

## Requesting Alternate Format

1. Log into mySAS portal, [utrgv.edu/mysas](http://utrgv.edu/mysas) using your UTRGV Credentials.
2. Once logged in, select Alternate Format from the left-hand column, “**Alternative Formats**” must be an approved accommodation for request to be processed.

The screenshot shows the mySAS portal dashboard. The left-hand column contains a navigation menu with the following items: Home, My Dashboard, My Profile, Request for Appointment, SMS (Text Messaging), Additional Documentation, My Mailbox (Sent E-Mails), My Accommodations, My Eligibility, List Accommodations, Alternative Testing, and **Alternative Formats** (highlighted with a red box). The main content area is titled 'OVERVIEW' and includes a section for 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a 'Generate PDF' button. Below this is a 'SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)' section showing 'Fall 2023' with a count of '5' and a 'View' link. At the bottom, there is a 'LIST ACCOMMODATIONS FOR FALL 2023' section with a 'Refine Search' button.

3. Upload book receipt by selecting browse and locating the file for the receipt, select the course the receipt and click on “**Upload 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 box and contains the following fields: Term (Fall 2023), Select File (Choose File, No file chosen), Select Course(s) the receipt is for (with a list of courses: COMM 1311.10 - Intro to Communication, HIST 1302.12 - U.S. History II, PSCI 1421.91L - Phys Sci I, PSCI 1421.B - Phys Sci I, SOCI 1301.87L - Intro to Sociology), Note (text area), and Upload Receipt button. To the right, there is a table titled 'UPLOADED RECEIPTS - FALL 2023' with columns: Date Receipt Uploaded, Verified, and Receipt.

Date Receipt Uploaded	Verified	Receipt
08/14/2023 at 07:35 PM	Yes	<a href="#">View</a>
08/14/2023 at 07:34 PM	Yes	<a href="#">View</a>
08/14/2023 at 07:27 PM	Yes	<a href="#">View</a>

## Requesting Alternate Format

4. Once the receipt has been uploaded, continue to select the book information. Once done click on “Submit Request”.

**ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2023**

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**

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

**UPLOAD BOOK RECEIPT**

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

**File Information**

Term: **Fall 2023**

Select File:  **No file chosen**

Select Course(s) the receipt is for \*

☐ COMM 1311.10 - Intro to Communication

☐ HIST 1302.12 - U.S. History II

☐ PSCI 1421.91L - Phys Sci I

☐ PSCI 1421.B - Phys Sci I

☐ SOCI 1301.87L - Intro to Sociology

Note:

**Upload Receipt**

**UPLOADED RECEIPTS - FALL 2023**

Date Receipt Uploaded	Verified	Receipt
08/14/2023 at 07:35 PM	Yes	<a href="#">View</a>
08/14/2023 at 07:34 PM	Yes	<a href="#">View</a>
08/14/2023 at 07:27 PM	Yes	<a href="#">View</a>

## **Requesting Alternate Format**

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>)