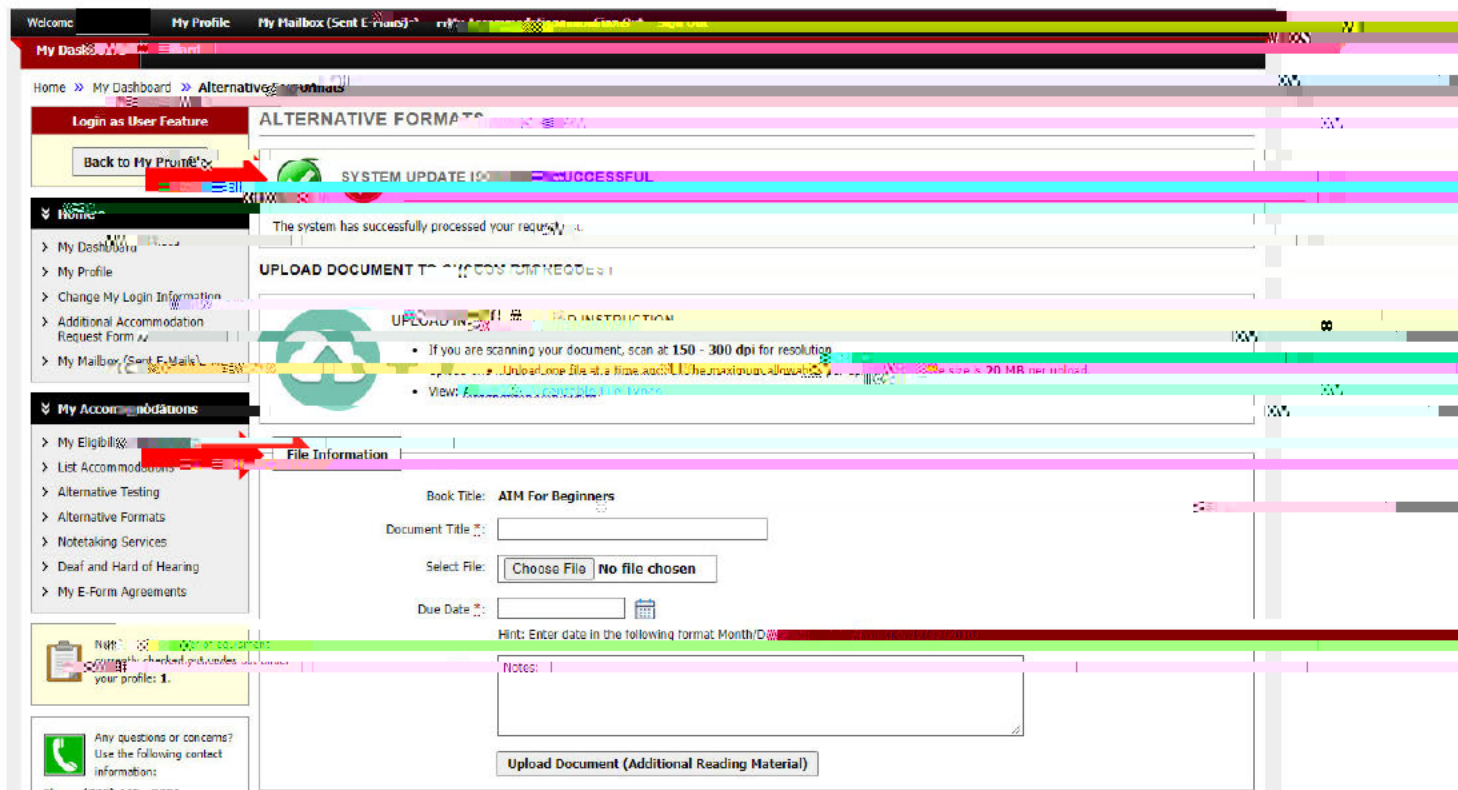


Figure 7 System Update is Successful Page

WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

Instructions for downloading your processed alternative text file:

Once your alternative text file is processed, you will receive an email confirmation. To access your alternative text file, use your WNC Anywhere credentials to login to your My Dashboard with IMPORTANT MESSAGE(S), indicating that your alternative format is ready for download. You will find the download MESSAGE(S), under the My Accommodations section, under the Alternative Formats option.

