

Request Alternative Format Textbooks in AIM Platform

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

Navigate to AIM's Alternative Format

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 on the AIM dashboard.

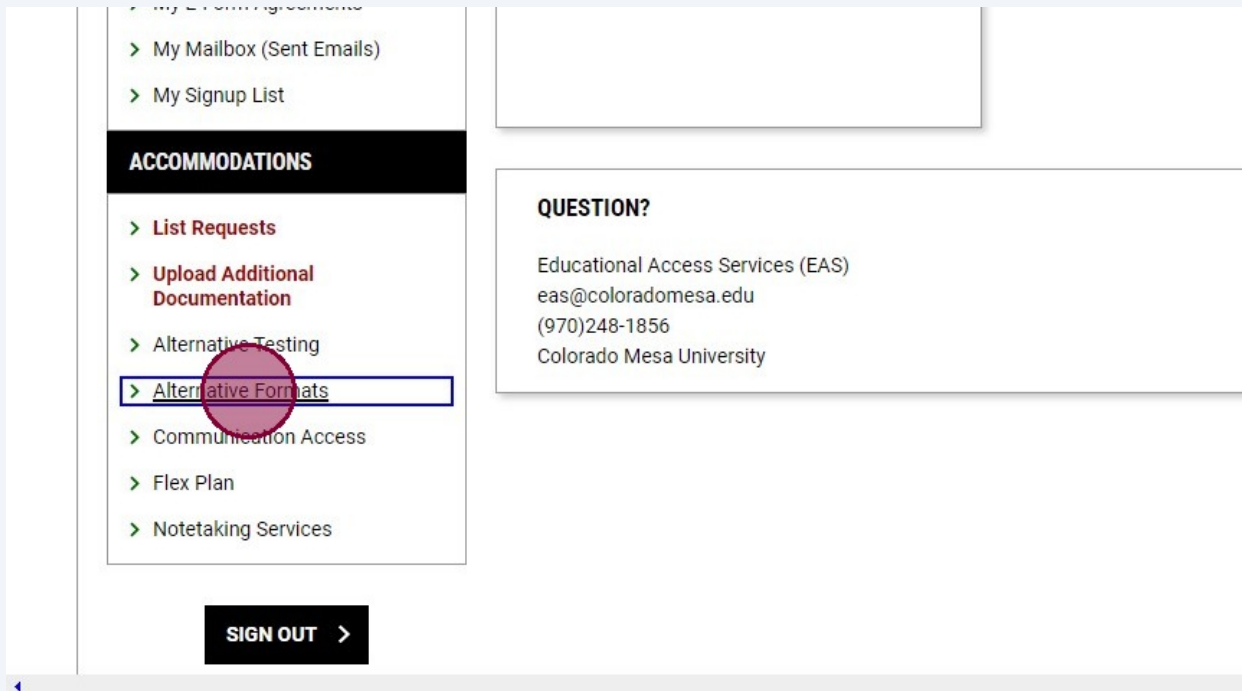
 COLORADO MESA UNIVERSITY

[Log in to your account](#)

[Change my password](#) [I forgot my password](#)

