How to Request E-Text

Before requesting accommodations you must first get connected with our office. For instructions, please visit [http://sas.sdes.ucf.edu/](http://sas.sdes.ucf.edu/) and select ‘Get Connected.’

**Step 1:**

Visit the SAS website, and select the **Knights Access Portal** (Figure 1).

*Figure 1: SAS website with red arrow pointing to Knights Access Portal*
Step 2:
Sign in to Knights Access using your NID and NID password (Figure 2).

![Knights Access Sign In page screenshot](image)

**E-text Guidelines**

According to copyright laws, textbook purchase is required for each request. Proof of purchase may be requested by AT services on behalf of the publisher.

It is recommended that students request materials immediately after priority registration; Purchase isn't required to begin production. Conversion of e-text can take up to 2 weeks. Please allow sufficient time to process your request.

Check the UCF Bookstore Website and other online textbook retailers to determine if the textbook is available in a digital format.

E-text files may not be reproduced or shared, as this is a violation of copyright. Adhere to the UCF Golden Rule as outlined by the Office of Student Rights and Responsibilities.
Step 3:

Navigate to ‘Select Accommodations for Your Class,’ circled in red (Figure 3).
Step 4:
Under the heading ‘Select Accommodations for Your Class,’ (Figure 4) select the classes you would like to request e-text accommodations for.

Figure 4: Selecting Accommodations screenshot

Step 5:
Then scroll down and select ‘Step 2- Continue to Customize Your Accommodations’ (Figure 5).

Figure 5: Customize your Accommodations button screenshot
Step 6:

The next page will list your classes for the upcoming term. Under the headings ‘Select Accommodation(s) for your class,’ select the ‘E-Text’ accommodation as well as other accommodations you may need for each class (Figure 6).

Figure 6: Selecting Accommodations screenshot
Step 7:
Scroll down and select ‘Submit Your Accommodation Requests’ (Figure 7).

![Submit Your Accommodation Request screenshot](image-url)

**Figure 7: Submit Your Accommodation Request screenshot**

Step 8:
A white check mark inside a green circle will display to confirm that the system has successfully processed your request (Figure 8).

![System successfully processed request screenshot](image-url)

**Figure 8: System successfully processed request screenshot**

Questions? Contact Us!
Call: 407-823-2371
Email: ATservices@ucf.edu