

How to Request Alternative Formats

Portal Access

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Navigate to <https://www.unco.edu/disability-resource-center/>

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DRC Online Access



[Student Portal Login](#)



[Instructor Portal Login](#)

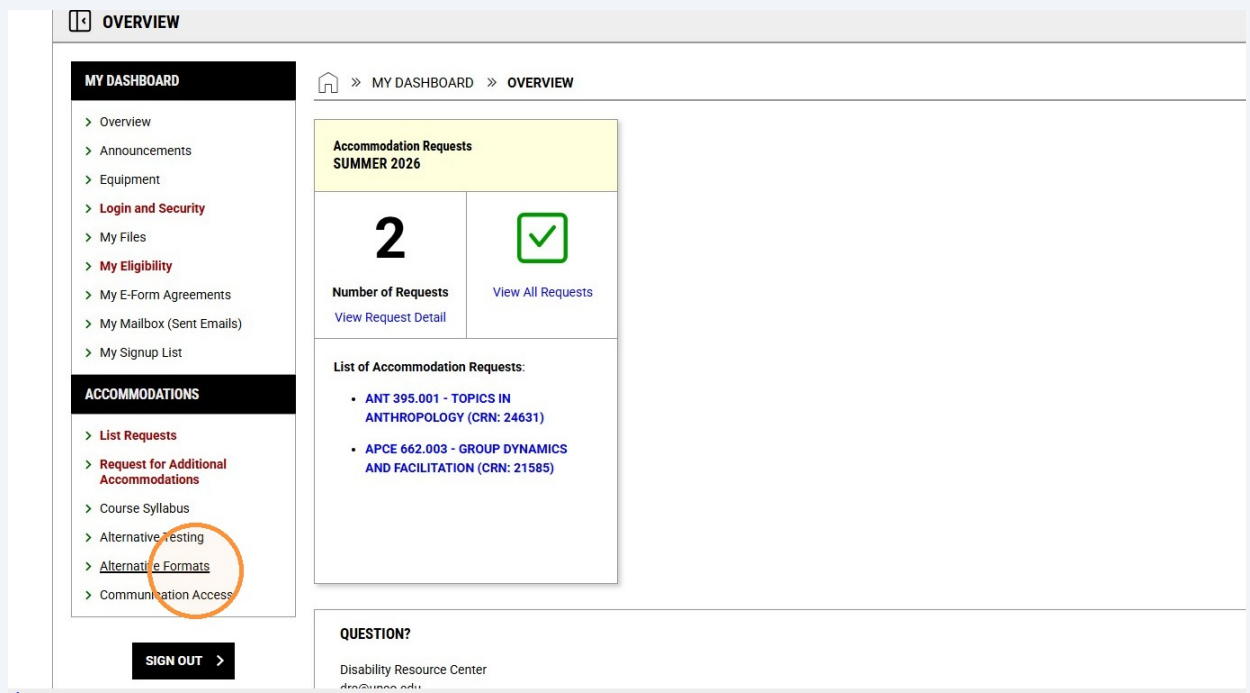


[Staff Portal Login](#)

2 Click "Student Portal Login" and enter your student credentials



3 Click "Alternative Formats"



4 Click "Requests"

The screenshot shows a web interface with a black header bar containing a user icon, 'HELP', and 'SIGN OUT'. Below the header is a light gray navigation bar with three tabs: 'OVERVIEW', 'REQUESTS' (highlighted with an orange circle), and 'UPLOAD RECEIPT'. The main content area has a yellow header with the text '» ALTERNATIVE FORMATS'. Below this, the 'SSAGE' section is highlighted in yellow. The text in the SSAGE section includes: 'button for all of the textbooks that you would like to request. After which you can upload your proof of ownership (receipt.)', 'we strongly recommend purchasing a digital version when possible. This will reduce the amount of requests you will need to make this semester.', 's to check:', 'shelf – Low Cost, accessible textbooks', 'accessible book library for students with qualifying disabilities.', 'dio Books – Audio Versions of many textbooks are available here', 'o versions of your digital textbooks, please refer to our [ReadSpeaker Support Page](#).', and 't please email: DRCTechnology@unco.edu'.

Alternative Format Request

5 Select class for request from dropdown menu.

The screenshot shows a web form titled 'ENTER BOOK OR READING MATERIALS FOR SUMMER 2026'. Below the title is a note: 'When submitting an alternative format request, please include the following information: **Title, Edition, and a ISBN-13**'. A 'Note' box states: 'Required fields are marked with an asterisk (*).' The form is divided into sections. The 'READING MATERIAL' section contains a dropdown menu for 'Select Class*' with the selected option 'ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN 24631)' (highlighted with an orange circle). Below this are input fields for 'Reading Material Title*', 'ISBN: ⓘ', 'Publisher:', 'Author:', and 'Edition:'.

