

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.

The screenshot shows the 'My Dashboard' page for The University of Texas Rio Grande Valley. The left-hand navigation menu is expanded, and 'Alternative Formats' is highlighted with a red circle. The main content area shows an 'OVERVIEW' section with an 'IMPORTANT MESSAGE(S)' box stating 'No Accommodation Requests Found' and a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. A 'Need Help?' section is also visible at the bottom.

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.

The screenshot shows the 'Upload Book Receipt' form. The 'File Information' section is highlighted with a red circle and contains the following fields: 'Term: Fall 2019', 'Select File: [Browse...]', and 'Select Course(s) the receipt is for *'. Below this are four checkboxes for course selection: PSYC 3305.03 - Behavior Modification, PSYC 3353.05 - Physiological Psychology, PSYC 4363.90L - Sys & Theories in Psyc, and REHS 3325.90L - Medical Apects I. A 'Note:' field and an 'Upload Receipt' button are also visible. A yellow banner at the top of the form area states 'No Book is Being Processed for Fall 2019'. A 'Log Out' button is visible in the bottom left corner.

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

ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2019

Please give us as much information as possible about the materials you need converted. Follow the link below:

Reading Materials

Select Class *: **Select One**

Reading Material Title *:

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 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 Request

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

 **THE RECEIPT WAS SUCCESSFULLY UPLOADED**

Thank you for uploading your receipt electronically.

Previous Term **Term: Fall 2019** Next Term

ALTERNATIVE FORMATS PREFERENCE

Current: **Not Available**

Note: If you need to make any changes with the current request, please contact our office as soon as possible.

No Book is Being Processed for Fall 2019

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester.
[Read File Upload Instruction](#)

File Information

Term: **Fall 2019**

Select File: **Browse...**

Select Course(s) the receipt is for *

PSYC 3305.03 - Behavior Modification

UPLOADED RECEIPTS - FALL 2019

Date Receipt Uploaded	Verified	Receipt
11/07/2019 at 09:59 AM		View

- 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>)