

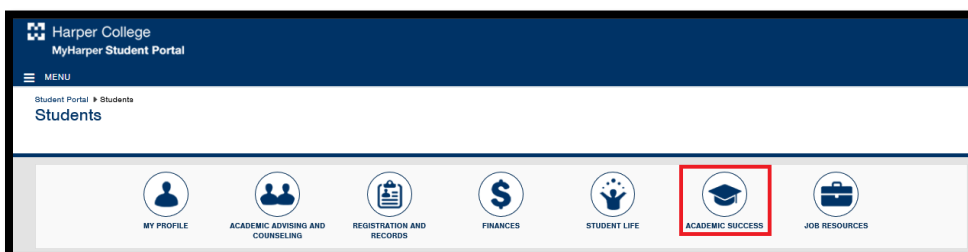
AIM: HOW TO MAKE ALTERNATE FORMAT BOOK REQUESTS FOR STUDENTS

1. Log into AIM through your student portal



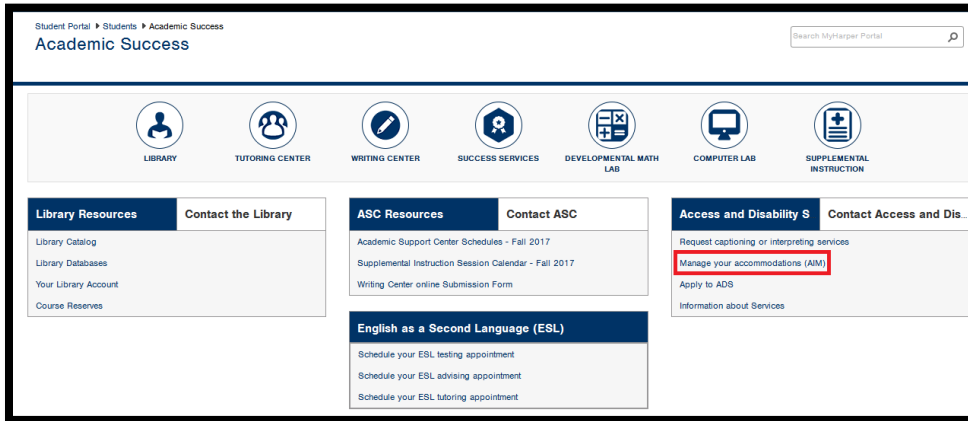
a.

2. Click on **Academic Success**

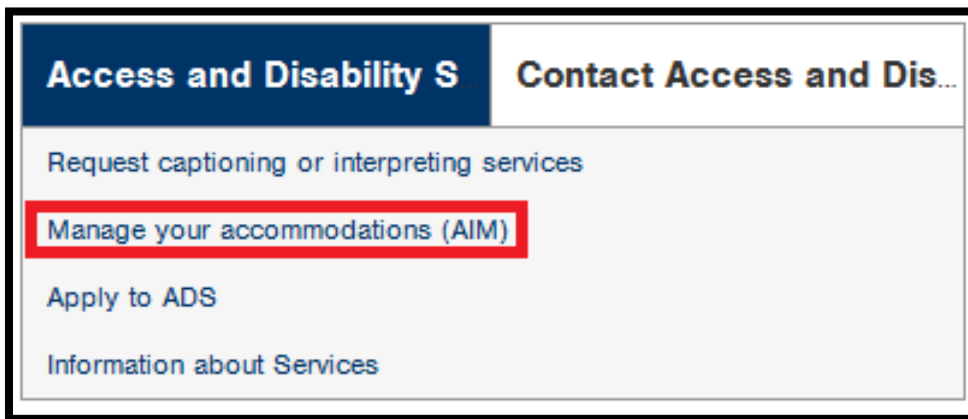


a.

3. In the Access and Disability box, click on **Manage your Accommodations (AIM)**

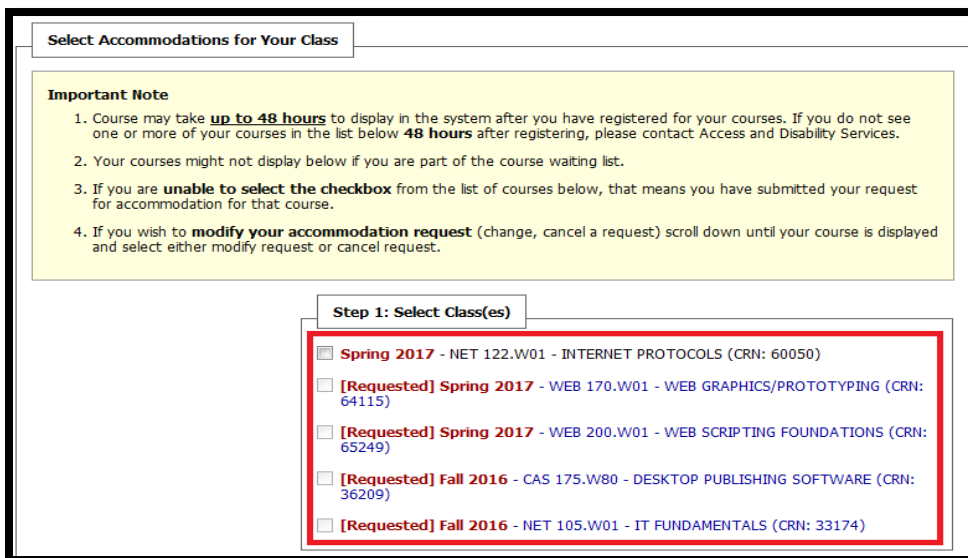


a.



b.

