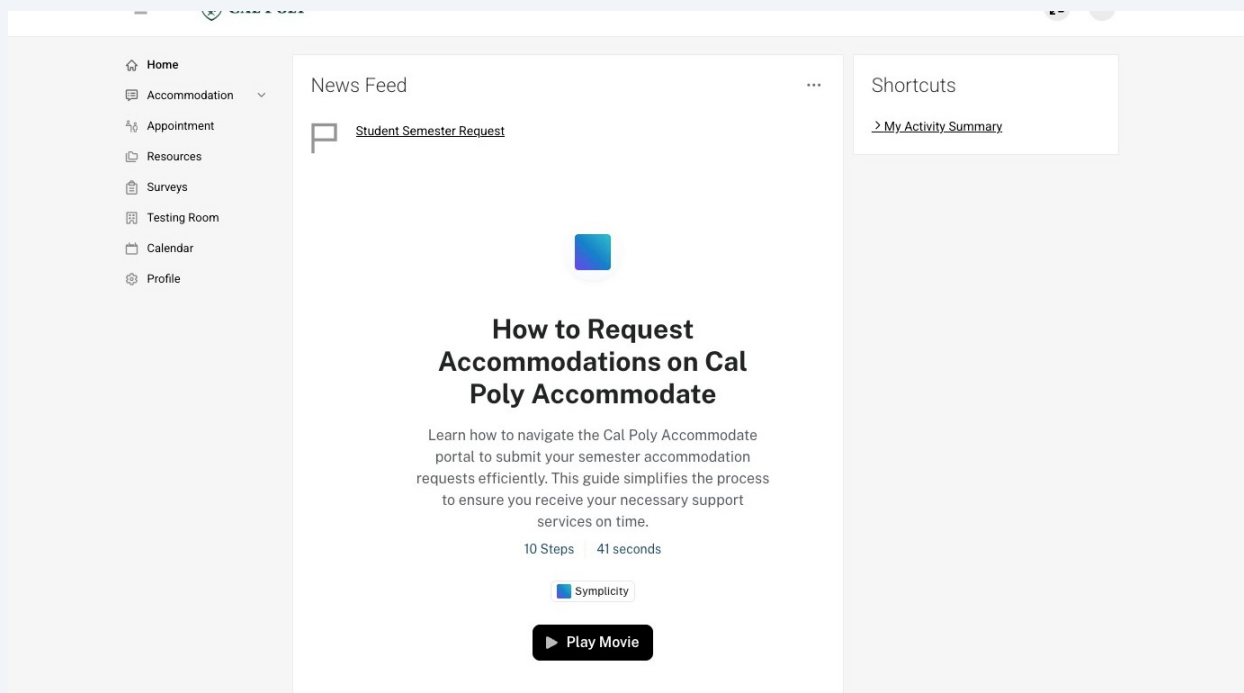


How To Request Alternative Format Materials

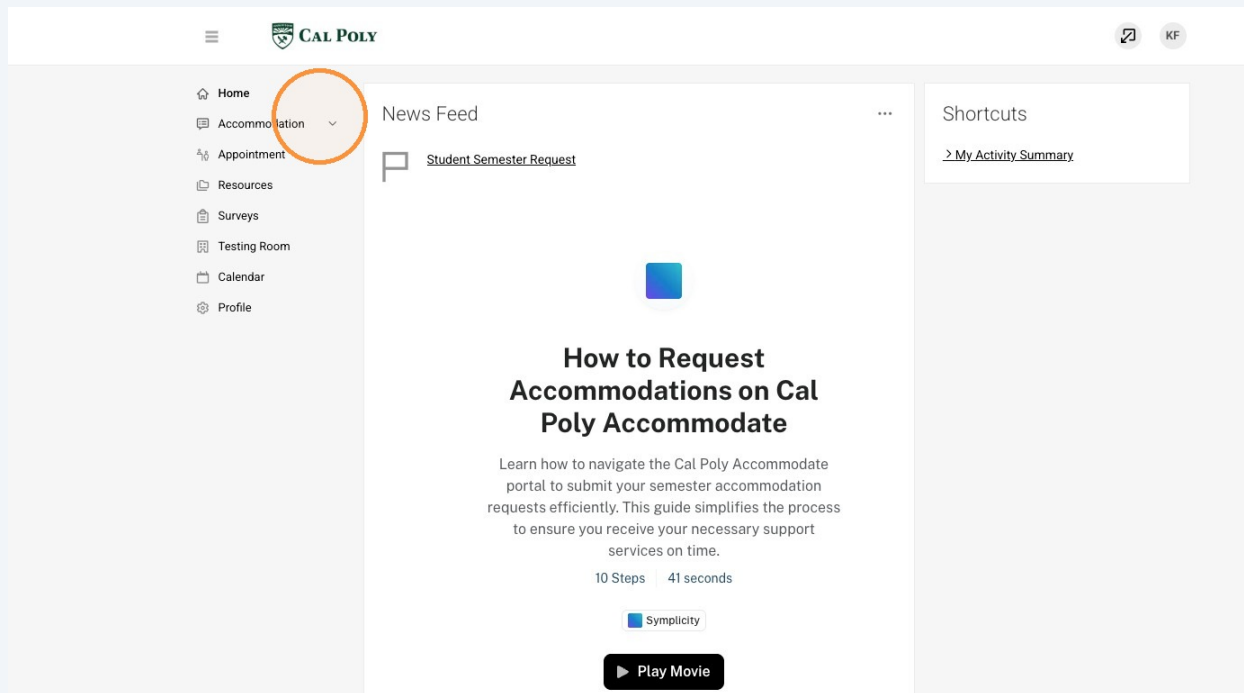
Learn how to use the Accommodate portal to request alternative file formats for your course textbooks. This