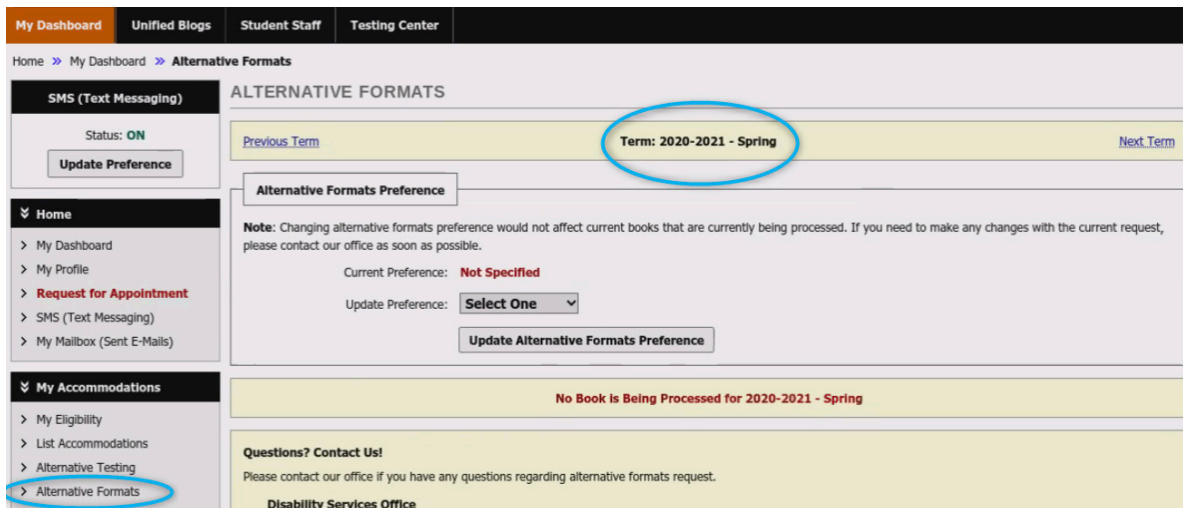


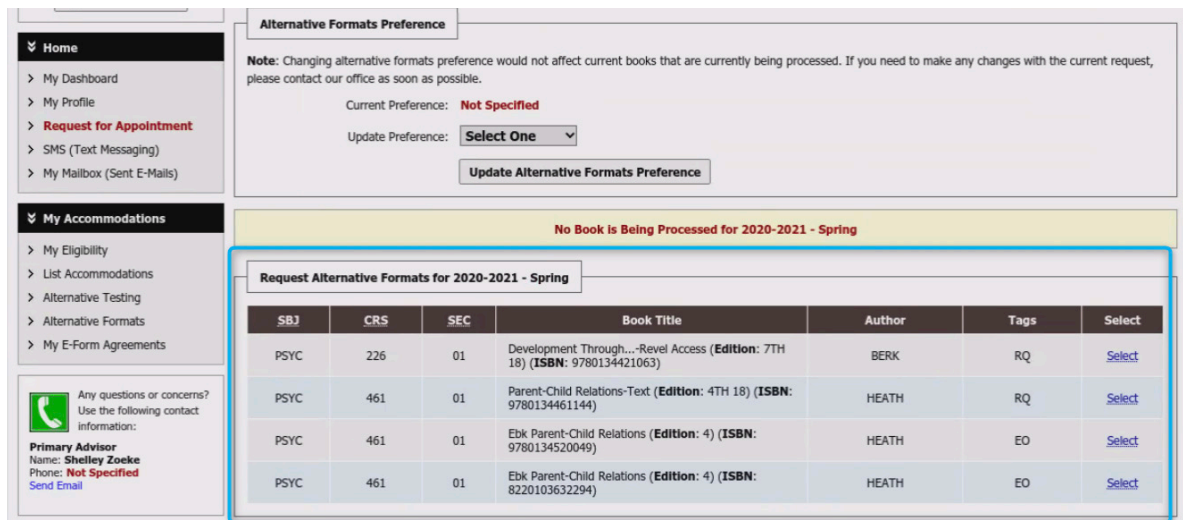
Requesting Alternate-format Textbooks through MyDSO

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 questions about the Agreement (e-form).

1. Log in to the MyDSO Student Portal (rit.edu/disabilityservices/mydso).
2. From the left-hand sidebar, click **Alternate Formats**. Check term (use "Previous Term" or "Next Term" links if necessary to be sure you are requesting textbooks for the appropriate term).



3. A listing of textbooks for each of your classes will be displayed. Some may be listed as required (and will include “RQ” in the Tags column); others may be optional or may be listed in different formats or editions. Your professor and/or the course syllabus can provide further specifics about textbook requirements in each class.



