![UCF Logo]

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).

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)

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)

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	Term: Fall 2019	Next Term

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 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

Date Receipt Uploaded	Verified	Receipt
08/27/2019 at 11:03 AM		View
08/27/2019 at 11:00 AM		View
08/27/2019 at 11:00 AM		View

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