guide walks you through the submission process to ensure you receive the accessible materials needed for your classes.

1

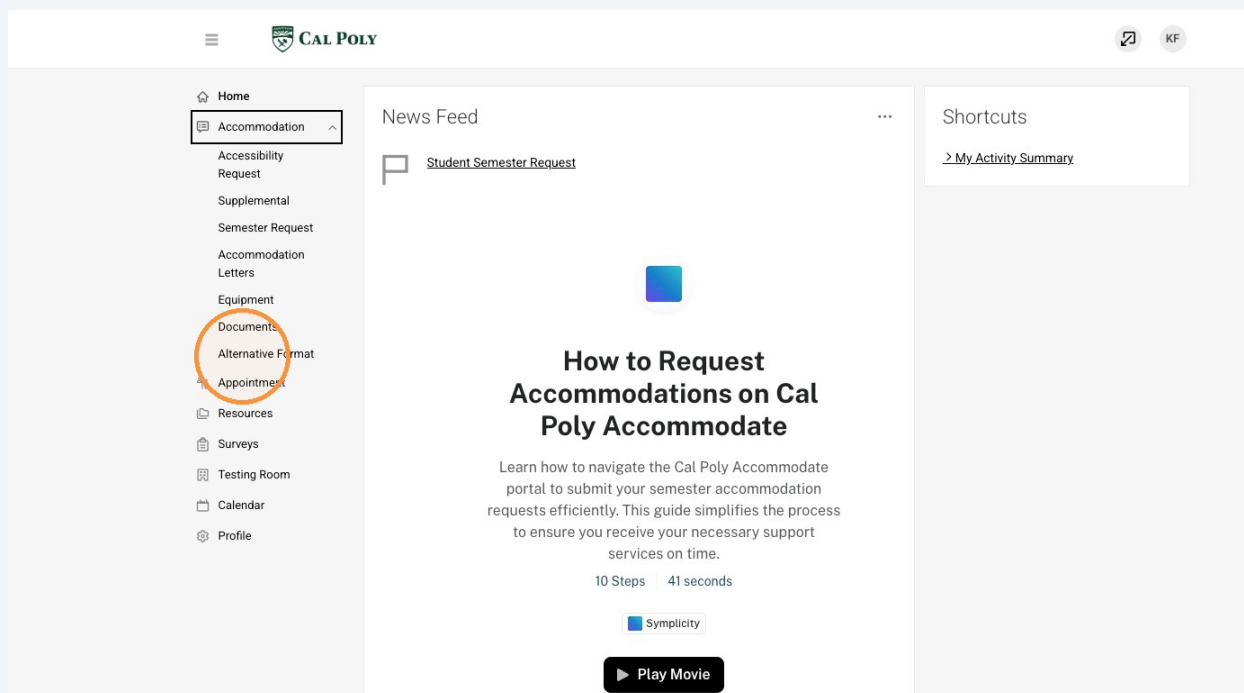
Navigate to <https://calpoly-accommodate.symlicity.com/>