6 Enter Reading Material Title.

When submitting an alternative format request, please include the following information: **Title, Edition, and a ISBN-13**

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

READING MATERIAL

Select Class*:

ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN: 24631) ▾

Reading Material Title*:

ISBN: ⓘ

Publisher:

Author:

Edition:

Note:

7 Enter ISBN.

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

READING MATERIAL

Select Class*:

ANT 395.001 - TOPICS IN ANTHROPOLOGY (CRN: 24631) ▾

Reading Material Title*:

ISBN: ⓘ

Publisher:

Author:

Edition:

Note:

8

Click "Submit Request"

The screenshot shows a web form interface. At the top, there is a light blue header bar containing the number '8' in a white circle and the text 'Click "Submit Request"'. Below the header, the form is divided into several sections. The top section contains a large text area for a 'Note' and a smaller 'Edition' field. Below this is a yellow bar labeled 'FORM SUBMISSION'. Underneath the yellow bar is a button labeled 'SUBMIT REQUEST' with a right-pointing arrow, which is circled in orange. Below the button is a section titled 'QUESTION?' containing contact information for the Disability Resource Center Technology, including a link to the 'DRC Tech Page', an email address 'DRCTechnology@unco.edu', and a phone number '(970) 351-2289'.

Edition:

Note:

FORM SUBMISSION

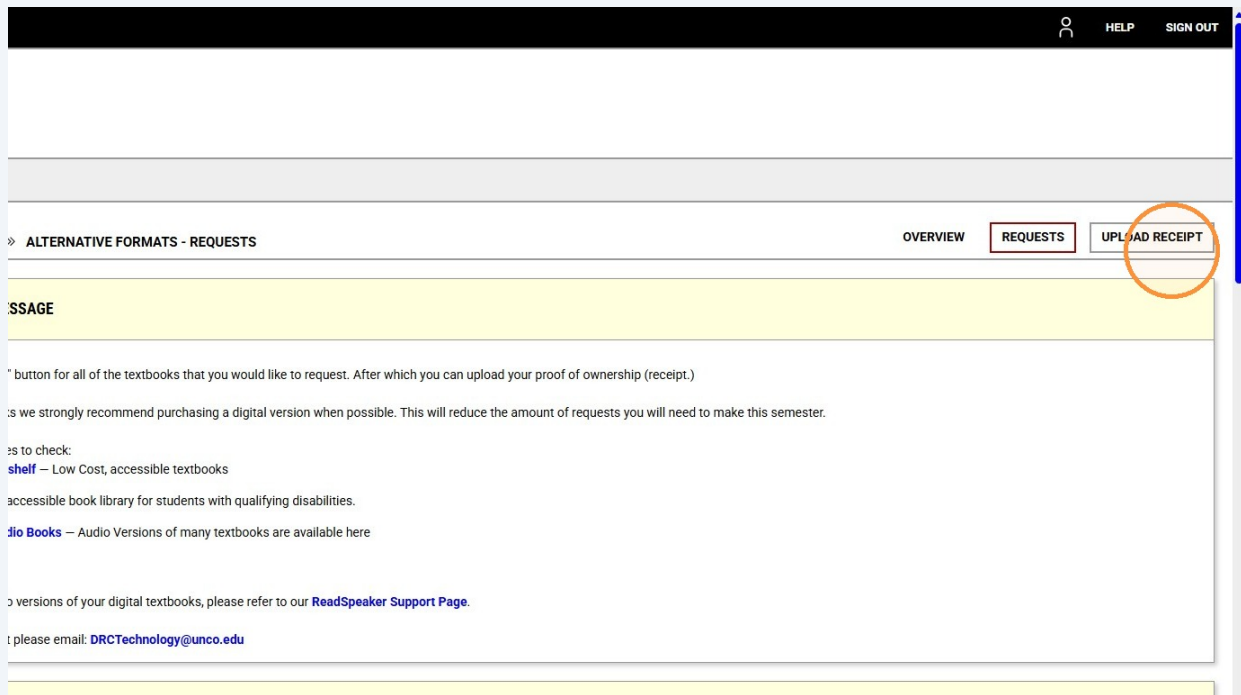
SUBMIT REQUEST >

QUESTION?

Disability Resource Center Technology
[DRC Tech Page](#)
DRCTechnology@unco.edu
Phone: (970) 351-2289

