

# Request Alternative Format Textbooks in AIM Platform

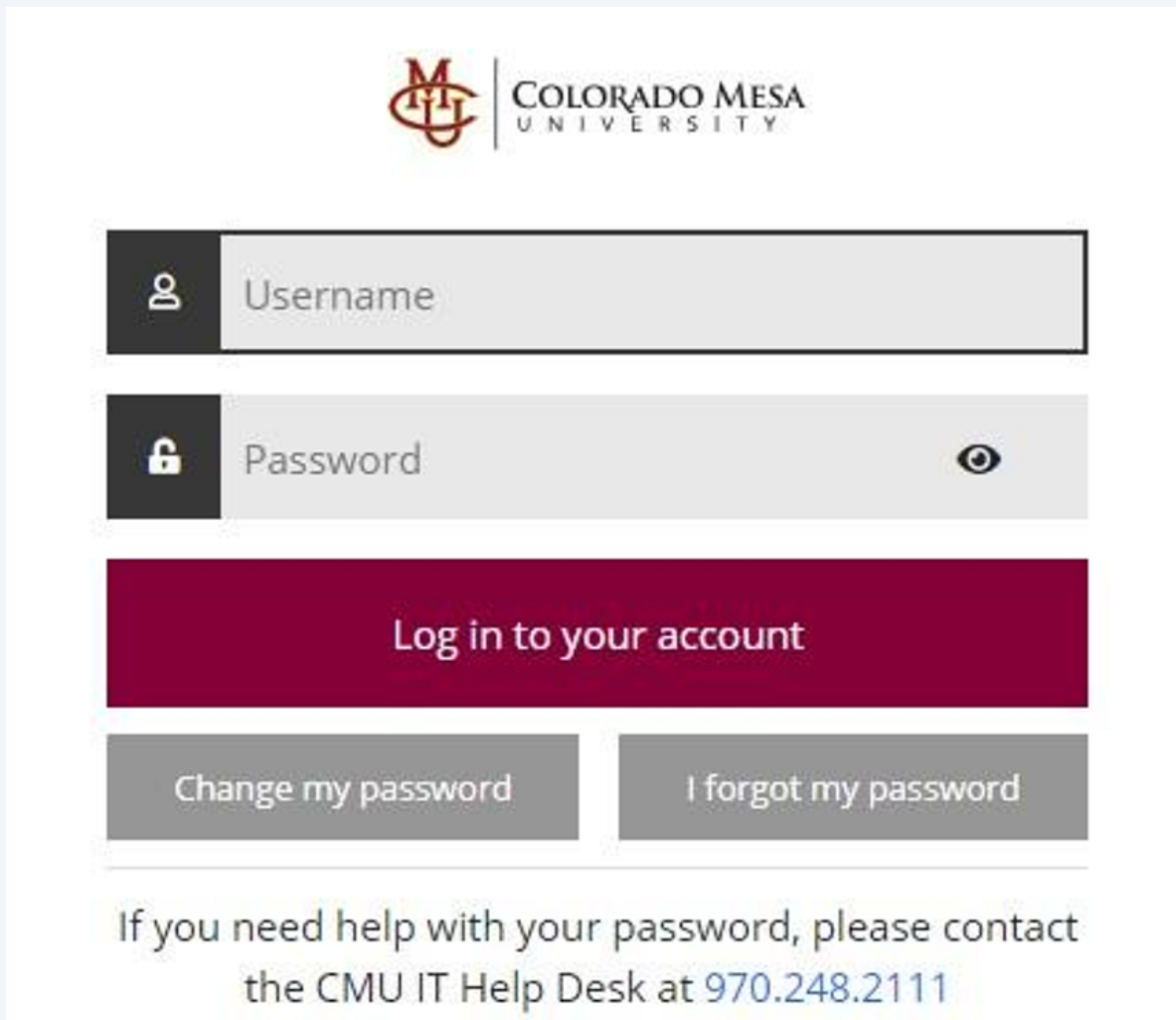
How to upload proof of purchase for textbooks, request alternative formats, and download completed digital textbook files.



1 Navigate to [AIM Portal](#)

**You might be asked to sign in - use your MAVzone username and password.**

Please Read and Sign any Accommodation Use Agreements when prompted.



The screenshot shows the login interface for Colorado Mesa University. At the top, the university's logo and name are displayed. Below the logo are two input fields: 'Username' and 'Password'. The 'Password' field includes a toggle icon for visibility. A prominent red button labeled 'Log in to your account' is positioned below the input fields. Underneath the login button are two smaller grey buttons: 'Change my password' and 'I forgot my password'. At the bottom of the form, there is a text prompt: 'If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111'.