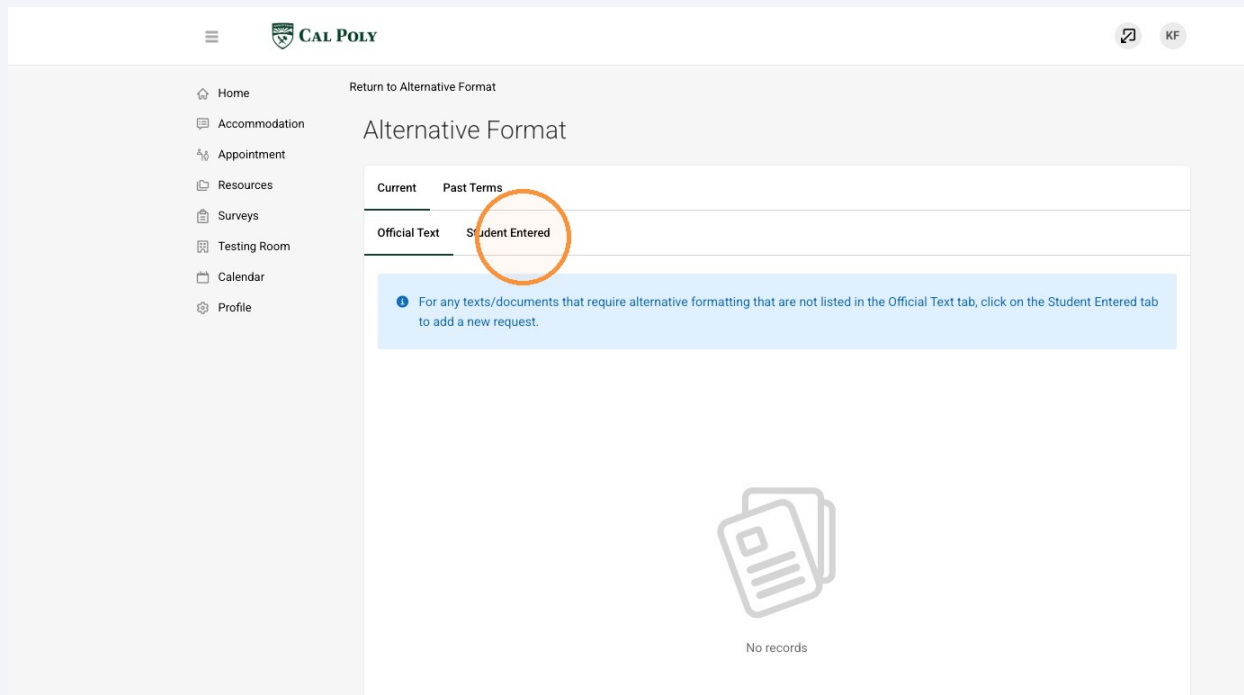
2 Click "Accommodation"