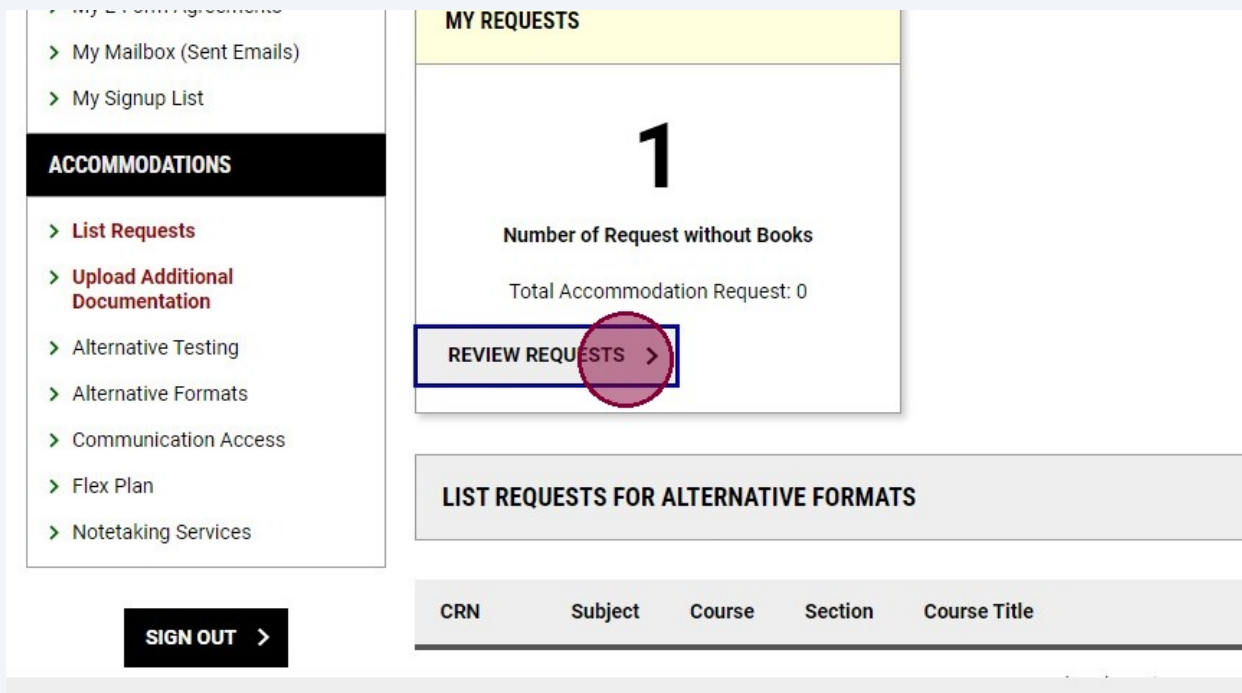
If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111

