

To request textbooks in alternate format, log into AIM <https://hayes.accessiblelearning.com/SHU/>. Be sure that you have completed a semester request for reviewing accommodations. Select “Alternative Formats” on the left side of the screen.

The screenshot shows the AIM dashboard with the following elements:

- Navigation Bar:** My Profile, My Mailbox (Sent E-Mails), My Accommodations, Sign Out.
- Left Sidebar:**
  - Home
    - My Dashboard
    - My Profile
    - SMS (Text Messaging)
    - My Mailbox (Sent E-Mails)
  - My Accommodations
    - My Eligibility
    - List Accommodations
    - Alternative Testing
    - Alternative Formats (highlighted)
    - My E-Form Agreements
- Main Content Area:**
  - OVERVIEW**
    - PRINTING FACULTY NOTIFICATION LETTER IN PDF**
      - Note: It may take up to 10 seconds to generate each PDF file.
      - Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.
      - Select Class:
    - SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)**
      - Winter 2023: 1 [View](#)
      - Spring 2023: 6 [View](#)
    - LIST ACCOMMODATIONS FOR SPRING 2023**
      - Refine Search Result:
      - Previous Term | Term: Spring 2023 | Next Term

Select “Choose File” to find your textbook receipt to upload. Select the course the receipt is for and select “Upload Receipt”.

The screenshot shows the AIM dashboard with the following elements:

- Navigation Bar:** My Profile, My Mailbox (Sent E-Mails), My Accommodations, Sign Out.
- Left Sidebar:** Same as the previous screenshot, with "Alternative Formats" highlighted.
- Main Content Area:**
  - UPLOAD BOOK RECEIPT**
    - Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)
    - File Information**
      - Term: Spring 2023
      - Select File:  No file chosen
      - Select Course(s) the receipt is for:
        - ☐ BMIE 3700.WB - Intg Curr-Tech in Inclus Clrm
        - ☐ CORE 2101.CH - Christianity and Cult in Dial.
        - ☒ CPSY 1002.HYA - Diverse Learners-Families II
        - ☐ EDST 4000.AA - Child Development-Curriculum
        - ☐ ENGL 3116.AA - Children's Literature
        - ☐ MATH 1161.BA - Math for Elem Educators II
      - Note:
      -
  - UPLOADED RECEIPTS - SPRING 2023**
    - No Receipt Found

Scroll down. Now you will need to provide the information for **each book** that you are requesting in alternate format. Select the course from the pull-down menu. Input the title of the textbook, the ISBN number, the publisher, author, edition of the book and any other information in the note section. Your request will not be processed unless all fields are submitted. Select “Submit Request”. You will need to complete this form for each textbook that you need in alternate format.

The screenshot shows a web browser window with the URL `hayes.accessiblelearning.com/SHU/dashboard/Format.aspx?&Term=2023108&#Paging`. The browser's address bar and tabs are visible at the top. The page has a dark blue navigation bar with links: **My Profile**, **My Mailbox (Sent E-Mails)**, **My Accommodations**, and **Sign Out**. Below the navigation bar, there is a section titled **\*\*\*CUSTOMIZE ME\*\*\* WEBSITE CONTROL, ALT FORMAT, MAIN CONTROL** with a sample text: "Please give us as much information as possible about the materials you need converted."

The main content area features a form titled **Reading Materials**. The form includes the following fields:

- Select Class**: A dropdown menu with "Select One" as the current selection.
- Reading Material Title**: A text input field.
- ISBN**: A text input field. Below it, a note states: "If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN."
- Publisher**: A text input field.
- Author**: A text input field.
- Edition**: A text input field.
- Note**: A large text area for additional information.

Below the form, there is a **Submit Request** button. At the bottom of the page, there is a yellow box titled **Questions? Contact Us!** with the text: "Please contact our office if you have any questions regarding alternative formats request."

The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several application icons (Firefox, Edge, File Explorer, Chrome, Teams, OneDrive, Word). The system tray on the right shows the temperature as 35°F, the time as 10:19 AM, and the date as 1/11/2023.