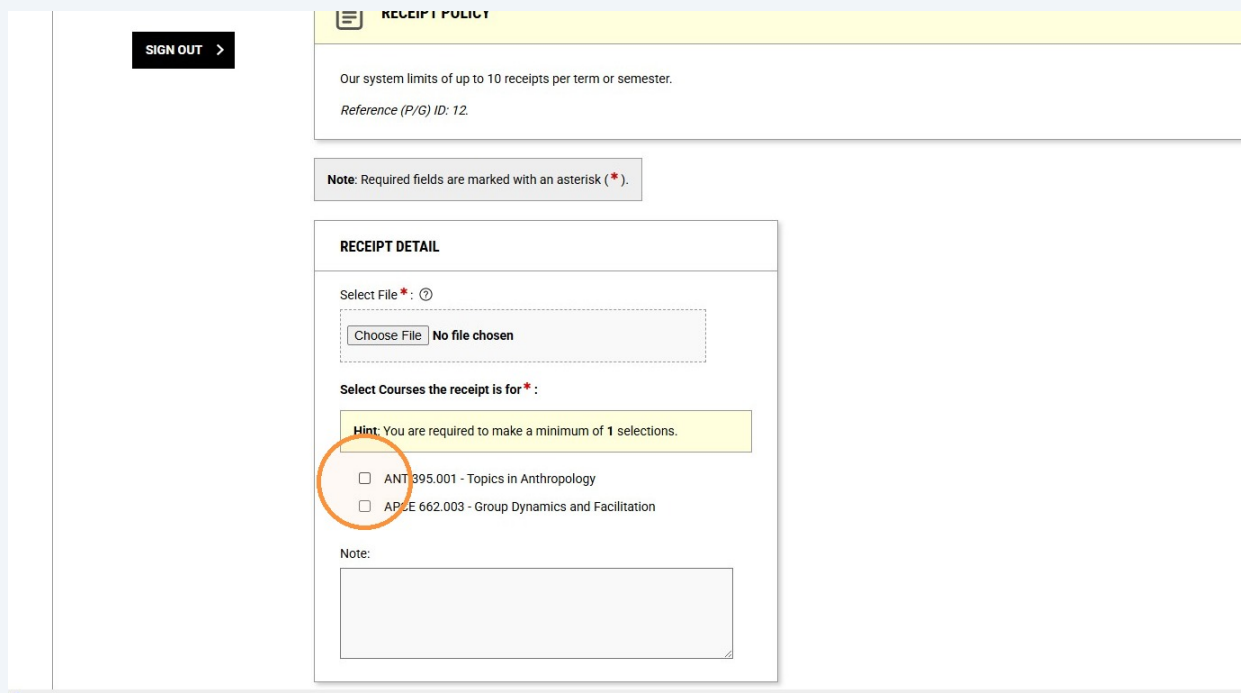
Receipt Upload

9 Click "Upload Receipt"



The screenshot shows a web interface for 'ALTERNATIVE FORMATS - REQUESTS'. At the top right, there are links for 'HELP' and 'SIGN OUT'. Below the header, there are three tabs: 'OVERVIEW', 'REQUESTS', and 'UPLOAD RECEIPT'. The 'UPLOAD RECEIPT' tab is circled in orange. The main content area has a yellow header with the text 'MESSAGE'. Below this, there is a paragraph of text: 'button for all of the textbooks that you would like to request. After which you can upload your proof of ownership (receipt.)'. This is followed by a paragraph: 'as we strongly recommend purchasing a digital version when possible. This will reduce the amount of requests you will need to make this semester.' Then, there is a section titled 'as to check:' with three bullet points: 'shelf — Low Cost, accessible textbooks', 'accessible book library for students with qualifying disabilities.', and 'dio Books — Audio Versions of many textbooks are available here'. Below this, there is a paragraph: 'o versions of your digital textbooks, please refer to our [ReadSpeaker Support Page](#).' and a final paragraph: 't please email: DRCTechnology@unco.edu'.

10 Select course associated with receipt.



The screenshot shows a web interface for 'RECEIPT POLICY'. At the top left, there is a 'SIGN OUT >' button. The main content area has a yellow header with the text 'RECEIPT POLICY'. Below this, there is a paragraph: 'Our system limits of up to 10 receipts per term or semester.' and a line: 'Reference (P/G) ID: 12.' Then, there is a note: 'Note: Required fields are marked with an asterisk (*).' Below this, there is a section titled 'RECEIPT DETAIL'. Inside this section, there is a 'Select File*' field with a 'Choose File' button and the text 'No file chosen'. Below this, there is a section titled 'Select Courses the receipt is for*:' with a hint: 'Hint: You are required to make a minimum of 1 selections.' This section contains two checkboxes: 'ANT 395.001 - Topics in Anthropology' and 'APCE 662.003 - Group Dynamics and Facilitation'. The 'APCE 662.003 - Group Dynamics and Facilitation' checkbox is circled in orange. Below this, there is a 'Note:' field with a text area.

11 Click 'Choose File' to select receipt image or document.

SIGN OUT >

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.

☒ ANT 395.001 - Topics in Anthropology
☐ APCE 662.003 - Group Dynamics and Facilitation

Note:

12 Click 'Upload Receipt' to complete submission.

Choose File No file chosen

Select Courses the receipt is for * :

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

☒ ANT 395.001 - Topics in Anthropology
☐ APCE 662.003 - Group Dynamics and Facilitation

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

QUESTION?

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Phone: (970) 351-2289