2 Click "Alternative Formats" on the left menu

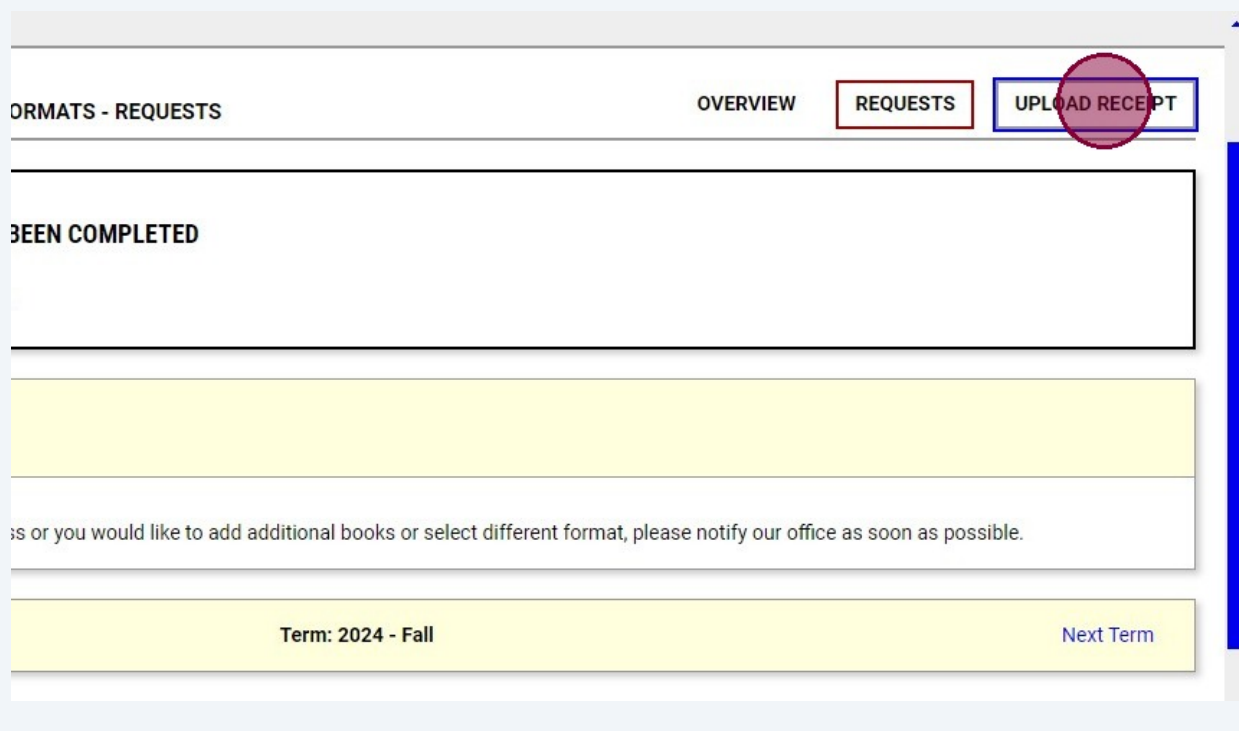


Proof of Purchase

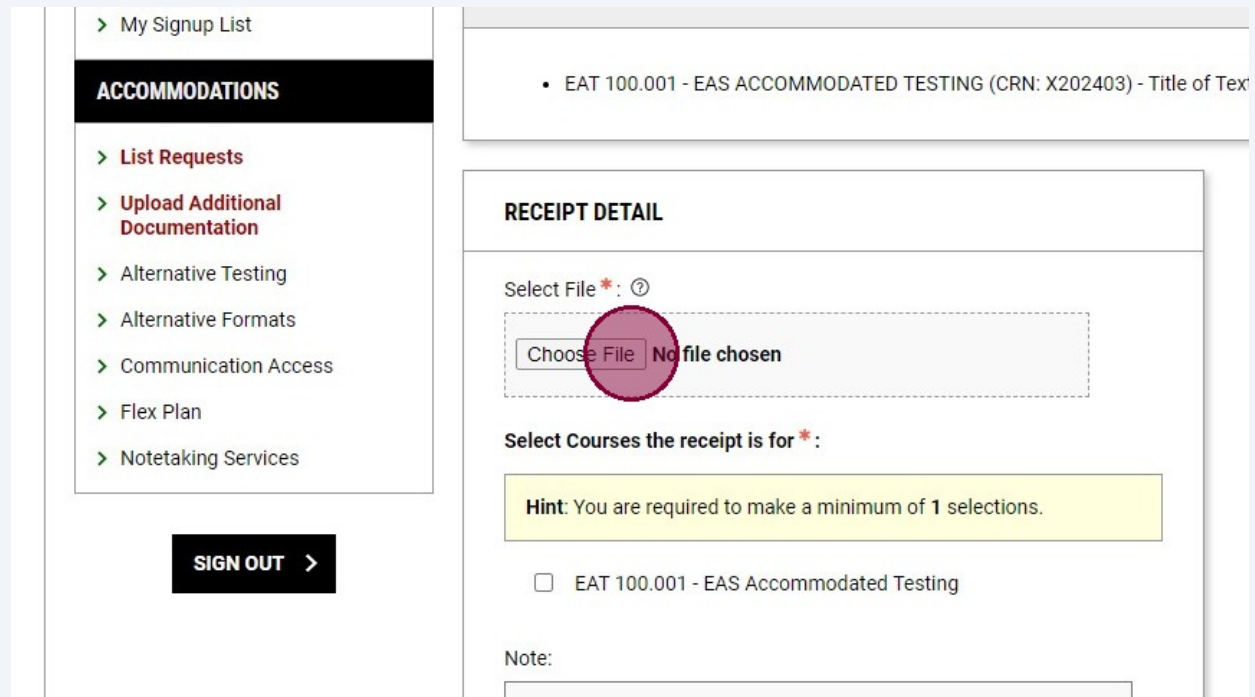
3 Click "REVIEW REQUESTS" under 'My Requests' or select "UPLOAD RECEIPT" from top menu.



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



5 Click the "Choose File" to select the proof of purchase document or 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:

7

Click "UPLOAD RECEIPT" to submit the form.

> Communication / Access

- > Flex Plan
- > Notetaking Services

SIGN OUT >

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

QUESTION?

