Books In Alternative Format
DRC Online
Log In
Log in to DRC Online from our home page https://go.unco.edu/drc

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 side of your dashboard.
Alternative Formats

Select Preferred Format

- At the top of your screen, please select from the dropdown menu your preferred alternative format for your materials.

**Note:** Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: PDF

Update Preference: Select One

Update Alternative Formats Preference

**No Book is Being Processed for Summer 2021**
Alternative Formats

Select your books for conversion

- Locate the box titled “Request Alternative formats for [SEMESTER]”
- Our system syncs with the bookstore, so your books automatically generate. **PLEASE DOUBLE CHECK** the books listed with the books in your syllabus.
- Click “Select” in the far right column for each book you would like to access in an alternate format.

Request Alternative Formats for Summer 2021

Steps to get your books in Alternative Formats:

- Please check your Alternative Formats Preference. If you have any questions regarding the formats, please contact our office.
- Select your book. If you book is not listed or you have additional readings, please contact our office for assistance.

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<th>CRS</th>
<th>Book Title</th>
<th>Author</th>
<th>Tags</th>
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Alternative Formats

Request Additional Materials or Books Not Listed for Your Course

• Locate the box titled “Additional Book or Reading Materials for [SEMESTER]”
• Select your course from the dropdown menu and input all available information in the boxes provided.
• Click “Submit Request”
• Use this option for PDFs, articles, books that didn’t sync from the bookstore, or other readings required or suggested for your course.
**Monitor Request Status**

- From the “Alternative Formats” page, you will be able to monitor the ongoing status of your book conversion requests by checking the “status” section for each request.

### LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2021

**Note:** If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

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**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.
drc@unco.edu ∙ 970-351-2289

Disability Resource Center
DRC Online Training Materials
Updated 5.25.21