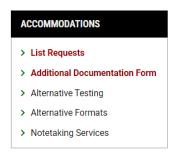
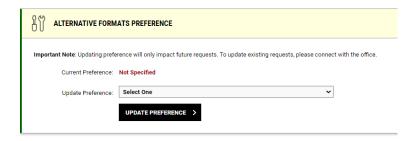
## How to Request Alternative Media

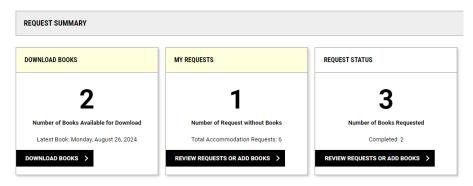
Log into STARS and select Alternative Formats under the Accommodations menu.



Under the current term, there is a drop down for Alternative Formats Preference. This is where you can see the current preference for alternative formats as well as update the preference if needed.

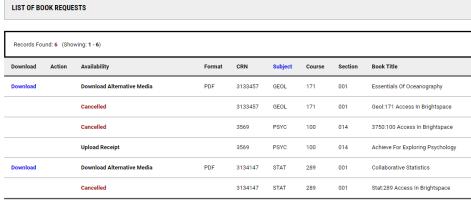


Scroll down to see the books available for download, requests that have and have not been submitted listed under Request Summary.

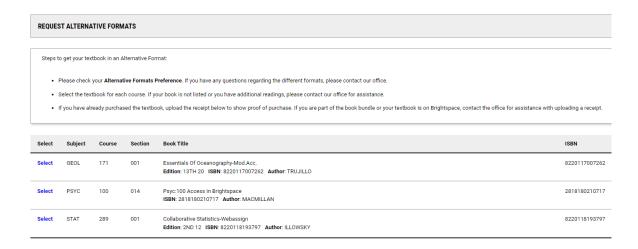


To request alternative media or check on the status, select Review Requests or Add Books under My Requests.

The first section, List of Book Requests, will indicate the status of the books under Availability that have already been requested.

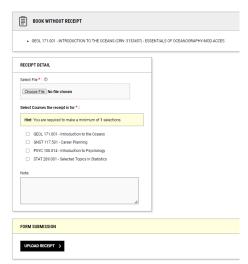


The second section, Request Alternative Formats, lists any books that have not been requested. To request a textbook, choose the select button to the left of the textbook. If any textbooks have been previously requested, there will be an error indicating the entry already exists.



At the top of the screen in the right-hand corner, are three tabs, Overview, Requests and Upload Receipt. Once the textbook has been requested, navigate to the Upload Receipt tab.

On this screen, any book that does not have a receipt uploaded will be listed under Book without Receipt. Scroll down to Receipt Detail to select the receipt to upload and check off the course(s) for which the receipt is being uploaded. Then finalize the upload by selecting Upload Receipt under Form Submission.



Once the receipt is uploaded, scroll down to Uploaded Receipts to see all receipts that have been uploaded and if they have been verified.