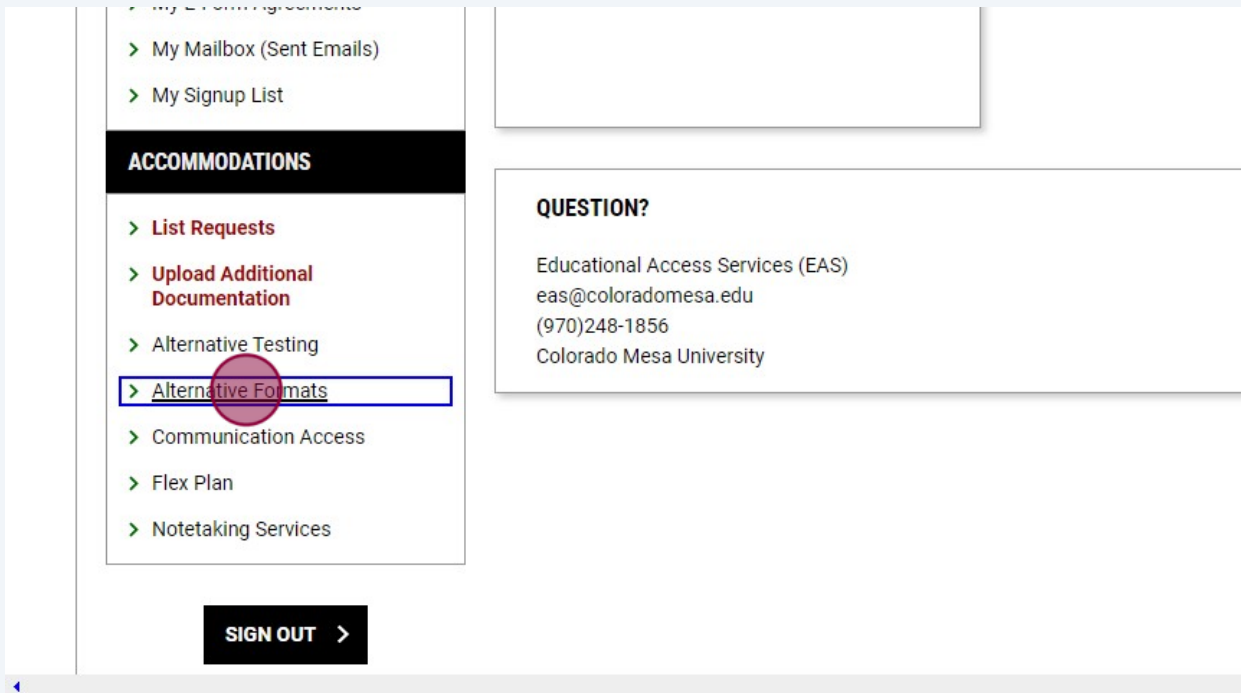
970-248-1856

**Educational Access Services**

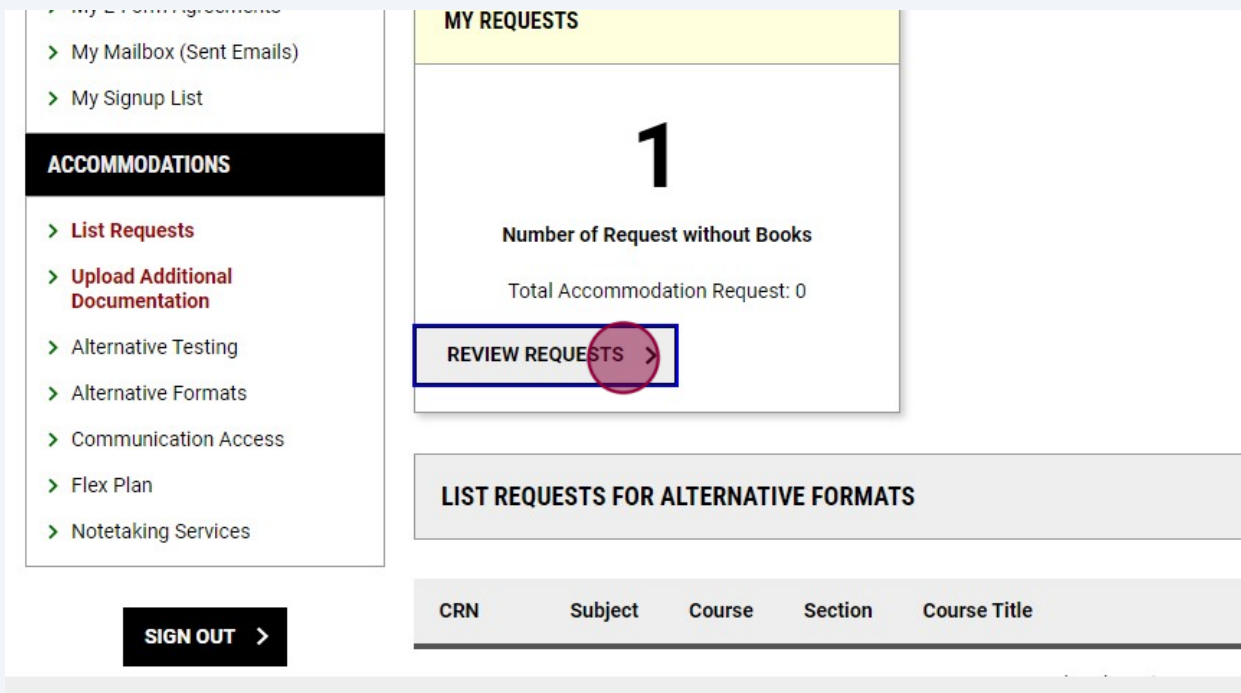