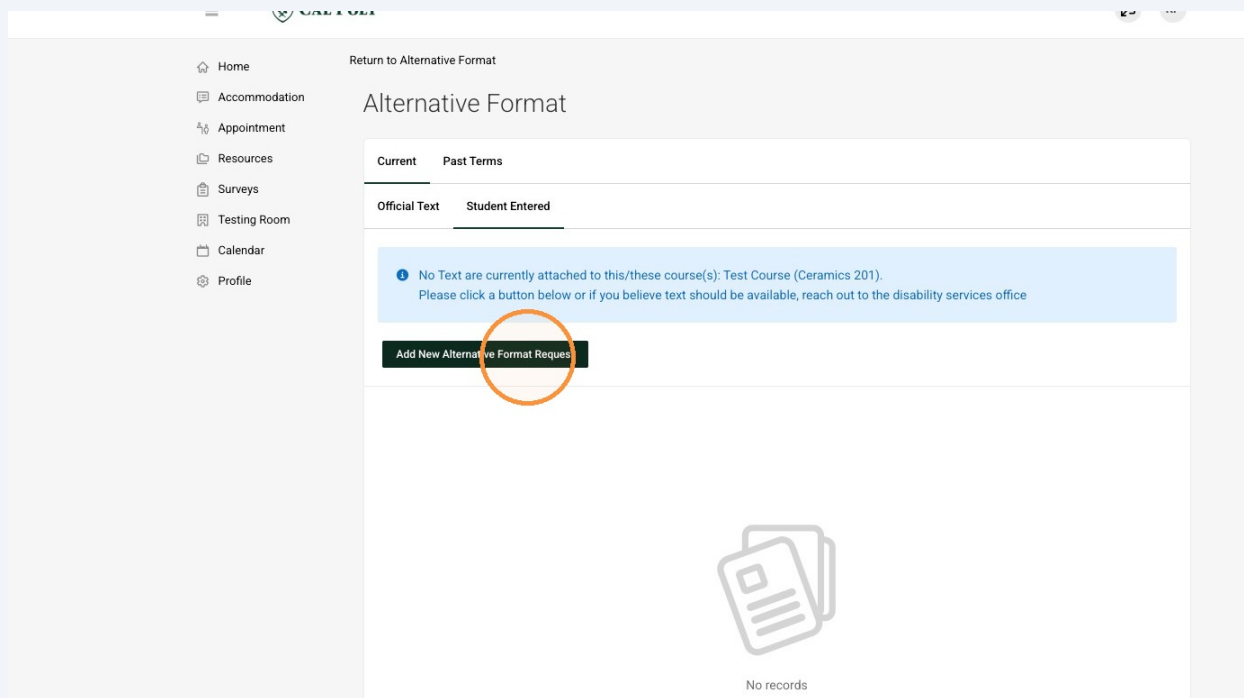
3 Click "Alternative Format." If this option is not available, ensure that you have been approved for alternative format accommodations and have submitted a semester request for the current term. Instructions on submitting a semester request can be found on the Accommodate home page.



4 Click the "Student Entered" tab

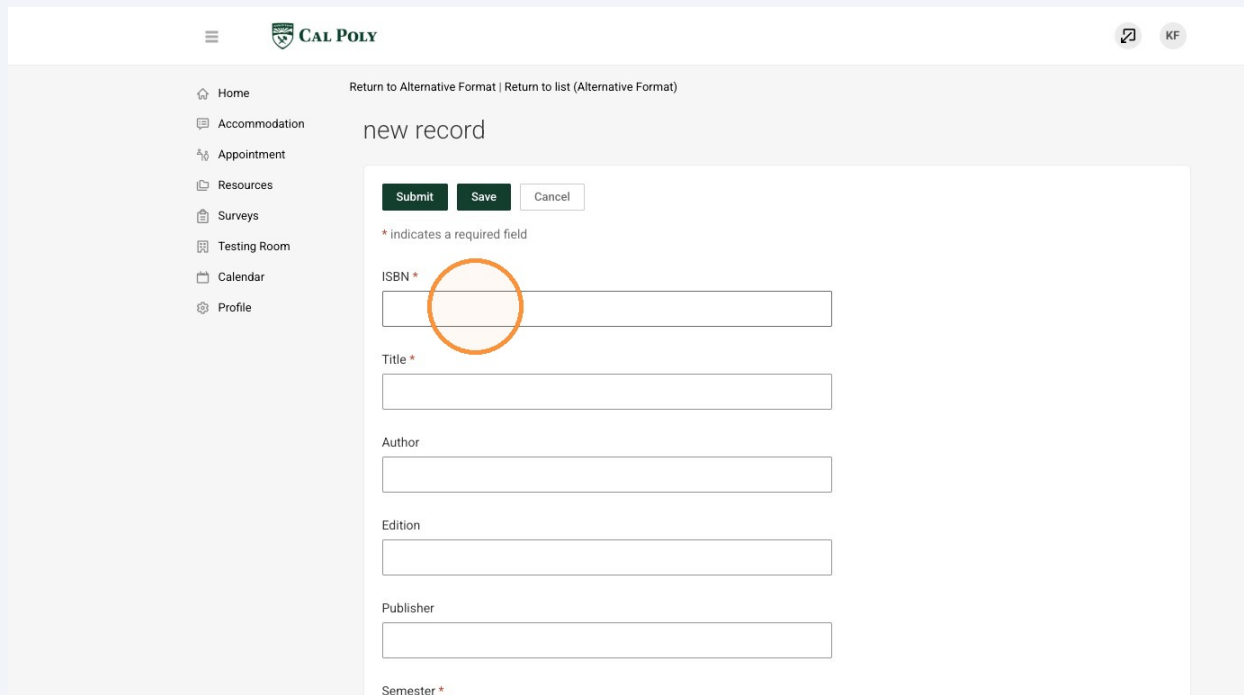


5 Click "Add New Alternative Format Request"



6

Complete the form, including the ISBN, title, and any other information you may have



