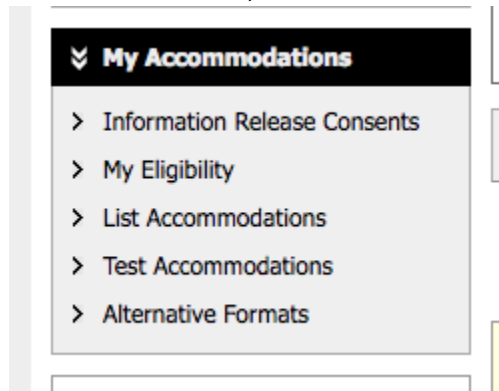


Requesting Alternative Format Texts in AIM

1. [Log into AIM.](https://hood.accessiblelearning.com/GeorgeFox/) (<https://hood.accessiblelearning.com/GeorgeFox/>)
2. Under My Accommodations on the left menu, click “Alternative Formats” (See screenshot)



3. Under Alternative Formats Preference, check your “Current Preference” (see screenshot below). If it is incorrect or needs updating, select the correct item from the Update Preference dropdown and click “Update Alternative Formats Preference.” Once you choose your preference, it will be saved for future semester.

Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **PDF or Microsoft Word .doc**

Update Preference:

4. Check the term at the top of the page. If you are requesting texts for a future term or need to look back at requests from a prior term, click the link to Previous Term or Next Term until you get to the term you are looking for.
5. Under the heading of Additional Book or Reading Materials, enter each of the texts you need (please consult the [GFU bookstore](#) for correct titles, authors, edition numbers, and ISBNs.) **Please enter all the information requested below, not just those that are required.** Click “Submit Request.” (see screenshot below)

ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2018

Reading Materials

Select Class*: **Select One**

Reading Material Title*:

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).

Submit Request

6. Upload your book receipt. Either take a photo of your receipt or download a PDF of an online receipt.
 - a. Choose file
 - b. Select course or courses by clicking the checkbox
 - c. Click Upload Receipt

UPLOAD BOOK RECEIPT

Important Note: Limit 5 receipts per term or semester.
[Read File Upload Instruction](#)

File Information

Term: **Spring 2018**

Select File: **No file chosen**

Select Course(s) the receipt is for*

BIOL 222.00B - Human Anatomy & Physiology II

Note:

Upload Receipt

7. The Alternate Formats page will list books that are in process for a particular semester, along with the status of the request.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2018

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
BIOL	222	00B	Biology Textbook	PDF or Microsoft Word .doc	No	Processing [Custom - Not Listed]

8. Once books are available for you, you will be contacted with instructions on how to access them.