

Requesting Alternate Format Textbooks in MyDSO

Students with the accommodation “Access to Digital Text Files” will need to sign the Digital Textbook Files Agreement” each semester. Refer to other training documents if you have question about the e-agreement.

1. Log in to the [MyDSO student portal](#). Make sure you have requested your accommodations in each of your courses and be sure to check off “access to alternate formats” or “access to digital text files” in the courses you will need alternate format textbooks for. Once you have requested your accommodations, you will see your number of requests (one per class) and a green checkmark. From the left side menu, click “Alternate Formats” (circled in red).

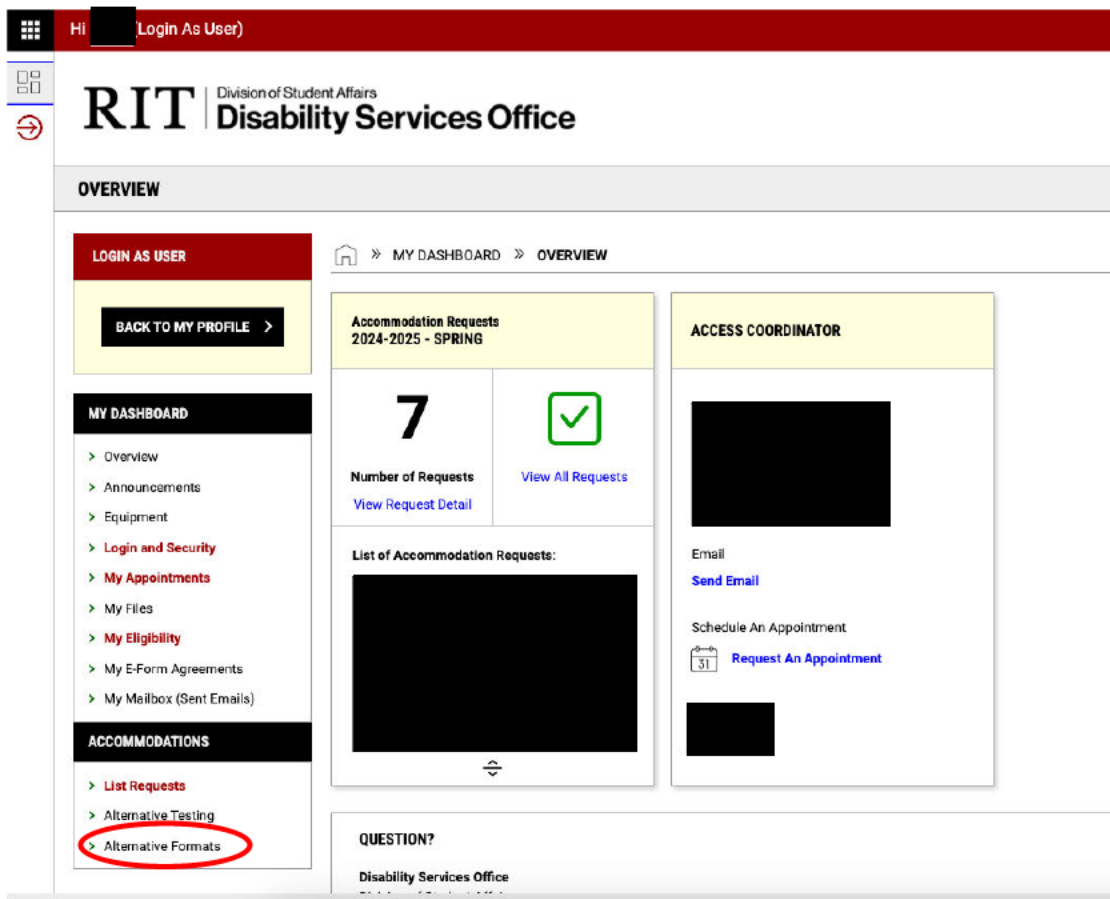
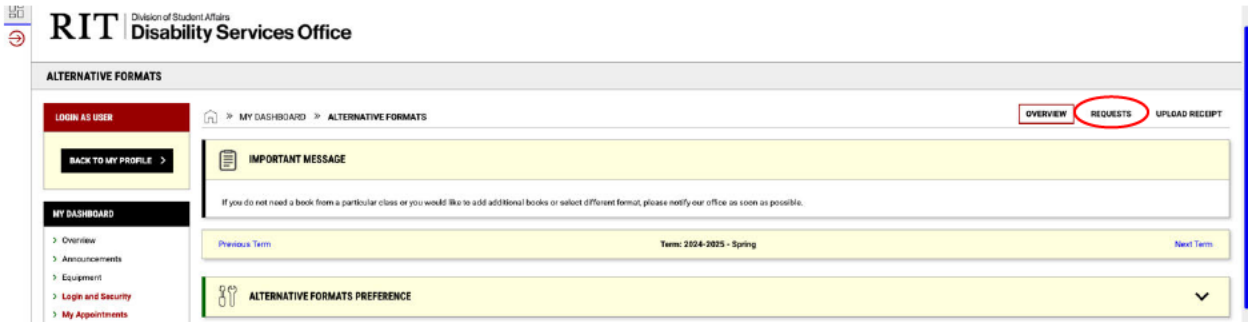