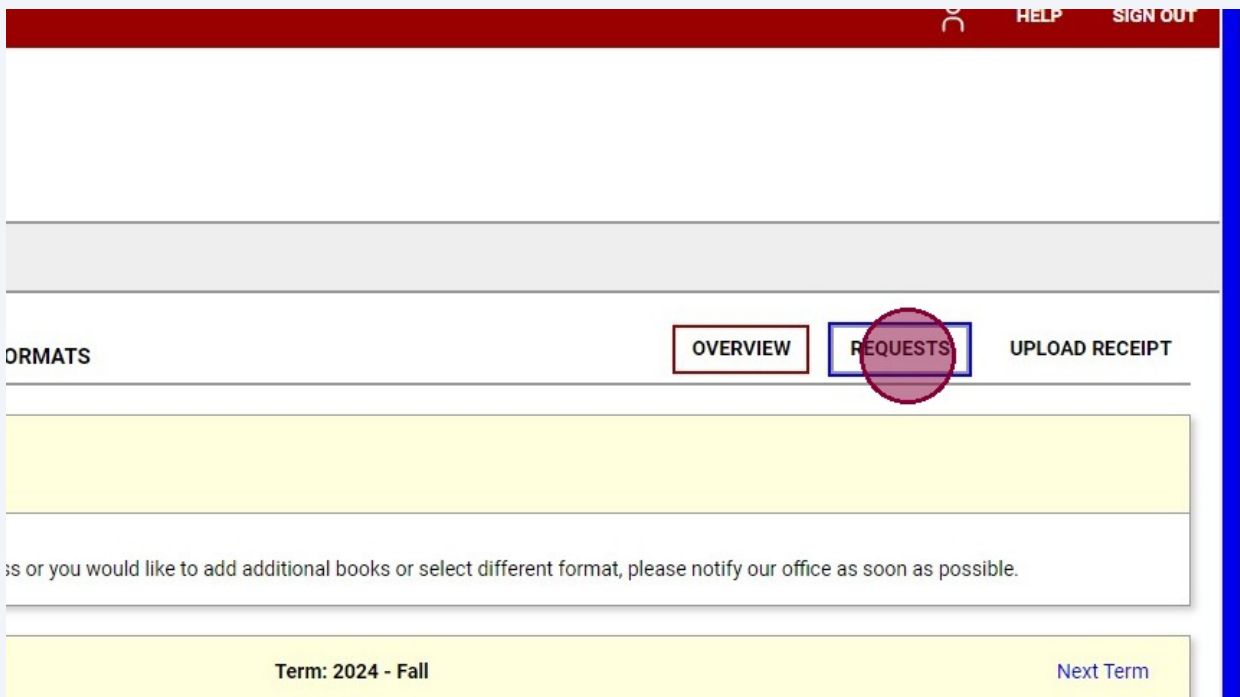
Educational Access Services

Request Title in Alternative Format

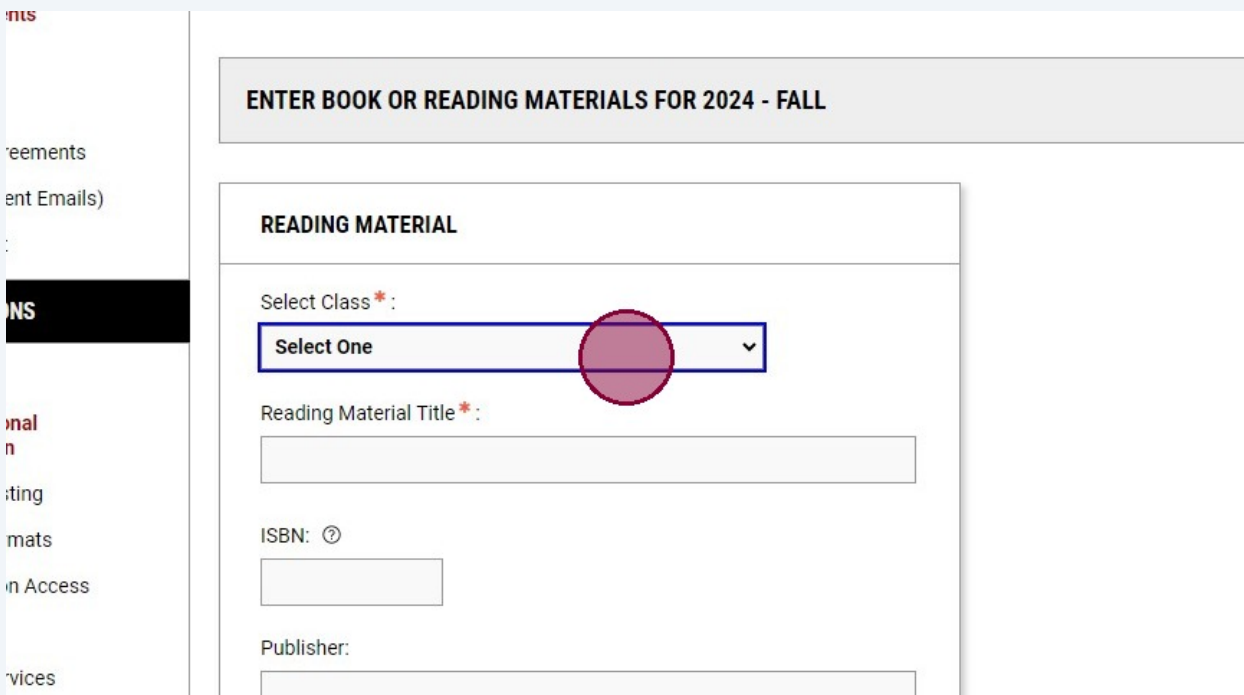
- 8 Click "Alternative Formats" from the left menu under "Accommodations" in AIM.

