



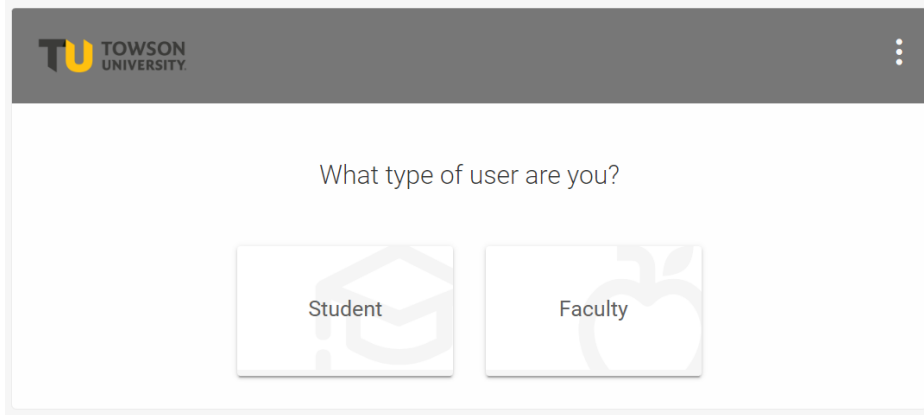
## Submitting a Textbook Request (Student)

1. Start by logging into **Accommodate** with your Towson credentials ( (<https://towson-accommodate.symplicity.com/students>) then select 'Student.'
1. You will then choose '**Accommodation**' in the left navigation menu, and then select '**Alternative Text Format Request.**'
2. Next, click '**Current**' followed by '**Textbook Requests.**'
3. Select "**Submit New Alt Format Request.**"
4. Complete the following prompts and submit your textbook's information, including your *Preferred Format*. You have the option to choose from Attach your proof of purchase and choose the format needed from Kurzweil, PDF, Accessible Word Doc or Braille. Once all of the prompts have been completed, select '**Submit.**' The ADS office will begin working on your request(s). ADS strives to convert all materials within 10 business days, but this is not always possible due to the volume of requests. To ensure your request is met in a timely manner, you should submit it at least two weeks before the semester begins.

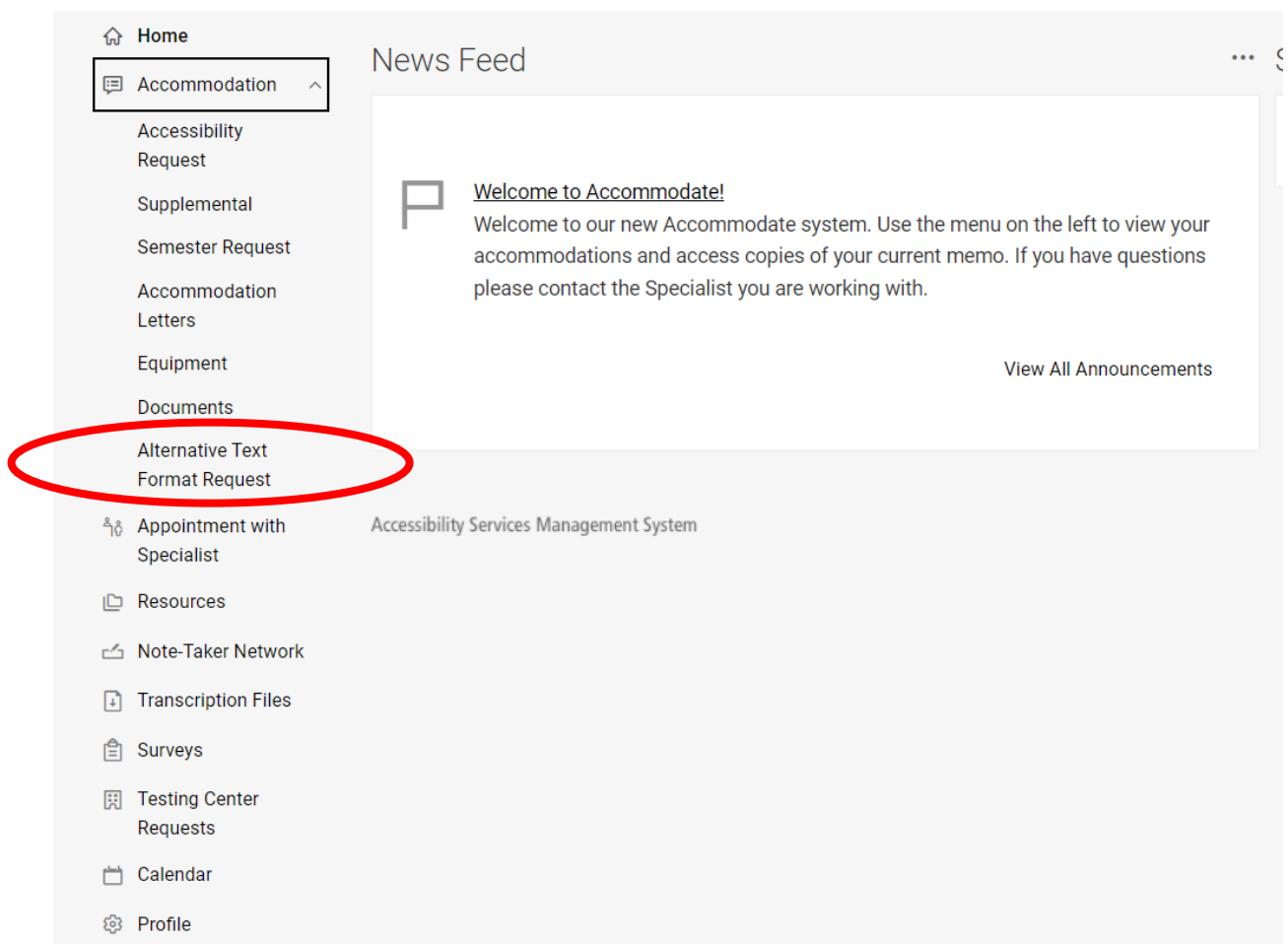
**The following pages are the same instructions with images.**

