Books In Alternative Format
DRC Online

Disability Resource Center
DRC Online Training
Updated 9/25/2019
Alternative Formats

Making A New Request
• Confirm that you have selected “E-Text” as an accommodation for the course.
• Locate the tab “Alternative Formats” on the left hand side of your dashboard
Alternative Formats

Select Preferred Format
At the top of your screen, please select your preferred alternative format to receive your material.

Insert Book Information
- Locate the box titled “Additional Book or Reading Materials for [SEMESTER]”
- Input all available information accurately
- Click “Submit Request”
**Alternative Formats**

**Monitor Request Status**
- Under the “Alternative Formats” tab you will be able to monitor the ongoing status of your book conversion requests.

**Completed Conversions**
- When a conversion is complete you will receive an email with information about accessing your materials.
- Materials are typically delivered through a downloadable link on DRC online or on a flash drive which can be picked up at the DRC Office.
Please reach out with any questions or concerns.
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