ORDERING DIGITAL COPIES OF TEXT BOOKS FOR KURZWEIL

If you have been approved to use Kurzweil software to access your text books 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 a text book order using the Accommodate Text Book Order survey to request a digital copy of each of your text books
- Supplying ODS with proof of purchase of your text books via a receipt or the physical book before ODS can provide you with a digital copy

Instructions for Ordering Books to Use with Kurzweil

Please use the following instructions to request a digital copy of your text books from ODS:

1. **Before logging in to Accommodate to compete a Text Book Survey, we recommend that you first gather the required information to complete the text book request. You will need the following information:**
   
   - The title of the book
   - The author of the book
   - The book publisher can be found in one of several locations. It can be found at the bottom of the title page under the title and author of the book usually with a logo, on the copyright page, on the back of the book, or in the acknowledgements.
   - The ISBN number or International Standard Book Number is a 10-digit or 13-digit number that identifies a book. You can find the ISBN number on the copyright page or on the back cover of the book near the publisher’s barcode. Newer barcodes begin with the numbers “978” and newer ISBN numbers are 13-digits.
   - The price of the book
   - The class that the book is for
   - The CRN number for the course, listed on your concise schedule
   - A receipt or proof of purchase for the text book

**If you already have a physical copy of your text book**, go to #2 (Completing a Text Book Order in Accommodate)

**If you do not have the physical copy of the book**, you can still complete a text book order through ODS but the digital copy cannot be provided to you until you provide proof of purchase or a receipt.

To find out what books to purchase for your classes, you can first look for the text books on the SGA Bookstore website. To do this use the following steps:
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 Accommodate Text Book Order.

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 the information needed to complete the text book order for a digital copy.

   a. If this screen does not include a text book for the course, you can:
      i. Log in to D2L (Desire to Learn) to locate the syllabus for the course and look for the text book needed for the course.
      ii. Email the professor to ask if there is a required text book for the course

   PLEASE NOTE: If you are able to gather this information, search for the book on Amazon.com to locate the required information to complete a text book order in Accommodate.

   b. If the screen includes a text book for the course, go to #2 below.

2. Complete a Text Book Order in Accommodate by doing the following:
   • Log into Accommodate
   • Input your SRU email and password
   • Click on the “Text Book Order for Kurzweil Users ONLY” link under the SHORTCUTS section of your home screen
   • Follow the prompts to input the information followed by clicking submit.

   PLEASE NOTE: You can order up to 9 books in a single text book order. Or, you can complete the text book survey as many times as you need to ensure that all of your books are ordered. For example, if you have purchased 2 book and are waiting on 2 more books to arrive, you can complete an order for the books you have on hand and another order when the other books arrive.

If you need assistance with completing the text book ordering process or you would like to schedule an appointment, please contact the Office of Disability Services by:
   • Visiting our office at 105 University Union during our regular business hours (Monday through Friday from 8:00 AM to 4:30 PM)
   • Calling our office at (724) 738-4877
   • Emailing disabilityservices@sru.edu