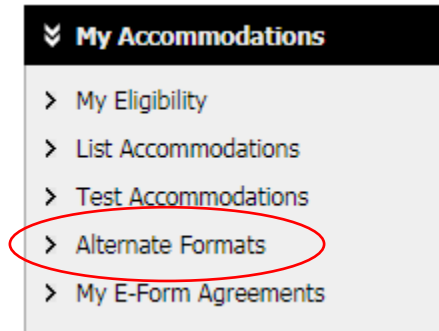


Alternate Format Textbook Requests: A Step-by-Step Guide

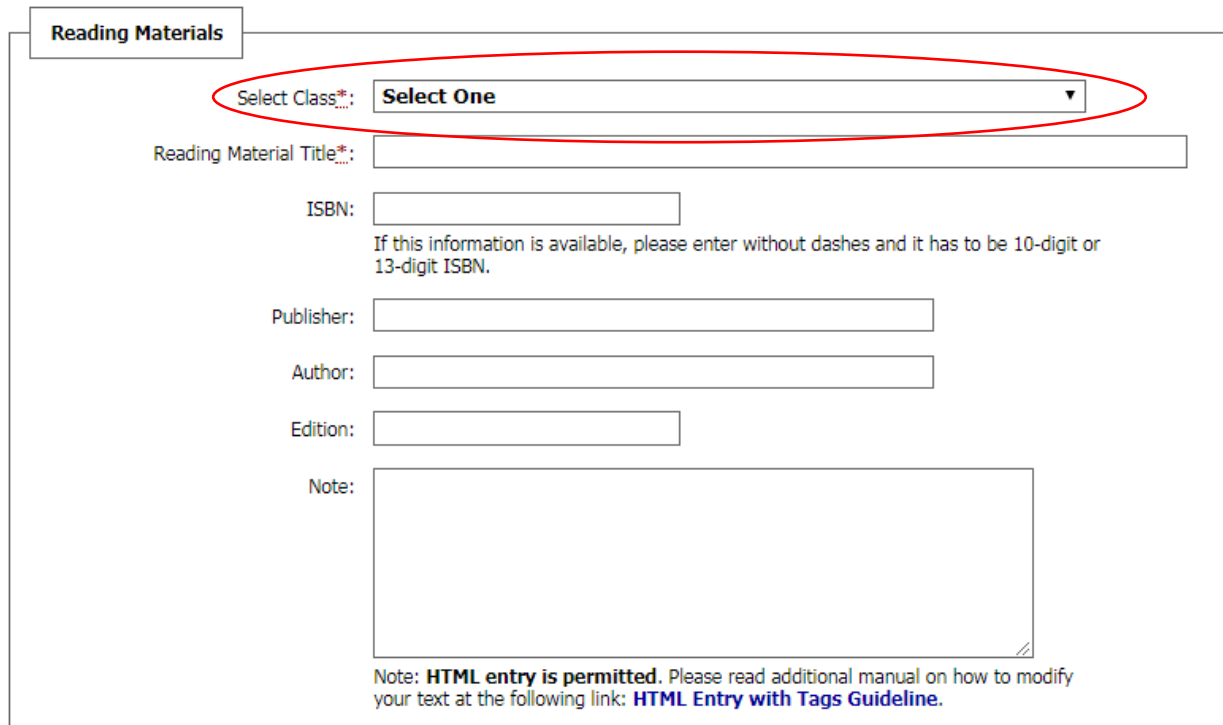
Step 1: Log into your AIM account.

Step 2: Click the “Alternate Formats” tab on the left.



Step 3: In the section titled “Reading Materials” use the drop down list to select the class for which you want to request alternate format materials.

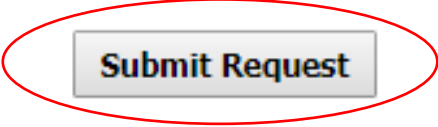
Step 4: Fill out the required information for the reading materials you are requesting. You will need to complete a new request form for each book or reading material.

A screenshot of a web form titled "Reading Materials". The form contains several input fields: "Select Class*" (a dropdown menu with "Select One" selected and highlighted with a red oval), "Reading Material Title*", "ISBN:", "Publisher:", "Author:", "Edition:", and "Note:". Below the "Note:" field, there is a note: "Note: HTML entry is permitted. Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#)." The form is enclosed in a box with a "Submit Request" button at the bottom.

Submit Request

Note: The ISBN is a 10 or 13-digit number that is used to identify books. It is important to list the correct number, usually found on the copyright page of the book. You can also look up the textbook at <http://lane.verbacompare.com/> to get the correct number. ISBN numbers often start with 978, and do not contain alphabet letters.

Step 5: When you have completed the form, click “Submit Request” at the bottom.



Submit Request

A new page should appear with a “SYSTEM UPDATE IS SUCCESSFUL” message at the top. Your request will be listed in the “LIST BOOKS CURRENTLY BEING PROCESSED” section.

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.