4. Select the courses you would like accommodations for by checking the box next to the course name



a.

By submitting the form, I am requesting academic accommodations or other services as an individual with a disability; as defined by Federal law. Accommodations and services are provided in accord with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; as respectively amended.

Student Responsibilities:

- It is the student's responsibility to request an accommodation and to follow the processes and procedures of Access & Disability Services and Harper College.
- Students must request accommodations in a timely manner and they must participate in the process for utilizing the accommodation. Students who do not request accommodations or participate in the process may not be entitled to use the accommodations.
- Students may choose not to use an approved accommodation at any time. When a student chooses not to use an accommodation, Access & Disability Services and Harper College are under no obligation to ensure that the accommodation is provided to the student.
- Students may choose to request, obtain, or implement an approved accommodation at any point in the semester.
- Students are responsible for providing a copy of their approved Accommodation Plan to Instructors, requesting to use any approved accommodations, and providing necessary forms in a timely manner.
- Students are responsible for communicating to Access & Disability Services staff any concerns or problems with use or access to an approved accommodation.

Harper College Responsibilities:

- Harper College, through Access & Disability Services, will provide reasonable accommodations to students, employees, and visitors in accord with applicable Federal, State, and local laws.
- Use of approved accommodations is not retroactive, and will become ensured at the point in time the student provides a copy of the approved Accommodation Plan to their Instructor for classes; or to the appropriate College official for other non-class services and programs offered by Harper College.
- Harper College will maintain a process by which disability-based discrimination complaints will be addressed.

Step 2 - Continue to Customize Your Accommodations

b.

c. Online web courses will come up as an error, ignore that

5. Click on Step 2 – Continue to Customize Your Accommodations

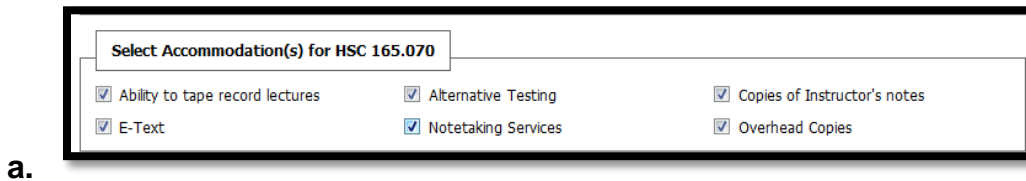
6. Under “My Accommodations”, select “Alternative Formats”

My Accommodations

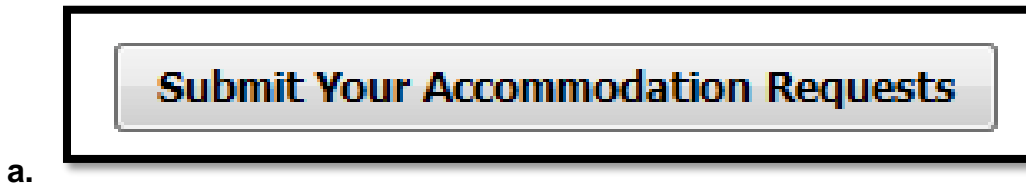
- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats**
- > Notetaking Services
- > My E-Form Agreements

a.

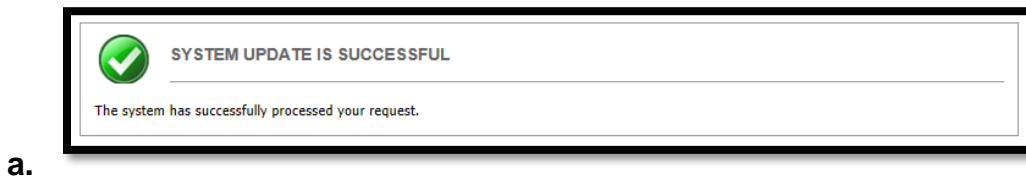
7. For each course, go through and select your accommodations. Make sure to select the accommodation related to alt format: **E-Text**



8. After you select the accommodations for all courses of your choosing, scroll down and click “Submit Your Accommodation Requests”



9. You should then see the following dialogue box on your screen:



10. ADS will see your accommodation requests and then they will contact the student with information for e-text books via email.

11. Under Reading Material Title, type in the course name and section number (e.g., BIO 101.003)

Reading Materials

Select Class*: **BIO 101.003**

Reading Material Title*:

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note: **Title: Essentials of Biology 4th edition
Publisher: McGraw-Hill Education
ISBN: 0078024226**

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline.](#)

a.

12. In the Notes section, type in the following information:

- a. The book title and edition
- b. Publisher Name
- c. ISBN

13. Click Submit Request



a.