The screenshot displays the AIM user interface. On the left, a sidebar menu is visible under the 'ACCOMMODATIONS' header. The 'Alternative Formats' option is highlighted with a blue border and a red circle. Other menu items include 'List Requests', 'Upload Additional Documentation', 'Alternative Testing', 'Communication Access', 'Flex Plan', and 'Notetaking Services'. A 'SIGN OUT >' button is located at the bottom of the sidebar. The main content area on the right shows a 'RECEIPT DETAIL' form. At the top, it states 'Our system limits of up to 10 receipts per term or semester.' and 'Reference (P/G) ID: 12.'. Below this, there is a 'Select File *' field with a 'Choose File' button and the text 'No file chosen'. Underneath, there is a 'Select Courses the receipt is for *' section with a yellow hint box that reads 'Hint: You are required to make a minimum of 1 selections.' and a single course option: EAT 100.001 - EAS Accommodated Testing.

9 Click "REQUESTS" from the top menu.



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



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

ENTER BOOK OR READING MATERIALS FOR EASY 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.

> My Signup List

ACCOMMODATIONS

- > List Requests
- > Upload Additional Documentation
- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Flex Plan
- > Notetaking Services

SIGN OUT >

Select Class* :
EAT 100.001 - EAS ACCOMMODATED TESTING (C ▾

Reading Material Title* :
Title of Textbook

ISBN: ⓘ

Publisher:

Author:

Edition:

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

The screenshot shows a form with a left sidebar and a main content area. The sidebar contains a menu with the following items: **List Requests**, **Upload Additional Documentation**, Alternative Testing, Alternative Formats, Communication Access, Flex Plan, and Notetaking Services. Below the menu is a **SIGN OUT >** button. The main content area has a header **READING MATERIAL TITLE** and a sub-header **Reading Material Title ***. Below this are several input fields: **Title of Textbook**, **ISBN: ⓘ** (with a **13 digit ISBN** button), **Publisher:** (highlighted with a red circle), **Author:**, **Edition:**, and **Note:**.

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

This screenshot is identical to the one in step 13, but the **Author:** field is highlighted with a red circle. The text **Author is known** is visible in the input field. The **Publisher:** field now contains the text **Publisher if known**.

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

Documentation

- > Alternative Testing
- > Alternative Formats
- > Communication Access
- > Flex Plan
- > Notetaking Services

SIGN OUT >

Title of Textbook

ISBN: ?

13 digit ISBN

Publisher:

Publisher if known

Author:

Author if known

Edition:

Edition

Note:

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

SIGN OUT >

Author:

Author if known

Edition:

Edition if applicable

Note:

FORM SUBMISSION

17

Click "SUBMIT REQUEST" to submit the material request form.

Edition if applicable

Note:

Other details if necessary

FORM SUBMISSION

SUBMIT REQUEST >

Completed Request

18

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 email may also include instructions for accessing the title from an alternate location.

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 links for 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 features 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' link in the table. Below the table is a search bar labeled 'ENTER BOOK OR READING MATERIALS FOR 2024 - FALL'.

Download	Action	Availability	Format	CRN
Download		4 - Online Version Accessible		X20240