eas@coloradomesa.edu

Houston Hall 108

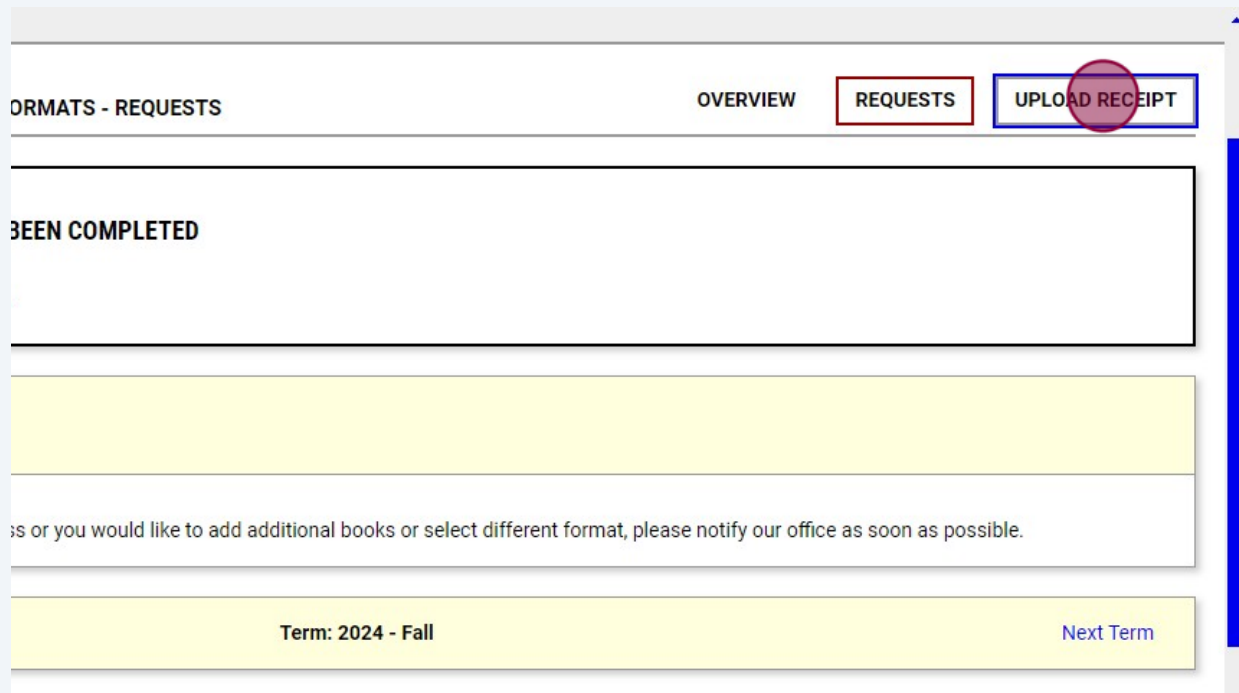
2 Click "Alternative Formats" on the left menu



