Submitting an Alternative Format Request

**A separate request is required for each individual text that is needed in alternative format. One request per book/text.**

1. Log into your MyCLU portal and click on Accommodate
2. On the left-hand side, click on “Accommodation”
3. At the bottom of the list click on “Alternative Format”
4. If there are any “Official Text” you can select your text books from this option.
   a. Otherwise to the right of “Official Text”, click on “Student Entered”
5. Click on “Upload Document for Alternative Format Request”
   a. Here you must fill out the required fields
6. Please note you must select the correct semester/term that you are enrolled in.
   a. If the incorrect semester/term is selected your courses will not appear.
7. Proof of Purchase is required to be submitted. If you do not have proof of purchase yet, DSS cannot complete your request.
   a. You are able to upload your proof of purchase at a later date through the specific request that is missing the proof of purchase.
8. For the “Requested Type of Alternative Text” select the appropriate option
   a. Books in Alternative Format-text can be read out loud
   b. Enlarged text-you must submit the document you wish to have enlarged text within this request as well.
   **You must have an approved accommodation for each of these accommodations.
9. Once you have completed all required fields, click “submit”.

*There will be no confirmation email sent until DSS fully processes your request and informs you how to access the text/book in the alternative format.