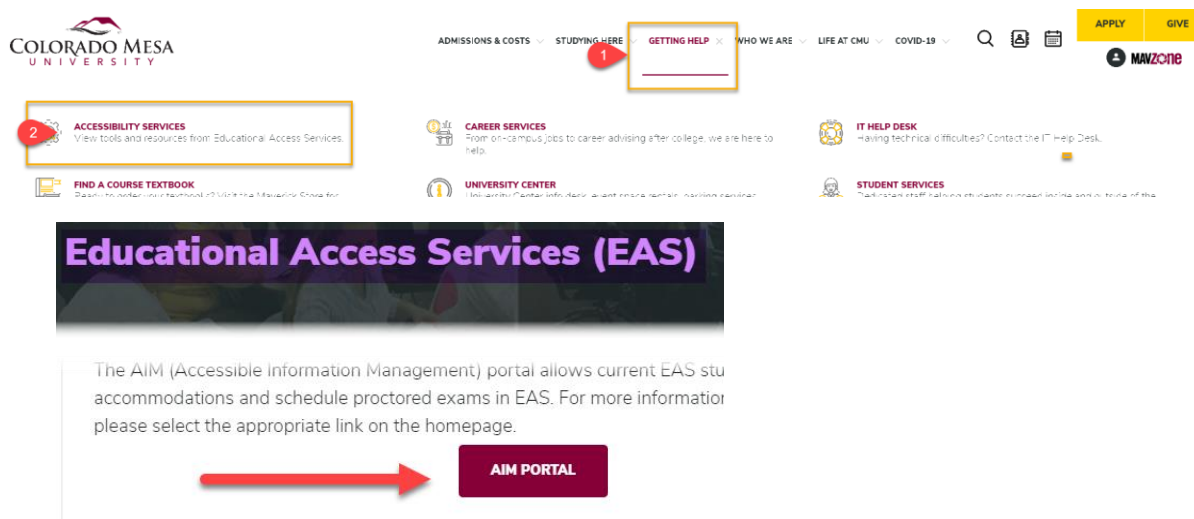


How to Request Alternate Format Textbooks and Materials

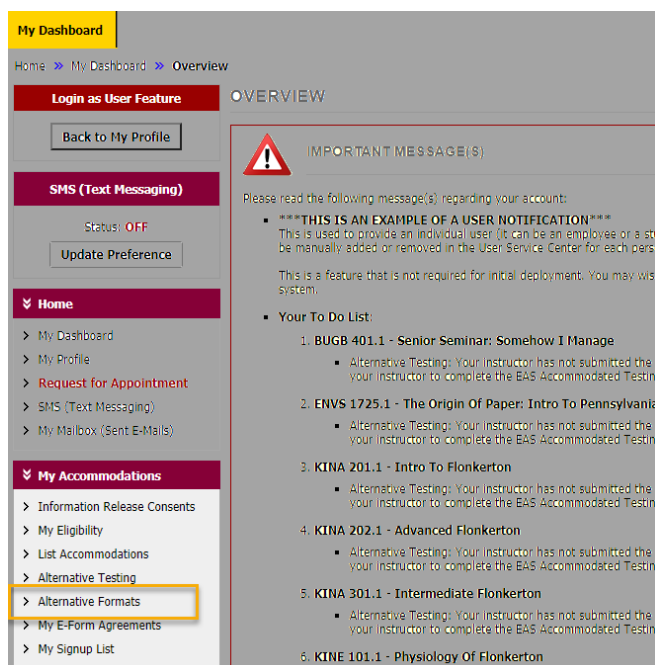
Quick Guide

Sign in to the [AIM Portal](#)

1. Navigate to the AIM Portal from the CMU website: (1) Click “Getting Help” tab and (2) “Accessibility Services” option. This will direct you to the EAS webpage. Then click the red AIM Portal Button. You might be prompted to sign in, use your MavZone username and password



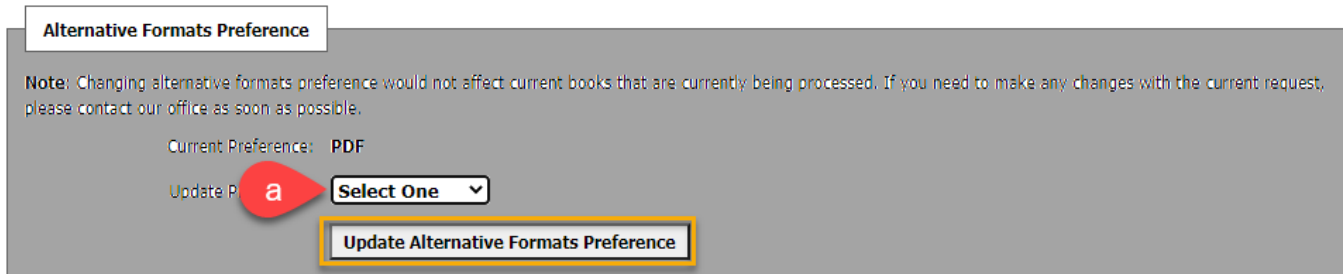
2. The AIM Portal will open to your Overview page. Navigate down the left-side panel menus. In “My Accommodations,” select “Alternative Book Formats.”