4. Click the blue link **Select** at the far right column to select the book(s) you are requesting.

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns?
Use the following contact information:

Primary Advisor
Name: **Shelley Zoeke**
Phone: **Not Specified**
[Send Email](#)

Important Dates

- > **January 25**
First Day of Classes

LIST BOOKS CURRENTLY BEING PROCESSED FOR 2020-2021 - SPRING

Note: 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.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
PSYC	226	01	Development Through...-Revel Access (ISBN: 9780134421063)		No	Processing

Request Alternative Formats for 2020-2021 - Spring

SBJ	CRS	SEC	Book Title	Author	Tags	Select
PSYC	461	01	Parent-Child Relations-Text (Edition: 4TH 18) (ISBN: 9780134461144)	HEATH	RQ	Select
PSYC	461	01	Ebk Parent-Child Relations (Edition: 4) (ISBN: 9780134520049)	HEATH	EO	Select
PSYC	461	01	Ebk Parent-Child Relations (Edition: 4) (ISBN: 8220103632294)	HEATH	EO	Select

5. Disability Services staff will begin processing your textbook request. **Please note that you will need to provide your receipt (proof of purchase) before the files can be released to you.**

Scroll down the screen below the table listing the textbooks needed for your classes, and you will see an area for uploading your textbook receipt(s). A receipt may include textbooks for more than one class, so check the box to indicate which class(es) are included on your receipt, then click **Choose File** and upload the receipt.

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

File Information

Term: **2020-2021 - Spring**

Select File: **Untitled...nt.docx**

Select Course(s) the receipt is for *

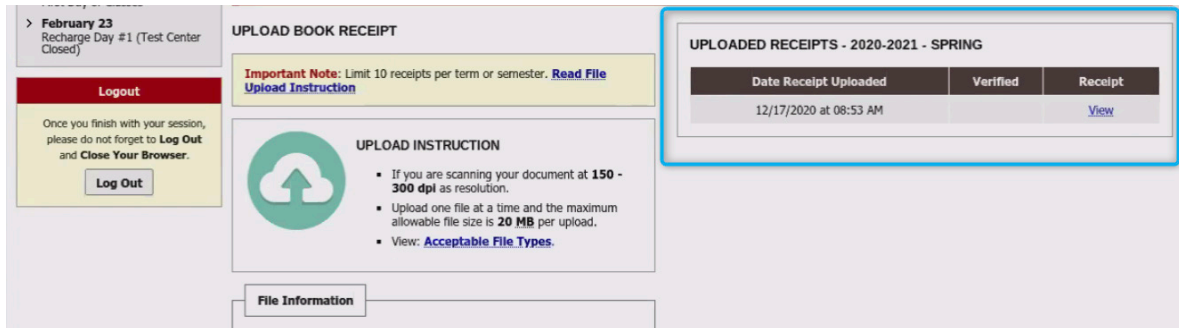
- PSYC 226.01 - Developmental Psychology
- PSYC 412.01 - Bio. Bases of Mental Disorders
- PSYC 461.01 - Social & Emotional Development
- SOIS 333.01 - Wicked Problems

Note:

UPLOADED RECEIPTS - 2020-2021 - SPRING

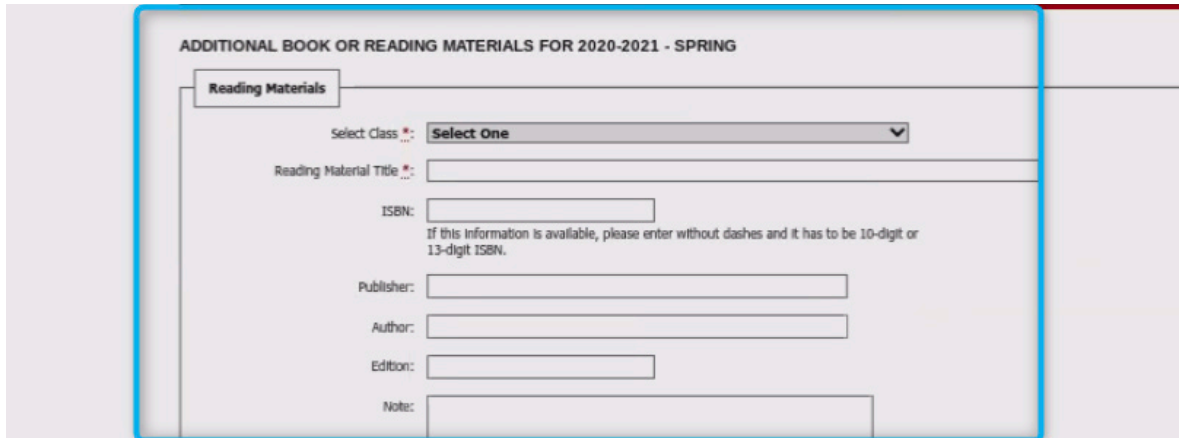
No Receipt Found

6. Verify the receipts that you've uploaded.



7. If the textbook you need was not listed in the table, please fill in as much information as you can in the **Additional Book or Reading Materials** box. Please note that while providing the ISBN number and publisher are not required on this form, the DSO will not have the ability to find accessible versions of these texts without this important information.

After filling in your information, press the **Submit Request** button at the bottom of the form.



8. 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 alternate format and then realize you no longer need a particular textbook (perhaps you've withdrawn from the class, or end up purchasing an e-book), please contact **Disability Services** at dso@rit.edu to cancel your request. Be sure to include the textbook title and class name in your email.

If you have questions about any steps in this process, contact **Disability Services** at dso@rit.edu.