



**STUDENT ACCESSIBILITY SERVICES**

## **Requirements of an Uploaded Receipt**

In order for E-Text requests to begin to be processed, you must complete the following:

1. Request your Course Accessibility Letter (CAL) for all courses you would like to receive E-Text(s) in. This can be done at the same time you complete your CAL for other accommodations by simply checking the box next to E-Text before submission. For instructions on how to do this, please visit the following link: <https://sas.sdes.ucf.edu/wp-content/uploads/sites/22/2018/04/E-Text-Request-Knights-Access.pdf>
2. A valid receipt must be uploaded to your Knights Access account. For a receipt to be considered “valid” it must:
  - a. Be a readable vendor provided receipt (i.e. an order confirmation page, a retail receipt, etc..)
  - b. Include the purchase date
  - c. Include the name of the vendor purchased from (i.e. Amazon, Barnes & Noble, Textbook Solutions...)
  - d. Include the name of the purchaser

Please note the following:

If any of these aspects are missing, the receipt will not be accepted and you will be asked to re-submit a valid receipt. Screenshots of online “shopping carts” or of individual product details are not receipts. Please upload receipts that meet the criteria listed above.

- Requests are fulfilled on a first come, first serve basis; those who have uploaded valid receipts will be prioritized.
- Due to the publishers’ requirement to provide proof of book purchase, only requests that include valid receipt uploads will be processed.
- While you do have a limit of 5 receipt uploads, you do not need to upload each receipt individually. You are free to have multiple book titles or courses in a single receipt file upload.
- Kurzweil 3000 is now available to read E-text using Text to Speech. Request your license using the following form:  
[https://ucf.qualtrics.com/jfe/form/SV\\_bQ8rpF1LadiOFf0](https://ucf.qualtrics.com/jfe/form/SV_bQ8rpF1LadiOFf0)

**Production of E-texts usually takes up to 2 weeks. If your books are purchased by a third-party organization (such as Vocational Rehabilitation) or have any other questions, please contact the SAS Accessible Technology Team at [atservices@ucf.edu](mailto:atservices@ucf.edu).**



## 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

### UCF Federated Identity

Login to Accessible Information Management, LLC

NID

Password

Sign On

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy .

Accessible Information Management, LLC

ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond

You have asked to login to Accessible Information Management, LLC

- What is my NID?
- NID Password Reset
- Trouble Signing On?

UNIVERSITY OF CENTRAL FLORIDA UCF

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:** Features an 'IMPORTANT MESSAGE(S)' section with a warning icon and a 'Your To Do List' containing a message about a 'Fake Downtown Course' and a note about the 'Alternative Testing Contract'. Below this is a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a note that it may take up to 10 seconds to generate and an 'Important Note' about notification letters. It includes a 'Select Class' dropdown menu set to 'Select One' and a 'Generate PDF' button.
- Need Help?:** A red banner with text stating that if courses are not listed, it may be due to a system update and that users should wait up to 48 hours for the system to be updated. It also provides contact information for immediate assistance.
- LIST ACCOMMODATIONS FOR FALL 2019:** A section with a 'Refine Search Result' dropdown menu set to 'Search All' and a 'Refine Search' button.

Contact information at the bottom left includes a phone number (407) 823-2371 and a 'Send an Email' link.

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:  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**  
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)

The screenshot displays the 'Knights Access Alternative Format Preference' page. On the left is a sidebar with navigation links: 'Home' (My Dashboard, My Profile, SMS, Equipment, Mailbox), 'My Accommodations' (Eligibility, List, Testing, Formats, Agreements), and 'Logout'. The main content area is titled 'ALTERNATIVE FORMATS' and shows the current term as 'Fall 2019'. Below this is the 'ALTERNATIVE FORMATS PREFERENCE' section, which is currently 'Not Available'. A message states 'No Book is Being Processed for Fall 2019'. The 'UPLOAD BOOK RECEIPT' section contains an 'Important Note' and a 'File Information' form. The form includes a 'Term' dropdown set to 'Fall 2019', a 'Select File' button labeled 'Choose File' (with 'No file chosen' next to it), and a 'Select Course(s) the receipt is for' section with four radio button options: EDF 2720.0M02 - CHILD IN SCHLS LEGAL ETHIC, ENC 1101.0034 - COMPOSITION I, MAT 1033C.0002 - INTERMEDIATE ALGEBRA, and POS 2041.0001 - AMERICAN NATIONAL GOVERNMENT. There is also a 'Note' text area and an 'Upload Receipt' button. To the right, the 'UPLOADED RECEIPTS - FALL 2019' section shows 'No Receipt Found'. Two red arrows are overlaid on the page: one pointing to the 'Choose File' button and another pointing to the 'Upload Receipt' button.

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