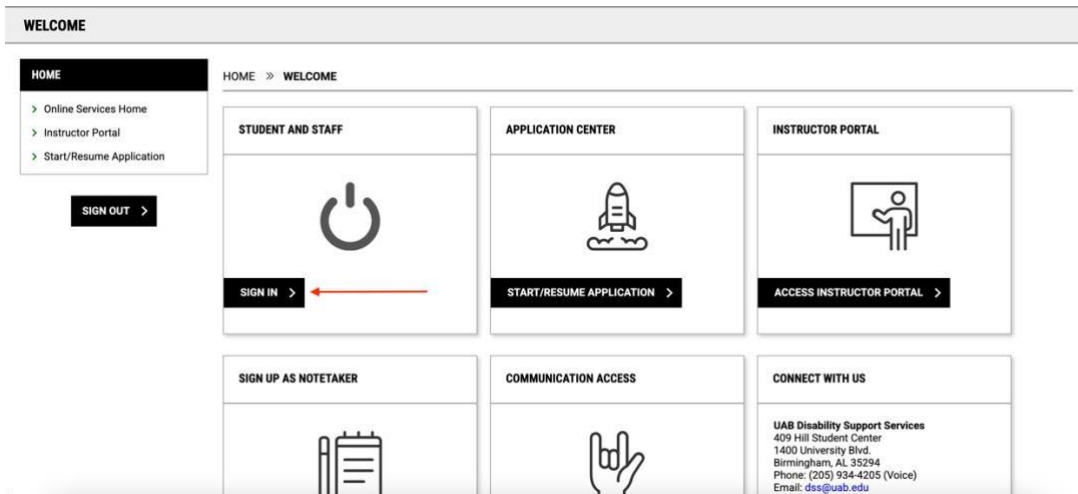
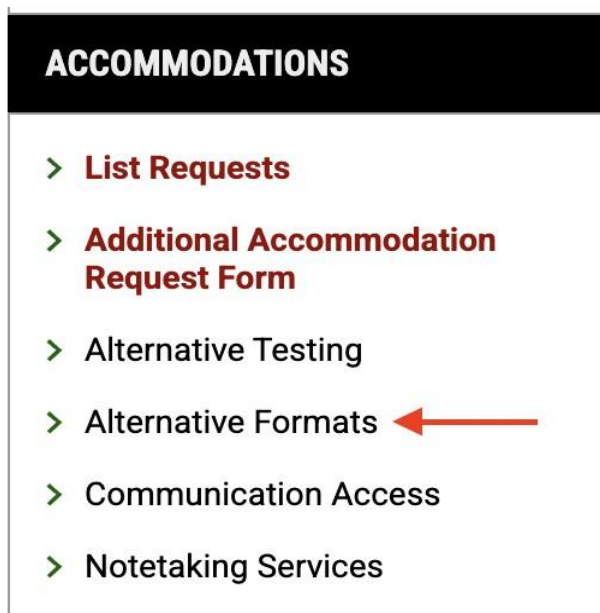


How to request Alternative Formats and Upload Receipts

1. Login to the [DSS Online Portal](#) with your UAB username and password.



2. On the left side of the portal under 'My Accommodations' select 'Alternative Formats'.



3. To Request Alternative Formats for a book, select 'Review Requests or Add Books'. Then, fill out the 'Reading Material' section and select 'Submit Request'.

The screenshot shows a user dashboard for 'ALTERNATIVE FORMATS'. The left sidebar contains links for 'LOGIN AS USER', 'BACK TO MY PROFILE', and a 'MY DASHBOARD' menu with options like Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Documents, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), and My Signup List. The main content area has a breadcrumb trail: 'MY DASHBOARD > ALTERNATIVE FORMATS'. At the top right are tabs for 'OVERVIEW' (selected), 'REQUESTS', and 'UPLOAD RECEIPT'. Below the breadcrumb is an 'IMPORTANT MESSAGE' box. A 'Previous Term' bar shows 'Term: Spring 2025' with 'Next Term' as a link. The 'REQUEST SUMMARY' section is followed by the 'MY REQUESTS' section, which displays a large number '2' for 'Number of Requests without Books' and 'Total Accommodation Request: 0'. A red arrow points to a button labeled 'REVIEW REQUESTS OR ADD BOOKS >'.

The screenshot shows the 'READING MATERIAL' form. The left sidebar has links for 'Alternative Testing', 'Alternative Formats', 'Communication Access', and 'Notetaking Services', along with a 'SIGN OUT >' button. The form fields are: 'Select Class *:' with a dropdown menu showing 'DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)'; 'Reading Material Title *:' with the text 'Blazer Creed'; 'ISBN: ⓘ' with the text '1234'; 'Publisher:' with the text 'UAB'; 'Author:' with the text 'UAB'; 'Edition:' with the text '1'; and 'Note:' with a large text area.

4. To upload a receipt (in order to provide evidence, you have purchased the book), please select 'Upload Receipt' in the upper right corner of the 'Alternative Format' Section.
- Fill out the 'Receipt Detail' section by uploading the receipt and selecting the class the book corresponds to. Select 'Upload Receipt'.

- Once the receipt has been uploaded you will be able to see the receipt in the 'Uploaded Receipts' section.

- > Equipment
- > Information Release Consents
- > **Login and Security**
- > **My Appointments**
- > My Documents
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List
- ACCOMMODATIONS**
- > **List Requests**
- > **Additional Accommodation Request Form**
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Notetaking Services

RECEIPT POLICY

Our system limits of up to 10 receipts per term or semester.

Reference (P/G) ID: 12.

RECEIPT DETAIL

Select File * : ⓘ

Choose File
No file chosen

Select Courses the receipt is for * :

Hint: You are required to make a minimum of 1 selections.

☒ DEMO 1234.DEMO - Blaze Way - Demo

☐ SOM 1.1 - Block 1

Note:

- If an alternative format is no longer needed for a course, please select 'Cancel Request'; under the 'List Requests for Alternative Formats' section.

LIST REQUESTS FOR ALTERNATIVE FORMATS						
CRN	Subject	Course	Section	Course Title	Created On	Status
1	SOM	1	1	Block 1	04/17/2025	Cancel Request
1234	DEMO	1234	DEMO	Blaze Way - Demo	04/17/2025	Cancel Request ←