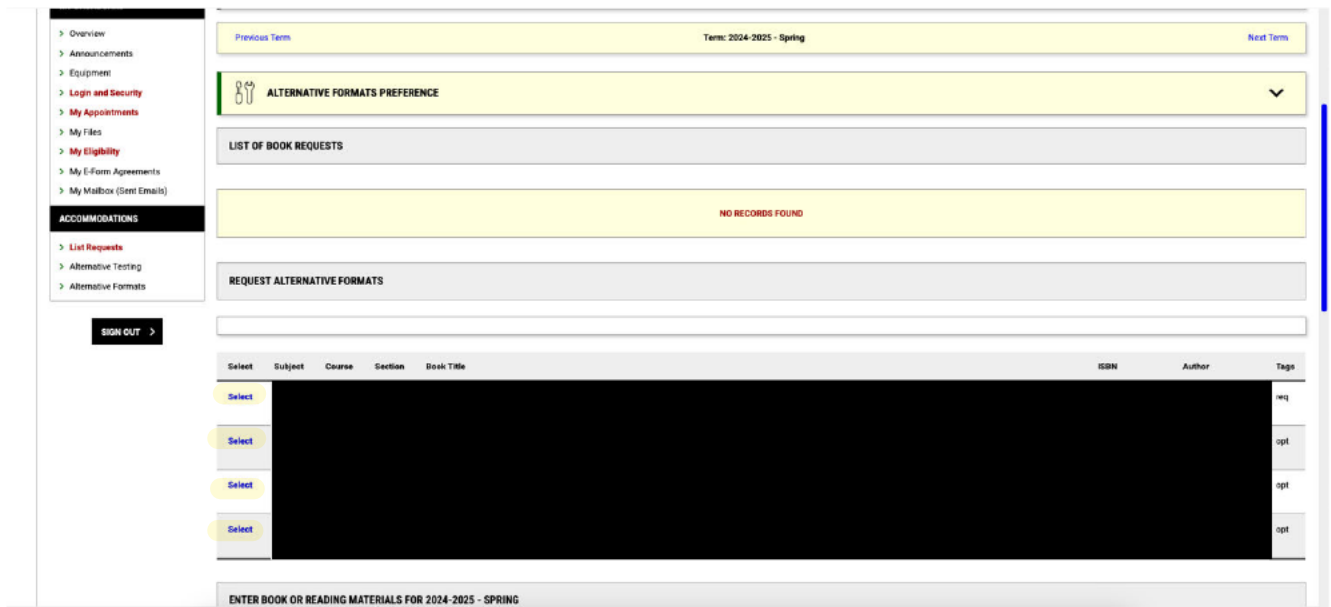
Image Description 1: The MyDSO student homepage is displayed. There is a large number seven and a green checkmark to signify seven completed accommodation requests. **Alternative Formats** is circled in red to indicate where students can click to view the alternative formats module. Student/staff information is redacted for confidentiality.