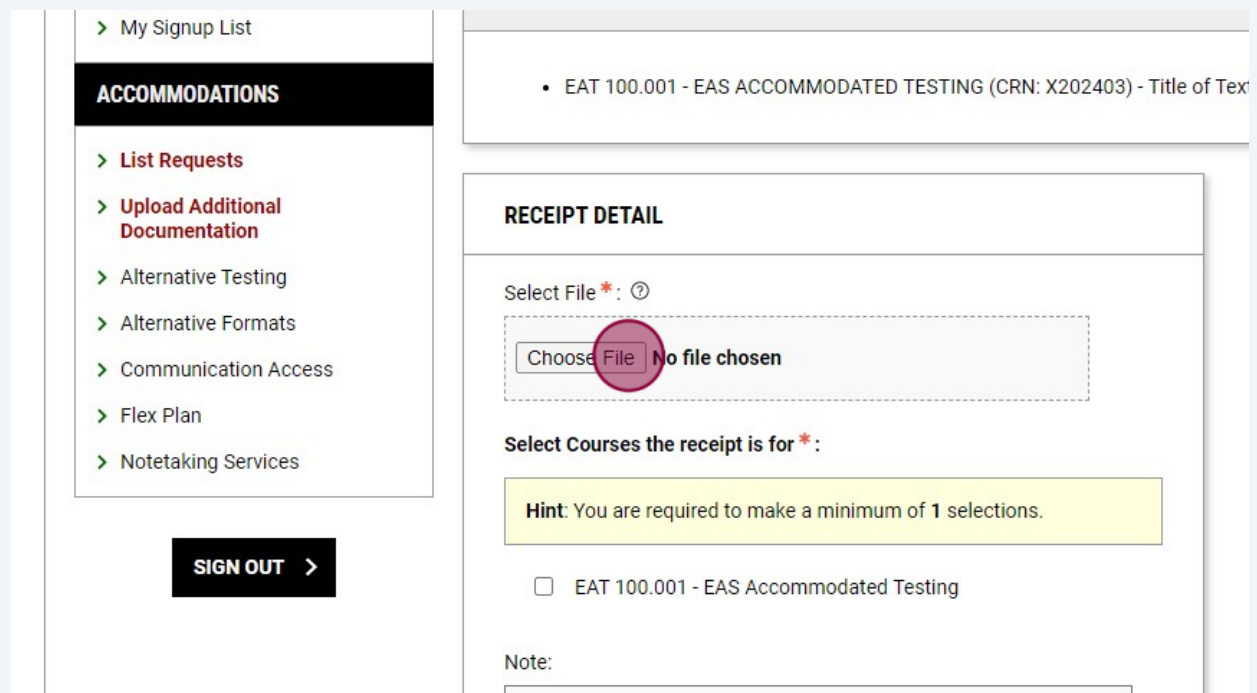
3 Click "REVIEW REQUESTS" under 'My Requests'



4 Click "UPLOAD RECEIPT" in the top menu bar.



5 Click the "Choose File" to select the proof of purchase document/picture to upload.



6

Click the box next to each course the uploaded receipt has a textbook purchased for.

Documentation

Alternative Testing

Alternative Formats

Communication Access

Flex Plan

Notetaking Services

SIGN OUT >

Select File \* : ?

Choose File AIM Send Accommodations QR.png

Select Courses the receipt is for \* :

Hint: You are required to make a minimum of 1 selections.

EAT 100.001 - EAS Accommodated Testing

Note:

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Click "UPLOAD RECEIPT"

Communication Access

> Flex Plan

> Notetaking Services

SIGN OUT >

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

QUESTION?

Educational Access Services

## 8 Click "Alternative Formats"

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: My E-Form Agreements, My Mailbox (Sent Emails), My Signup List, ACCOMMODATIONS (highlighted in black), List Requests, Upload Additional Documentation, Alternative Testing, Alternative Formats (highlighted with a blue box and a red circle), Communication Access, Flex Plan, and Notetaking Services. At the bottom of the sidebar is a black button labeled 'SIGN OUT >'. The main content area has a yellow header with the text: 'Our system limits of up to 10 receipts per term or semester. Reference (P/G) ID: 12.' Below this is a section titled 'RECEIPT DETAIL'. It contains a 'Select File \*' field with a 'Choose File' button and the text 'No file chosen'. Below that is a 'Select Courses the receipt is for \*' section with a yellow hint box: 'Hint: You are required to make a minimum of 1 selections.' and a checkbox labeled 'EAT 100.001 - EAS Accommodated Testing'.

