

Alternative Formats

- Only students currently enrolled at Austin Peay State University and registered with the Office of Disability Services who have Alternative Formats listed as a accommodations may request books
- The Book in Alternate Format program is for use in connection with a course in which the student is currently registered.
- All students enrolled in the program are responsible for purchasing a copy of the textbook.
- Books in Alternate Format are solely for educational purposes.
- Students are not permitted to copy, duplicate, or distribute any books requested through the Alternate Format program for monetary gain or any other purpose, in compliance with the Copyright Revision Act of 1976.
- Any violation of the above agreement may be considered a violation of the University's Code of Conduct and may result in penalties. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other monies to the copyright holder, and/or incarceration.

Instructions

1. To Request Alternative Formats, login to the Disability Services accommodations portal.
2. Type the URL - teton.accessiblelearning.com/APSU/Default.aspx

3. Once at the login screen
4. Type your username
5. Password
6. Click - sign in

7. You will be taken to your accommodations portal dashboard.

8. Scroll down to the tab labeled - Alternative Formats

9. Under the section labeled Alternative Formats Preference

10. Select your formats preference from the drop down menu

11. Scroll down to the area labeled - Reading Materials

12. Select the Class from the drop down menu that you are requesting a book for

13. Type Reading Material Title
14. Enter the ISBN
15. If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

16. Enter the Publisher:
17. Author:
18. Edition:

19. Click the Submit request button

20. Under the section labeled (Books Currently Being Processed)

21. You should see the book you just requested and the book's status

22. Repeat until you have requested all required books .

23. Inform ODS immediately if there are any problems with the alternative formats provided.