

Ordering Digital Copies of Books for Kurzweil

If you have been approved to use Kurzweil software to access your textbooks through the Office of Disability Services (ODS), **you are responsible for the following tasks:**

- Purchasing a hard copy of your required course text books
- Completing an Alternative Format textbook request under the Accommodation tab in the *Accommodate* system
- Supplying ODS with a proof of purchase for each of your textbooks via a receipt upload with your Alternative Format textbook request in *Accommodate*

Instructions for Ordering Books to Use with Kurzweil

Please use the following steps and instructions to request a digital copy of your textbooks from ODS:

STEP 1

Before logging in to *Accommodate* to complete your Alternative Format Textbook request, you must first gather the following required information to complete your request:

- The title of the book
- The author of the book
- The publisher of the book
- The ISBN number (International Standard Book Number). This is typically a 13-digit number that identifies a book found on the copyright page or on the back cover of the book near the publisher's barcode. Newer ISBN numbers begin with "978"
- The price of the book
- The CRN for the course, listed on your concise schedule
- A receipt or proof of purchase for the textbook, in a format that you can upload online with your request (digital image, scan, etc.)

If you have a physical copy of your textbook, go to Step 2 (Complete an Alternative Format textbook request in *Accommodate*) on the next page of this document.

If you do not have a physical copy of the book, please follow the *Instructions to Find Books on the SGA Bookstore Website* (on the next page).

To find out what books to purchase for your classes, ODS recommends that you check D2L for each course syllabus to obtain that information and/or email the professor to find out if there is a required textbook for the course. If that information is not available or provided, you can look for textbooks on the SGA Bookstore website using the *Instructions to Find Books on the SGA Bookstore Website* (on the next page).

PLEASE NOTE: *Completing this task does not mean that you must order your books from the SGA Bookstore. This is just a step to assist you in finding the book information that you need to complete your Alternative Format textbook request.*

Instructions to Find Books on the SGA Bookstore Website

1. Locate the SGA Bookstore on the SRU website or go directly to www.sgabookstore.com.
2. Choose **Textbooks** at the top of the page then **Order Textbooks** from the drop-down menu.
3. Read and agree to the terms listed by clicking on the checkbox at the bottom of the page.
4. Choose the appropriate course term and a list of departments will appear. Choose the correct department and section of the class, as listed on your concise schedule.
5. Choose the correct professor and that course will be added to your schedule on the right. Continue to complete this task until all of your courses are added.
6. Once all of your classes have been added, click **Find Books**. This will bring up a screen with all of the required books for your class and it will include all of the information needed to complete the Alternative Format textbook request.
7. If this screen does not include a textbook for the course, keep an eye on D2L for the course syllabus, continue to try to reach the professor, or wait until your first class session to find out the details of the textbook.
8. If the screen includes a textbook for the course, go to #2 below.

STEP 2

Complete an Alternative Format textbook request in *Accommodate* by doing the following:

1. Log in to *Accommodate* using the *How to Log in to Accommodate* instructions.
2. Click on the **Accommodation** tab in the sidebar and then select **Alternative Format** from the submenu.
3. Click on **Current** and **Student Entered**.
4. Click on **Upload Document for Alternative Format Request**.
5. Complete the form which appears. All fields are required to submit.
6. To request multiple textbooks at one time, click on the **Request Additional Alternative Format** button before submitting your request.
7. Click the **Submit** button when you have completed your request. You can also save your work by clicking the **Save** button which will allow you to come back at a later time.
8. Check back under the Alternative Format subtab for updates on your request. You can also call, email, or visit ODS to obtain the status of your text.
9. Once you have learned that ODS has your requested textbook, please visit ODS with a flash drive to easily get a copy of your textbook to upload and access in Kurzweil. Instructions on how to upload and access your digital textbook can be found under **Resources** in *Accommodate*.

If you need assistance with completing this process or you would like to schedule an appointment, please contact ODS by calling our office at (724) 738-4877 or emailing disabilityservices@sru.edu.