



## How to Upload Textbook Receipt

### Step 1:

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



Figure 1: Knights Access Logo

### Step 2:

Sign in to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

## E-text Guidelines

According to copyright laws, textbook purchase is required for each request. Proof of purchase will 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 e-text retailers to determine if the textbook is available to purchase in a digital format. To provide immediate access to this accommodation, AT services suggest that you purchase the e-text format when possible, instead of the physical print 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 'My Accommodations' and select 'Alternative Formats' (Figure 3)

The screenshot displays the Knights Access Dashboard for a user named Harry Potter. The top navigation bar includes links for 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main header features the 'KNIGHTS ACCESS' logo and the University of Central Florida emblem. The dashboard is divided into several sections:

- My Dashboard:** Includes a 'Login as User Feature' with a 'Back to My Profile' button, 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button, and a 'Home' menu with options like 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', and 'My Mailbox (Sent E-Mails)'. The 'My Accommodations' menu is highlighted with a red box and contains options: 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats' (highlighted with a red box), 'My E-Form Agreements', and 'Agreements with Instructors'.
- OVERVIEW:** Contains an 'IMPORTANT MESSAGE(S)' section with a warning icon and a 'Your To Do List' item: '1. SAS 1000.0001 - Fake Downtown Course' with a sub-item: 'Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please let your instructor know that the link to initiate the Alternative Testing Contract is inside the faculty notification letter.'
- PRINTING FACULTY NOTIFICATION LETTER IN PDF:** Includes a note that it may take up to 10 seconds to generate each PDF file, an 'Important Note' about notification letters, a 'Select Class' dropdown menu set to 'Select One', and a 'Generate PDF' button.
- Need Help?:** A red banner with text: 'If you do not see your courses listed below, it may be because SAS's system has not yet uploaded your classes from the school system. Please wait up to 48 hours for the system to be updated. If you need immediate assistance, please contact our office or come into the office.'
- LIST ACCOMMODATIONS FOR FALL 2019:** Includes a 'Refine Search Result:' dropdown menu set to 'Search All' and a 'Refine Search' button.

Figure 3: Knights Access Dashboard page with red outline around the 'My Accommodations' menu options and 'Alternative Formats' option

## Step 4:

Under the heading 'Upload Book Receipt' select the courses that you will be uploading a receipt for by checking the box next to each course (Figure 4)

**Login as User Feature**  
Back to My Profile

**SMS (Text Messaging)**  
Status: OFF  
Update Preference

**Home**  
> My Dashboard  
> My Profile  
> SMS (Text Messaging)  
> Equipment Checked Out  
> My Mailbox (Sent E-Mails)

**My Accommodations**  
> My Eligibility  
> List Accommodations  
> Alternative Testing  
> Alternative Formats  
> My E-Form Agreements

Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**  
Name: Not Specified  
Phones: Not Specified  
Send Email

**Logout**  
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.  
Log Out

**ALTERNATIVE FORMATS**  
Previous Term Term: Fall 2019 Next Term

**ALTERNATIVE FORMATS PREFERENCE**  
Current: Not Available  
Note: If you need to make any changes with the current request, please contact our office as soon as possible.

No Book is Being Processed for Fall 2019

**UPLOAD BOOK RECEIPT**  
Important Note: Limit 5 receipts per term or semester.  
Read File Upload Instruction

**File Information**  
Term: Fall 2019  
Select File: Choose File No file chosen

**Select Course(s) the receipt is for \***

- EDF 2720.0M02 - CHILD IN SCHLS LEGAL ETHIC
- ENC 1101.0034 - COMPOSITION I
- MAT 1033C.0002 - INTERMEDIATE ALGEBRA
- POS 2041.0001 - AMERICAN NATIONAL GOVERNMENT

Note:   
Upload Receipt

**UPLOADED RECEIPTS - FALL 2019**  
No Receipt Found

Figure 4: Knights Access Alternative Format Preference page with 'Select Course(s) the receipt is for' section outlined in red

## Step 5:

Use the 'Choose File' button to select a file to upload from your file explorer, then click the 'Upload Receipt' button (Figure 5)

**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **OFF**

[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**  
Name: **Not Specified**  
[Send Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**ALTERNATIVE FORMATS**

[Previous Term](#) Term: **Fall 2019** [Next Term](#)

**ALTERNATIVE FORMATS PREFERENCE**

Current: **Not Available**

**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

**No Book is Being Processed for Fall 2019**

**UPLOAD BOOK RECEIPT**

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

**File Information**

Term: **Fall 2019**

Select File: [Choose File](#) **No file chosen**

**Select Course(s) the receipt is for**

- EDF 2720.0M02 - CHILD IN SCHLS LEGAL ETHIC
- ENC 1101.0034 - COMPOSITION I
- MAT 1033C.0002 - INTERMEDIATE ALGEBRA
- POS 2041.0001 - AMERICAN NATIONAL GOVERNMENT

Note:

[Upload Receipt](#)

**UPLOADED RECEIPTS - FALL 2019**

**No Receipt Found**

Figure 5: Knights Access Alternative Format Preference page with red arrows pointing at the 'Choose File' and 'Upload Receipt' buttons

## Step 6:

Uploaded receipts will appear on the left with the date and time that the upload was completed. Here you have the option to view a previously uploaded receipt (Figure 6)

**Login as User Feature**  
[Back to My Profile](#)


**SMS (Text Messaging)**  
Status: **OFF**  
[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > My E-Form Agreements

 Any questions or concerns?  
Use the following contact information:  
**Primary Advisor**  
Name:  
Phone: **Not Specified**  
[Send Email](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**ALTERNATIVE FORMATS**

[Previous Term](#) **Term: Fall 2019** [Next Term](#)

**ALTERNATIVE FORMATS PREFERENCE**

Current: **Not Available**  
**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

**No Book is Being Processed for Fall 2019**

**UPLOAD BOOK RECEIPT**

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

**File Information**

Term: **Fall 2019**

Select File:  **No file chosen**

**Select Course(s) the receipt is for \***

- EDF 2720.0M02 - CHILD IN SCHLS LEGAL ETHIC
- ENC 1101.0034 - COMPOSITION I
- MAT 1033C.0002 - INTERMEDIATE ALGEBRA
- POS 2041.0001 - AMERICAN NATIONAL GOVERNMENT

Note:

**UPLOADED RECEIPTS - FALL 2019**

Date Receipt Uploaded	Verified	Receipt
08/27/2019 at 11:03 AM		<a href="#">View</a>
08/27/2019 at 11:00 AM		<a href="#">View</a>
08/27/2019 at 11:00 AM		<a href="#">View</a>

Figure 6: Knights Access Alternative Format Preference page with 'Uploaded Receipts – Fall 2019' section outlined in red