Return to Alternative Format | Return to list (Alternative Format)

new record

Submit Save Cancel

* indicates a required field

ISBN *

Title *

Author

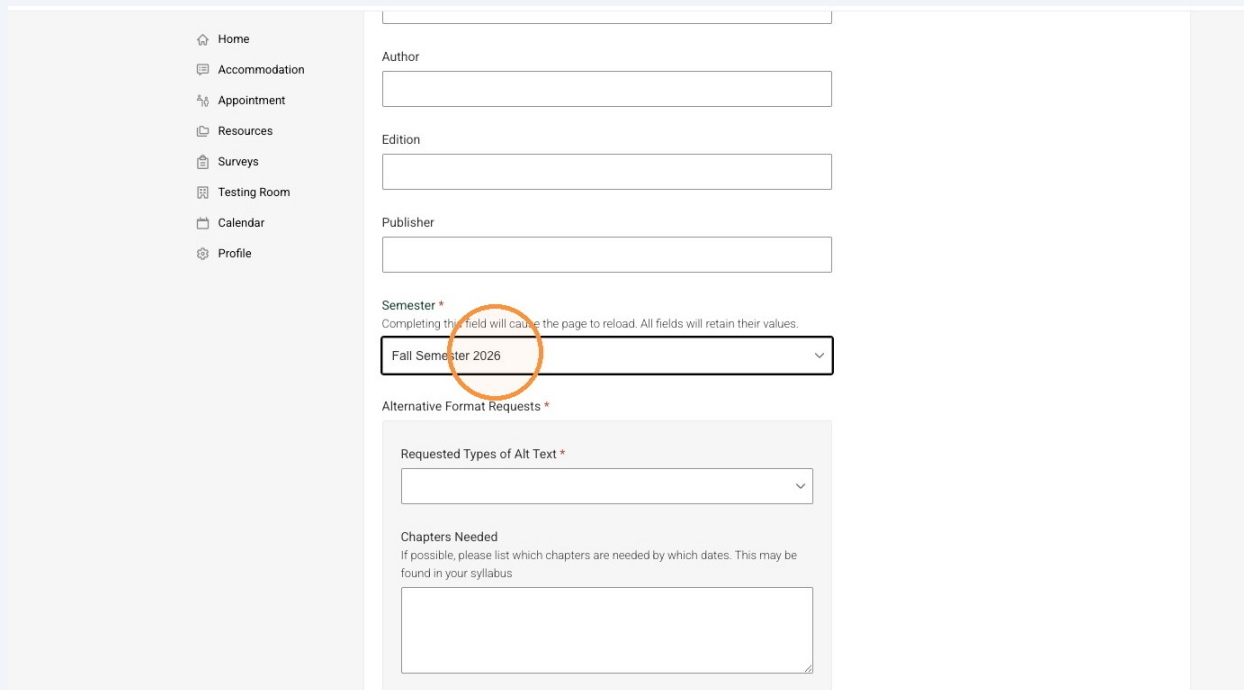
Edition

Publisher

Semester *

7

Select the current semester



Home Accommodation Appointment Resources Surveys Testing Room Calendar Profile

Author

Edition

Publisher

Semester *

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

Fall Semester 2026

Alternative Format Requests *

Requested Types of Alt Text *

Chapters Needed

If possible, please list which chapters are needed by which dates. This may be found in your syllabus

8

This will cause the page to reload. Select your course from the dropdown menu

The screenshot shows a web form with a sidebar on the left containing links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main form area contains the following fields:

- Author**: A text input field.
- Edition**: A text input field.
- Publisher**: A text input field.
- Semester ***: A dropdown menu with the option "Fall Semester 2026" selected. Below it, a note states: "Completing this field will cause the page to reload. All fields will retain their values."
- Course ***: A dropdown menu with the option "Test Course (Ceramics 201)" selected. This field is highlighted with an orange circle. Below it, a note states: "Completing this field will cause the page to reload. All fields will retain their values."
- Alternative Format Requests ***: A section containing:
 - Requested Types of Alt Text ***: A dropdown menu.
 - Chapters Needed**: A text area with the instruction: "If possible, please list which chapters are needed by which dates. This may be found in your syllabus".

