# Alternative Format Request Process in AIM

First: Request your Accommodations

Students who have officially registered with the Office of Disability Services (ODS) and who need academic accommodations or auxiliary aids should request their accommodation letters each semester. To request their accommodation letter, students will need to complete the following process:

1. Log into the [Accessible Information Management (AIM) database](#) using your TXST NetID and password.

2. When you log into the database for the first time, you will be required to electronically sign some agreements. All students will be asked to acknowledge the "Disclosure of Student Information" and "Rights and Responsibilities" agreements. Other agreements are policies or procedures specific to students' accommodation needs. In most cases, students will only have to acknowledge the agreements once; however, students may have to acknowledge certain agreements each semester.

3. On the left side of the webpage under **"My Accommodations,"** select **"List Accommodations."**
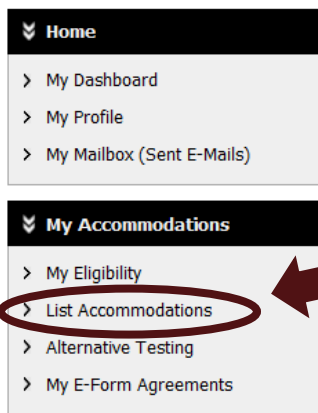
4. From **"Select Accommodations for Your Classes"**, review the Important Note and proceed to **"Step 1: Select Class(es)."**

5. Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.

6. Select **"Step 2 - Continue to Customize Your Accommodations."**

7. Review each of your indicated courses and **"Select Accommodation(s) for [course]"** by checking the corresponding box next to the accommodations you are requesting. **Please Note:** In order for you to submit a request for an alternative format, you must first select the E-Text accommodation.

8. Select "**Submit Your Accommodation Requests.**"

Second: Request your Alternative Formats

1. On the left side of the webpage under **"My Accommodations,"** select **"Alternative Formats."**

2. Complete and submit the **Reading Materials Form** located on the Alternative Formats tab. This form must be submitted for each text needed.

   a. If you are requesting a textbook, it is vital that you include the title, ISBN, publisher, author, and edition. Students can find this information from the Texas State University Bookstore or on the course syllabus.

   b. If you are requesting any additional reading materials (e.g., handouts, articles, etc.), then you only need to include the **Class** and **Reading Material Title**.

Reading Materials

Select Class *: [Select One ▾]

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.**

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3. Select "**Submit Request.**"

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. The next page will allow you to upload any additional reading materials you wish for the ODS to convert. Provide the name of the document, attach the document, and identify the due date by which you need it.

File Information

Book Title: **Course Packet**

Document Title *: [ ]

Select File: [Browse...] **No file selected.**

Due Date *: [ ] 📅
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Notes: [ ]

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5. Select "**Upload Document (Additional Reading Material)."**

Notes:

Upload Document (Additional Reading Material)

6. Once you have the receipts for any textbooks, return to the **"Alternative Formats"** tab.

7. Select the receipt file, identify the course the receipt is for, and then select **"Upload Receipt."**

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. **Read File Upload Instruction**

File Information

Term: **Fall 2021**

Select File: | Browse... | **No file selected.**

Select Course(s) the receipt is for *

☐ AIM 101.001 - TESTING OUT THE TESTING MODULE

☐ TEST 100.001 - Test Course

Note:

| Upload Receipt |