Log In

1. Visit the DRC website at unco.edu/dss.
   Select the link labeled "DRC Student Login"
Making a New Request

1. Confirm that you have selected "Alternative Format" as an accommodation for the course.
2. Locate the tab "Alternative Formats" under "My Accommodations" on the left side of your dashboard.
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
Select Your Books For Conversion

Locate the section 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 the link labeled “Select” in the far right column for each book you would like to access in an alternate format.

<table>
<thead>
<tr>
<th>SBJ</th>
<th>CRS</th>
<th>Book Title</th>
<th>Author</th>
<th>Tags</th>
<th>Select</th>
</tr>
</thead>
</table>

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 your book is not listed or you have additional readings, please contact our office for assistance.

Select Alternative Formats Preference.
Request Additional Materials or Books Not Listed

1. Locate the section titled “Additional Book or Reading Materials for [SEMESTER]”
2. Select your course from the dropdown menu and input all available information in the boxes provided.
3. 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.

<table>
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<th>Preference</th>
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<td>MP3/Audio File</td>
<td>No</td>
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</tr>
</tbody>
</table>

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.
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 12/19/2022