## Submitting a Textbook Request (Student) with Images

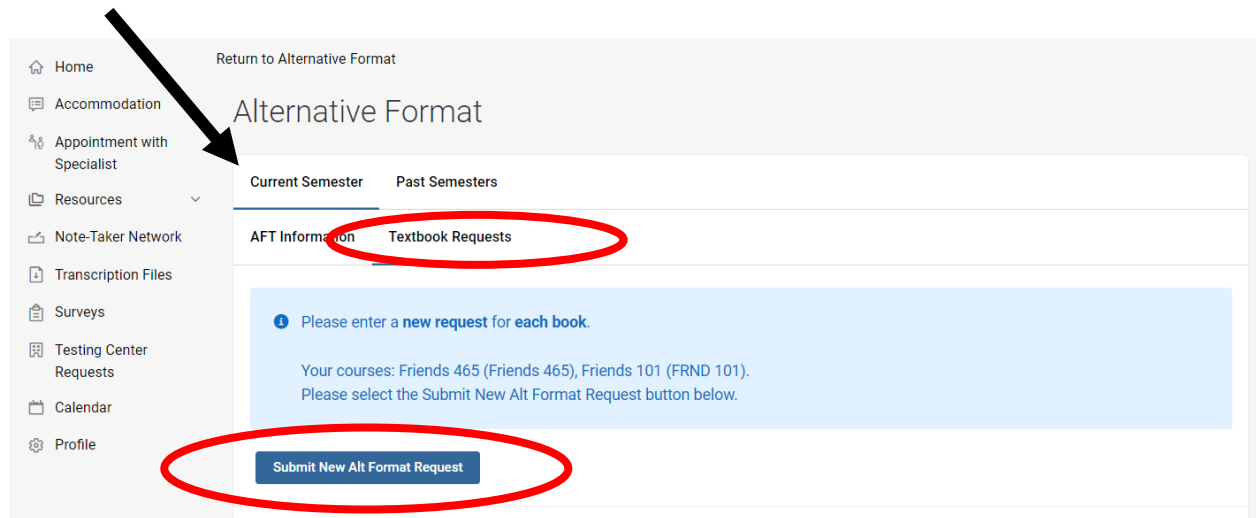
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- Home
- Accommodation
- Appointment with Specialist
- Resources
- Note-Taker Network
- Transcription Files
- Surveys
- Testing Center Requests
- Calendar
- Profile

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**Submit** **Save** Cancel

\* indicates a required field

ISBN \*

Edition \*

Title \*

Author

Description

Semester \*

Completing this field will cause the page to reload. All fields will retain their values.

Proof of Purchase

Document Information

File  
Maximum file size: 10240kb  
**Choose File** No file chosen

Alternative Format Requests \*

Preferred Format \*

Attachment

Add New

Remove Request

Request Additional Alternative Format

**Submit** **Save** Cancel