2. Check term (use “previous term” or “next term” links if necessary to be sure you are requesting textbooks for the appropriate term. Click on “requests” (circled in red) from the upper right-side menu to view your textbooks.



*Image Description 2: the **Alternative Formats** page is displayed. The term is set to 2024-25 spring. **Previous term** and **next term** are circled in red to indicate where users can click to change the semester. Student/staff information is redacted for confidentiality.*

3. A list of textbooks for each of your classes will be displayed. Whether they are required (req) or optional (opt) will be shown in the “tags” tab. Click “select” on the first course – this will move the course up into “list of book requests” and generate a work order in our system. The DSO will begin processing your textbook request.



*Image Description 3: A list of four textbooks is displayed below **request alternative formats**. Each line has an option to select in blue – this is where users can click to generate an alternative format. Each “select” is highlighted in yellow to indicate where users can click. Student/staff/faculty information has been redacted for confidentiality.*

4. If the textbook you need was not listed in the table, scroll down and please fill in as much information as you can under **enter book or reading materials for [term]** and hit “submit request”. Please note that while providing the ISBN number and publisher are not required on this form, the DSO will not be able to locate accessible versions of texts without this information.

ENTER BOOK OR READING MATERIALS FOR 2024-2025 - SPRING

READING MATERIAL

Select Class #:
Select One

Reading Material Title #:

ISBN #:

Publisher:

Author:

Edition:

Note:

FORM SUBMISSION

SUBMIT REQUEST >

Image Description 4: a screenshot of the form users can complete and submit when a book is not listed already in their alternative format requests. Student/staff information has been redacted for confidentiality.

5. Please note that you will need to provide your receipt (proof of purchase) before the files can be released to you. To begin this process, select “upload receipt” from the upper right-side menu.

RIT Division of Student Affairs
Disability Services Office

ALTERNATIVE FORMATS

LOGIN AS USER

MY DASHBOARD > ALTERNATIVE FORMATS

OVERVIEW REQUESTS **UPLOAD RECEIPT**

BACK TO MY PROFILE >

IMPORTANT MESSAGE

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.

Previous Term Term: 2024-2025 - Spring Next Term

ALTERNATIVE FORMATS PREFERENCE

Image Description 5: the alternative formats homepage is displayed. This time, upload receipt is circled in red to indicate where users can click to begin the process of uploading receipts. Student/staff information has been redacted for confidentiality.

6. Select “choose file” to upload a receipt. Select the course that the receipt of the textbook corresponds to. Select “upload receipt” underneath “form submission” to submit the receipt to the DSO.

The screenshot shows a web interface for uploading receipts. On the left is a sidebar with navigation links: Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Email), ACCOMMODATIONS, List Requests, Alternative Testing, and Alternative Formats. Below these is a 'SIGN OUT' button. The main content area is titled 'RECEIPT POLICY' and contains the text: 'Our system limits of up to 10 receipts per term or semester. Reference (P/G) ID: 12.' Below this is a 'RECEIPT DETAIL' section with a 'Select File *:' label and a 'Choose File' button. A hint box says: 'Hint: You are required to make a minimum of 1 selections.' Below the hint is a list of checkboxes next to a redacted area. A 'Note:' field is also present. At the bottom is a 'FORM SUBMISSION' section with an 'UPLOAD RECEIPT' button.

Image Description 6: Displays the form users can complete to upload their textbook receipts. There is a spot to upload the file and a list of their classes to choose from. Student/staff information has been redacted for confidentiality.

7. Once your textbook files are available, **you will receive an email with instructions about how to retrieve the files.**
If you have requested textbooks in an alternate format and then realize you no longer need a particular textbook (perhaps you’ve withdrawn or ended up purchasing an e-book), be sure to cancel it in the system by hitting “cancel” next to the request. If you are unsure whether it went through, please contact the DSO at dso@rit.edu to cancel your request. Be sure to include the textbook title and class name in your email.

Please contact Disability Services at dso@rit.edu with any questions or concerns!