9

Select the type of alt text you are requesting

This screenshot shows the same web form as above, but with the "Requested Types of Alt Text" dropdown menu highlighted by an orange circle. The selected option is "Searchable PDF: for text-to-speech programs". Below this section, the "Chapters Needed" text area is empty. At the bottom of the form, the following information is displayed:

- Semester**: Fall Semester 2026
- Course**: Test Course (Ceramics 201)

10 Complete the "Chapters Needed" field if you are able

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area displays a form with the following sections:

- Course ***: A dropdown menu showing "Test Course (Ceramics 201)".
- Alternative Format Requests ***: A section containing a dropdown menu for "Requested Types of Alt Text *" with the selected option "Searchable PDF: for text-to-speech programs".
- Chapters Needed**: A text input field with the text "Chapt 1-6 - needed by 9/18". An orange circle highlights this input field.
- Semester**: A text input field showing "Fall Semester 2026".
- Course**: A text input field showing "Test Course (Ceramics 201)".
- Proof of Purchase**: A section with a dashed border and a placeholder text: "Photo or screenshot of receipt showing proof of purchase, poly access payment. In some cases rental agreements may be accepted".

11 Upload proof of purchase if available. If not available, list why

The screenshot shows the same web application interface as above, but with the 'Proof of Purchase' section highlighted. The 'Chapters Needed' field is now empty. The 'Proof of Purchase' section contains a dashed border area with a blue background. Inside this area, there is a file upload icon (a square with an upward arrow) and the text "Drop files here to upload". Below this text is a button labeled "Upload File", which is circled in orange. Below the dashed area, there is a text input field with the placeholder text "If no proof of purchase, please list why". At the bottom of the form, there is a "Remove Request" button.

12 Once you are finished, click "Submit"

The screenshot shows a web interface for a 'Test Course (Ceramics 201)'. On the left is a sidebar with links: Home, Accommodation, Appointment, Resources, Surveys, Testing Room, Calendar, and Profile. The main content area has a section titled 'Proof of Purchase' with instructions: 'Photo or screenshot of receipt showing proof of purchase, poly access payment. In some cases rental agreements may be accepted'. Below this is a dashed box with an upload icon and the text 'Drop files here to upload' and an 'Upload File' button. Further down is a text input field with the prompt 'If no proof of purchase, please list why'. Below the input field is a 'Remove Request' button. At the bottom of the form is a 'Request Additional Alternative Format' button, and below that are three buttons: 'Submit' (circled in orange), 'Save', and 'Cancel'. The footer includes 'POWERED BY symplcity' and links for 'Privacy Policy' and 'Terms of Use'.

13 Repeat this process for any other course texts you may need

The screenshot shows a web interface for 'CAL POLY'. The top navigation bar includes a menu icon, the 'CAL POLY' logo, and a user profile icon labeled 'KF'. The left sidebar has the same links as in the previous screenshot. The main content area is titled 'Return to Alternative Format' and 'Alternative Format'. It features a table with two tabs: 'Current' and 'Past Terms'. The 'Current' tab is active, showing a table with columns 'Official Text' and 'Student Entered'. Below the table is a button 'Add New Alternative Format Request' (circled in orange) and a text '1 results'. Below this is a section titled 'Book' with details: 'Test Course (Ceramics 201) - Fall Semester 2026', 'Searchable PDF: for text-to-speech programs', '123235345436457', 'August 21, 2026, 8:45 am', and a 'Request Submitted' status with a checkmark icon. The footer includes 'POWERED BY symplcity' and links for 'Privacy Policy' and 'Terms of Use'.

14

You will receive an email from the DRC Alt Media Center once your request has been processed with information on accessing your text. Please reach out to altmedia@calpoly.edu with any questions.