Requesting Alternate Format

1. Log into mySAS portal, utrgv.edu/mysas, using your UTRGV Credentials.
2. Once logged in, select Alternate Format from the left-hand column, Alternate format must be an approved accommodation for request to be processed.

3. Upload book receipt by selecting browse and locating the file for the receipt, select the course the receipt. Add any additional notes or instructions for the receipt in the "Note:" section.

4. Once the receipt has been uploaded, continue to select the book information. Once done click on submit.

5. A confirmation once submitted will appear on the top of the page, uploaded items will appear under the "Uploaded Receipts"

6. SAS will process request as they are received according to the Alternate format Procedural Guidelines. (https://www.utrgv.edu/accessibility/procedural-guidelines/services/index.htm#item7)