Alternative Book Formats page

Here you can set your format preference, upload receipts, request textbooks and materials, and download or check the status of a requested book.

- Set your format preference. In the Alternative Book Formats Preference box use the carrot menu (a) to select PDF, Word doc, or Braille. Click the update button to save changes.



Alternative Formats Preference

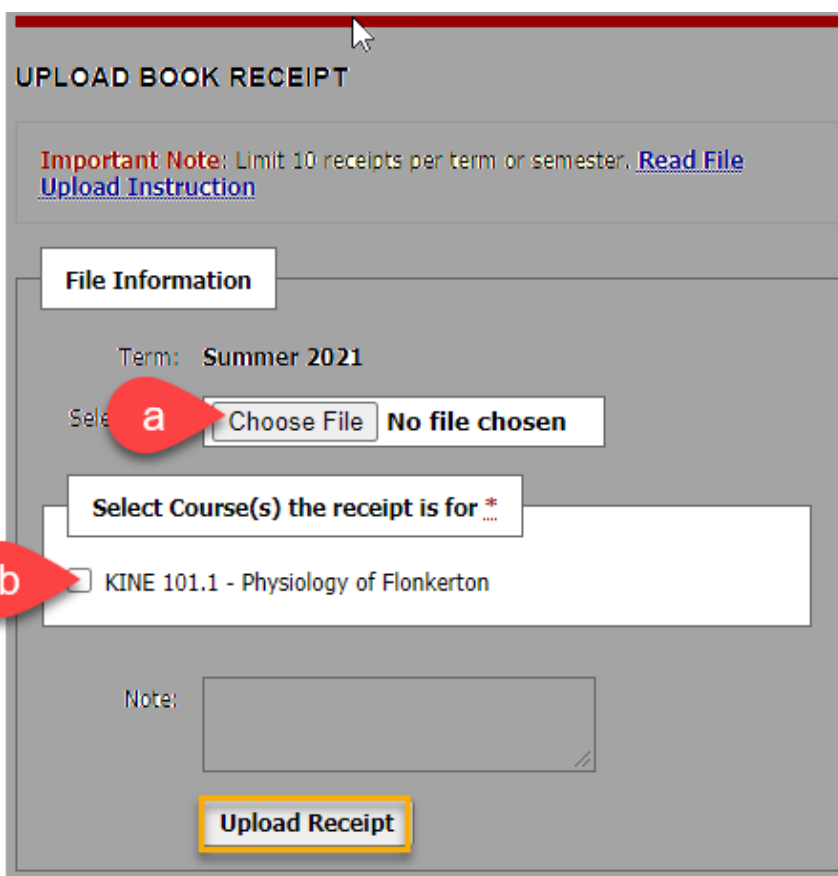
Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: PDF

Update Preference: **a** Select One

Update Alternative Formats Preference

- Upload receipts. In the Upload Book Receipt section you can (a) upload digital copies of the proof of purchase or rental agreements for the book(s) you're requesting. If you only have a paper copy, simply snap/scan a picture then upload as a .jpg or .pdf file; (b) indicate the class(es) the requested book's receipt is for; and click "Upload Receipt" button.



UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

File Information

Term: Summer 2021

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

Select Course(s) the receipt is for *

b ☐ KINE 101.1 - Physiology of Flonkerton

Note:

Upload Receipt

- Request textbooks/materials. Use the Additional Book or Reading Materials form to request textbooks. Please provide the following information: (a) the class this book is for, (b) the book title, (c) the ISBN, (d) author(s) of the book, (e) the edition of the book, and then click the “Submit Request” button.

ADDITIONAL BOOK OR READING MATERIALS FOR SUMMER 2021

Reading Materials

(a) Select Class * : **Select One** ▼

(b) Reading Material Title * :

(c) ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

(d) Author:

(e) 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

- Download or check on the status of requested textbook and material files. Once you have submitted a request the status bar will appear. It lists the details of your request (a & b) and provides a progress description (c). When the files are complete and ready for download, a “Download Book” button will appear. Click it to receive and save the file.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2021

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
(a) KINE	101	1	(b) Flonkerton! (ISBN: 9780131561234)	PDF	Yes	(c) Completed Previous Version Available PUB RCP [Custom - Not Listed] Download Book

Questions?

Contact EAS at 970-248-1856 or easbooks@coloradomesa.edu