How to Request Alternative Formats for Reading/Listening

1. Generate Accommodation Letters including Alternative Format Textbooks
   Apply your Alternative Format Textbooks accommodation to your accommodation letters. If you need support for this, please see the [DSP How to Generate Accommodation Letters](#) on the OSAS Website.

2. Selecting Your Preferred Format for Readings
   Locate your Alternative Formats tab from your OSAS homepage.
Please select your preferred format for textbooks. DSP will do our best to provide you the text in your preferred method, but some books are only available in specific formats.

3. Selecting Textbooks for Conversion to Alternative Formats

Scroll down the Alternative Formats page until you locate the Request Alternative Formats section. The textbooks for your classes should be listed. Click the “Select” link for each book that you will need.

If books are not listed in this area, please scroll to the bottom of the page and enter a custom request.
4. Provide Proof of Purchase
If you scroll down, you will need to provide proof that you have the textbook in your possession.

Proof of Purchase includes:

- Email Receipts (Amazon, Google Books, etc.)
- Rental Agreements (some books require purchase, please check before renting)
- Picture of yourself with the physical book and student ID

5. Receive Books in Alternative Format
After all 5 steps have been completed, you will receive your textbooks within 2 weeks via Google Drive. Depending on the point in the semester you may receive them faster or slower. Publisher and textbook availability may also impact when you receive your textbook. On average requests take about 7 days to receive. Please request textbooks as early as possible to avoid impacts on your course work.

6. Schedule a Training to Use Kurzweil 3000 or Bookshare
Once you request textbooks, please be sure to schedule an AT Training with the DSP AT Staff. This will ensure you do not have any issues with accessing or using your alternative formats and can really help with your readings. Trainings are 30 minutes and can be scheduled using the AT Training Calendar.

If you have any questions or concerns, please feel free to reach out to us at sasat@usc.edu. We’re always happy to help you out.

Thanks,
Assistive Technology Specialist, Office of Student Accessibility Services (OSAS)