

UNIVERSITY OF CENTRAL FLORIDA

#### STUDENT ACCESSIBILITY SERVICES

# 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).

🤹 UNIVERSITY OF CENTRAL FLORIDA			UCF SIGN IN + Search UCF	Q	
UCF Federated Identity					
Login to Accessible Information Management, LLC			Accessible Information Mar	nagement,	
NID	-		ACCESSIBLE INFORMATION N for higher educati		
Password			You have asked to login to Accessible Informat LLC	tion Management,	
Password	5				
Sign On			What is my NID?	Θ	
By signing on, you agree to the terms of the UCF			NID Password Reset	٥	
Information Technologies and Resources Policy			Trouble Signing On?	0	
UNIVERSITY OF CENTRAL FLORIDA					

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)

Welcome Harry Potter!	Hy Profile Hy Hailbox (Sent E-Mails) Hy Accommodations Sign Out				
	IGHTS     Image: Constraint of the second seco				
My Dashboard					
Home » My Dashboard » Overview	v				
Login as User Feature	OVERVIEW				
Back to My Profile	IMPORTANT MESSAGE(S)				
SMS (Text Messaging)	Please read the following message(s) regarding your account:				
Status: OFF	Your To Do List:				
Update Preference  1. SAS 1000.0001 - Fake Downtown Course  Alternative Testing: Your instructor has not submitted the Alternative Testing Contract for this class. Please let your inst					
¥ Home	know that the link to initiate the Alternative Testing Contract is inside the faculty notification letter.				
<ul> <li>My Dashboard</li> <li>My Profile</li> <li>SMS (Text Messaging)</li> <li>Equipment Checked Out</li> <li>My Mailbox (Sent E-Mails)</li> </ul>	PRINTING FACULTY NOTIFICATION LETTER IN PDF           Note: It may take up to 10 seconds to generate each PDF file.           Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.				
¥ My Accommodations	Select Class: Select One   Generate PDF				
<ul> <li>My Eligibility</li> <li>List Accommodations</li> <li>Alternative Testing</li> <li>Alternative Formats</li> <li>My E-Form Agreements</li> <li>Agreements with Instructors</li> </ul>	Need Help?         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.				
Any questions or concerns?	LIST ACCOMMODATIONS FOR FALL 2019				
Use the following contact information:	Refine Search Result: Search All				
Phone: (407) 823 - 2371 Send an Email	Refine Search				

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)

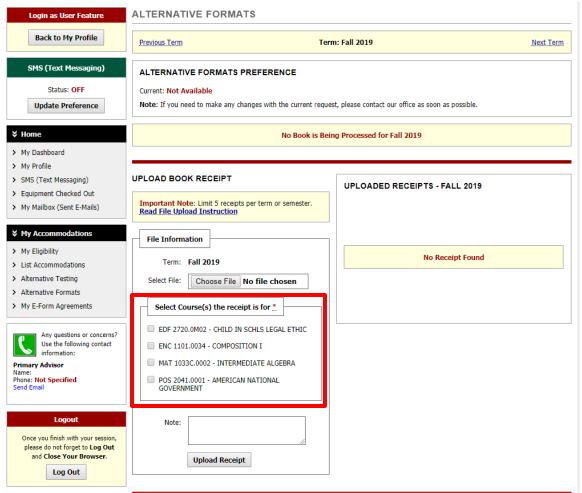


Figure 4: Knights Access Alternative Format Preference page with 'Select Course(s) the receipt is for' section outlined in red

## 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)

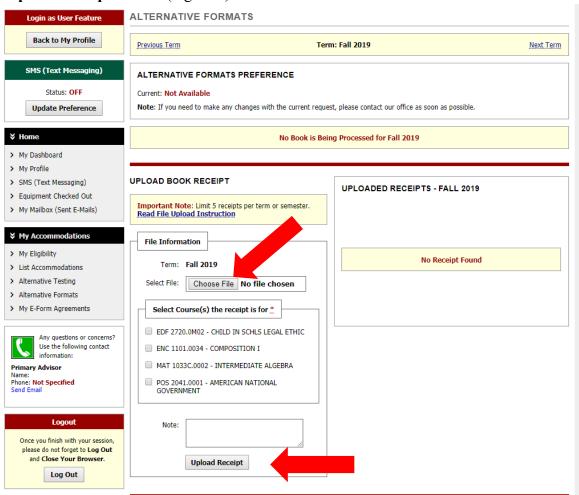


Figure 5: Knights Access Alternative Format Preference page with red arrows pointing at the 'Choose File' and 'Upload Receipt' buttons

## 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	ALTERNATIVE FORMATS						
Back to My Profile	Previous Term Te	rm: Fall 2019	Next Term				
SMS (Text Messaging) Status: OFF Update Preference	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.						
> My Dashboard	NO DUOK IS DEILIG PIOCESSEU IOI PAIL 2019						
<ul> <li>My Profile</li> <li>SMS (Text Messaging)</li> <li>Equipment Checked Out</li> <li>My Mailbox (Sent E-Mails)</li> </ul>	UPLOAD BOOK RECEIPT Important Note: Limit 5 receipts per term or semester. Read File Upload Instruction						
★ My Accommodations	File Information	Date Receipt Uploaded V	/erified Receipt				
<ul> <li>My Eligibility</li> <li>List Accommodations</li> </ul>	Term: Fall 2019	08/27/2019 at 11:03 AM	View				
<ul> <li>Alternative Testing</li> <li>Alternative Formats</li> </ul>	Select File: Choose File No file chosen	08/27/2019 at 11:00 AM	View				
<ul> <li>My E-Form Agreements</li> </ul>	Select Course(s) the receipt is for *	08/27/2019 at 11:00 AM	View				
Any questions or concerns? Use the following contact information: Primary Advisor Name: Phone: Not Specified Send Email	<ul> <li>EDF 2720.0M02 - CHILD IN SCHLS LEGAL ETHIC</li> <li>ENC 1101.0034 - COMPOSITION I</li> <li>MAT 1033C.0002 - INTERMEDIATE ALGEBRA</li> <li>POS 2041.0001 - AMERICAN NATIONAL GOVERNMENT</li> </ul>						
Logout Once you finish with your session, please do not forget to Log Out and Close Your Browser. Log Out	Note:						

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