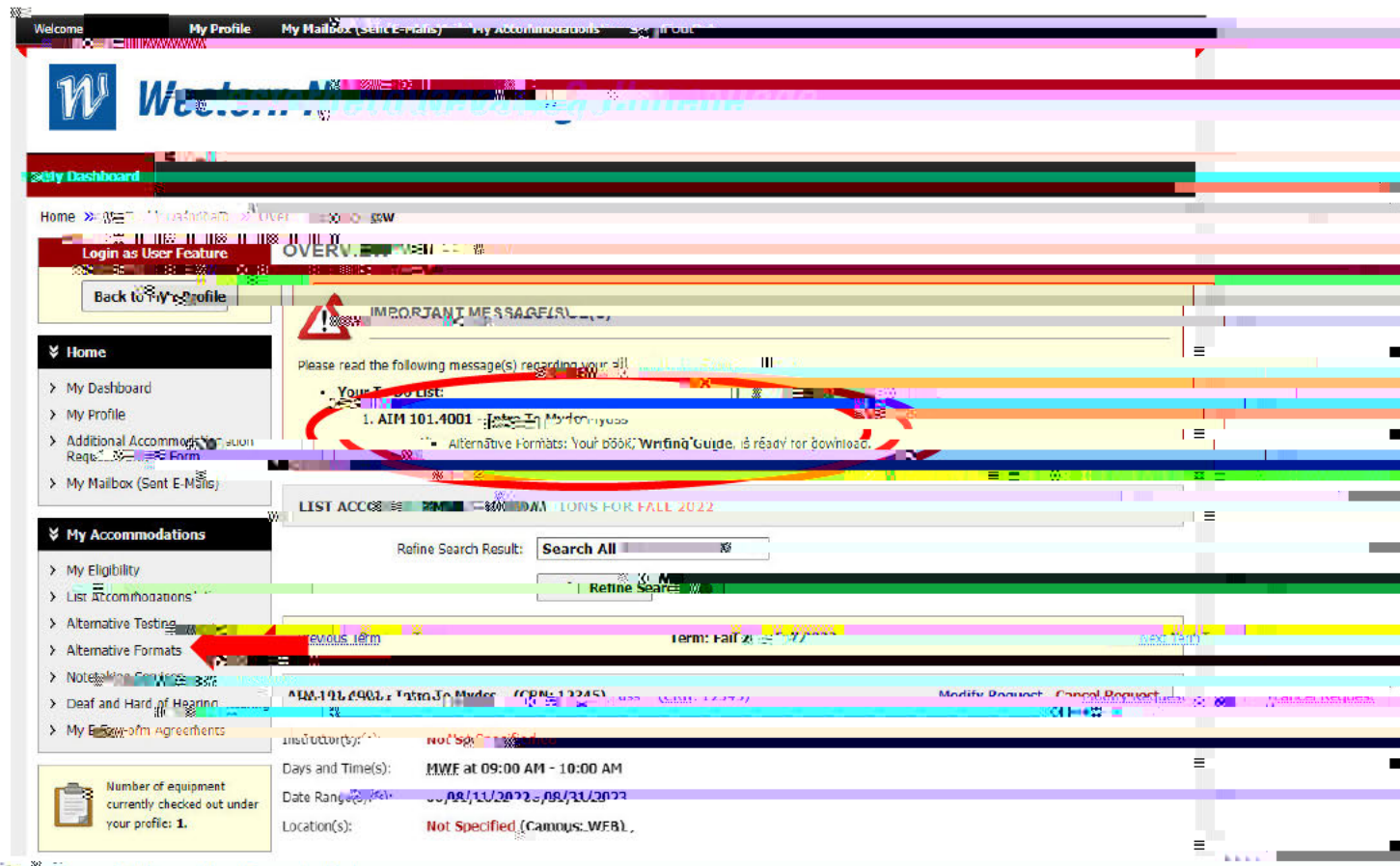


Figure 8 A Alternative Formats Link

WNC DISABILITY SUPPORT SERVICES ACCESS ALTERNATIVE TEXT REQUEST

Under the List Books column, click on the Download Book button in the Status column.

The screenshot shows the 'My Dashboard' for a user at Western Nevada University. The main heading is 'ALTERNATIVE FORMATS'. Below this, there are sections for 'ALTERNATIVE FORMATS PREFERENCE' and a table for 'LIST BOOKS SUBMITTED FOR PROCESSING FOR FALL 2022'. The table has columns for 'ID', 'COURSE', 'SECTION', 'BOOK TITLE', 'STATUS', and 'ACTION'. Two rows are visible: one for 'Book Title (ISBN: N674F...)' with a status of 'Completed' and one for 'Writing Guide (ISBN: FZNL6NC2H...)' with a status of 'Processing'. A red arrow points to the 'Download Book' button in the 'ACTION' column of the 'Processing' row.

ID	COURSE	SECTION	BOOK TITLE	STATUS	ACTION
AIM	101	4001	Book Title (ISBN: N674F...)	Completed NLP (Custom - Not Listed)	Download Book
AIM	101	4001	Writing Guide (ISBN: FZNL6NC2H...)	Processing (Custom - Not Listed)	Download Book

Figure 3. Alternative Formats Preference and Processing Page

If you have any questions or need assistance, please contact WNC Disability Support Services Office at 775.445.2292.