## 9 Click "REQUESTS"

The screenshot shows a web application interface. At the top is a dark red navigation bar with 'HELP' and 'SIGN OUT' links. Below the navigation bar is a large white area. In the middle, there is a navigation bar with three tabs: 'OVERVIEW', 'REQUESTS' (highlighted with a blue box and a red circle), and 'UPLOAD RECEIPT'. Below the tabs is a large yellow area. At the bottom, there is a yellow bar with the text 'Term: 2024 - Fall' and a link labeled 'Next Term'.

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Select the Class you are requesting a digital textbook for from the dropdown under 'Reading Material'.

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**ENTER BOOK OR READING MATERIALS FOR 2024 - FALL**

**READING MATERIAL**

Select Class\* :

Select One

Reading Material Title\* :

ISBN: ⓘ

Publisher:

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Add your textbook title under the "Reading Material Title" field.

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**OUT >**

**ENTER BOOK OR READING MATERIALS FOR 2024 - FALL**

**READING MATERIAL**

Select Class\* :

EAT 100.001 - EAS ACCOMMODATED TESTING (C

Reading Material Title\* :

ISBN: ⓘ

Publisher:

Author:

12 Add the 13-digit ISBN number beginning with 978 in the "ISBN:" field.

The screenshot shows a user interface with a sidebar on the left and a main form area on the right. The sidebar contains a menu with the following items: "My Signup List", "ACCOMMODATIONS" (highlighted in black), "List Requests", "Upload Additional Documentation", "Alternative Testing", "Alternative Formats", "Communication Access", "Flex Plan", and "Notetaking Services". At the bottom of the sidebar is a "SIGN OUT >" button. The main form area contains the following fields: "Select Class \*:" with a dropdown menu showing "EAT 100.001 - EAS ACCOMMODATED TESTING (C)", "Reading Material Title \*:" with a text input field containing "Title of Textbook", "ISBN: ⓘ" with a text input field containing a vertical bar, "Publisher:" with a text input field, "Author:" with a text input field, and "Edition:" with a text input field. A red circle highlights the ISBN input field, and a blue rectangle highlights the text within it.

13 Add the Publisher name, if known, in the "Publisher:" field.

The screenshot shows the same user interface as in the previous image, but with the "ISBN:" field now containing the text "13 digit ISBN". The "Publisher:" field is now highlighted with a blue rectangle, and a red circle highlights the text within it. The rest of the form, including the sidebar and other fields, remains the same.

14 Add the Author(s) name, if known, in the "Author:" field.

The screenshot shows a form with a left sidebar and a main content area. The sidebar has a 'Documentation' section with links: '> Alternative Testing', '> Alternative Formats', '> Communication Access', '> Flex Plan', and '> Notetaking Services'. Below these is a black button with 'SIGN OUT >'. The main content area has several fields: 'Title of Textbook', 'ISBN: ?' with a '13 digit ISBN' input, 'Publisher:' with a 'Publisher if known' input, 'Author:' with a highlighted 'Author is known' input, 'Edition:' with an 'Edition' input, and 'Note:' with a large empty text area.

15 Add the Edition of the book, when applicable, in the "Edition:" field.

This screenshot is identical to the one above, but the 'Edition:' field is highlighted with a blue border and a red circle. The text 'Edition' is visible in the input field.



16

You may choose to add any additional information regarding the book or your request in the the "Note:" field.

A screenshot of a web form. On the left side, there is a black button with the text "SIGN OUT" and a right-pointing chevron. The main form area contains three input fields: "Author:" with a sub-label "Author if known", "Edition:" with a sub-label "Edition if applicable", and "Note:" with a large text area. A red circle highlights the "Note:" field. Below the form is a yellow bar with the text "FORM SUBMISSION".

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Click "SUBMIT REQUEST"

A screenshot of a web form. The form contains two input fields: "Edition if applicable" and "Note:" with a sub-label "Other details if necessary". A red circle highlights the "SUBMIT REQUEST" button at the bottom of the form. Below the form is a yellow bar with the text "FORM SUBMISSION".

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When your request has been **completed** you will be notified by email and you can return to the Alternative Formats page and "Download" your digital book.

The screenshot shows a user interface with a navigation menu on the left and a main content area on the right. The navigation menu includes items like Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox (Sent Emails), My Signup List, and List Requests. The main content area has a 'Previous Term' button, a 'Records Found: 1 (Showing: 1 - 1)' indicator, and a table with columns for Download, Action, Availability, Format, and CRN. A red circle highlights the 'Download' button in the table row. Below the table is a search bar with the text 'ENTER BOOK OR READING MATERIALS FOR 2024 - FALL'.

Download	Action	Availability	Format	CRN
<a href="#">Download</a>		4 - Online Version Accessible		X20240