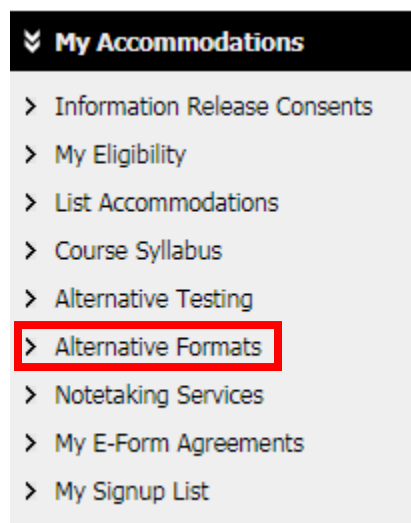


# How to request Alternative Formats and Upload Receipts

1. Select the “DSS Student Portal Login” button on the DSS webpage. This will bring you to the DSS Database where you will use your UAB username and password to sign in.



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



3. To Request Alternative Formats for a book fill out the “Reading Materials” Section and select “Submit Request.”

**ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2018**

**Reading Materials**

Select Class\*:

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:

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

**Submit Request**

4. To upload a receipt (in order to provide evidence you have purchased the book) fill out the “File Information” section by uploading the receipt and selecting the class the book corresponds to. Select “Upload Receipt.”

**UPLOAD BOOK RECEIPT**

**Important Note:** Limit 5 receipts per term or semester.  
[Read File Upload Instruction](#)

**File Information**

Term: **Fall 2018**

Select File: Choose File **No file chosen**

**Select Course(s) the receipt is for\*:**

CHHS 402.QL - Mental Health and Stress Mgt

CHHS 426.2E - Wellness Promotion Peer Educ I

EDF 362.7P - Fnd of Edu I: Soc, Hist, Phil

PY 335.2D - Motivation and Emotion

PY 412.2B - Social Development

Note:

Upload Receipt

5. Once the Receipt has been uploaded you will be able to see the receipt in the “Uploaded Receipts” section.

**UPLOADED RECEIPTS - FALL 2018**

Date Receipt Uploaded	Verified	Receipt
06/04/2018 at 04:29 PM		<a href="#">View</a>
05/30/2018 at 09:00 AM		<a href="#">View</a>