



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

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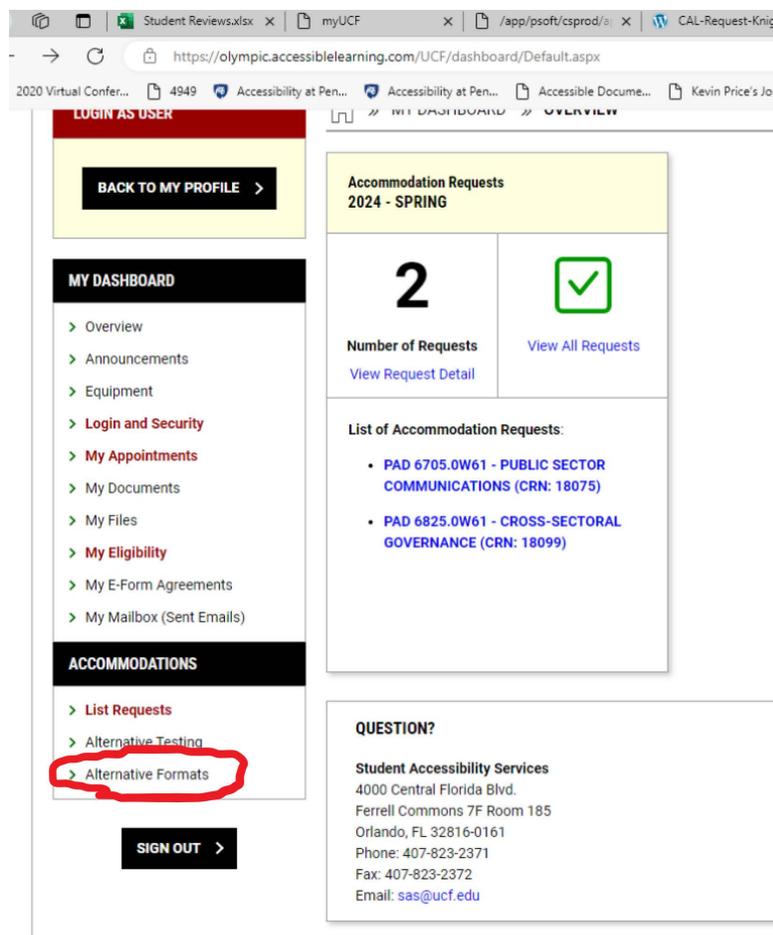
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Step 3:

Navigate to **'My Accommodations'** and select **'Alternative Formats'** and then Choose the **"Upload Receipt"** Button



The screenshot shows a web browser window with the URL <https://olympic.accessiblelearning.com/UCF/dashboard/Default.aspx>. The page is titled "Knights Access Dashboard" and features a navigation menu on the left and a main content area on the right. The navigation menu includes sections for "MY DASHBOARD" and "ACCOMMODATIONS". Under "ACCOMMODATIONS", the "Alternative Formats" option is circled in red. The main content area displays "Accommodation Requests 2024 - SPRING" with a count of 2 requests and a green checkmark icon. Below this, a list of requests is shown, including "PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075)" and "PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE (CRN: 18099)". A "QUESTION?" section at the bottom right provides contact information for Student Accessibility Services.

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

Step 4:

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

The screenshot displays the 'Knights Access Alternative Format Preference' page. On the left sidebar, there are links for 'List Requests', 'Alternative Testing', and 'Alternative Formats', along with a 'SIGN OUT' button. The main content area features a list of courses at the top, including 'PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE (CRN: 18099) - EBK HANDBOOK OF COLLABORATIVE PUBLIC WA', 'PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE (CRN: 18099) - POOR PARTICIPATION', 'PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - QUIET', 'PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - EBK ALL THE PRESIDENT'S MEN (40TH ANNIV)', and 'PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - PUBLIC SECTOR COMMUNICATION'. Below this is the 'RECEIPT DETAIL' section, which includes a 'Select File' field with a 'Choose File' button and 'No file chosen' text. Underneath is the 'Select Courses the receipt is for' section, which contains a hint: 'Hint: You are required to make a minimum of 1 selection.' and two checkboxes: 'PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS' and 'PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE'. The checkboxes and their corresponding course names are circled in red. Below this is a 'Note' field. At the bottom, the 'FORM SUBMISSION' section contains an 'UPLOAD RECEIPT' button.

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

> List Requests
> Alternative Testing
> Alternative Formats

SIGN OUT >

- PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE (CRN: 18099) - EBN HANDBOOK OF COLLABORATIVE PUBLIC MA
- PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE (CRN: 18099) - POOR PARTICIPATION
- PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - QUIET
- PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - EBK ALL THE PRESIDENT'S MEN (40TH ANNIV
- PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS (CRN: 18075) - PUBLIC SECTOR COMMUNICATION

RECEIPT DETAIL

Select File * :

Choose File | No file chosen

Select Courses the receipt is for * :

Hint: You are required to make a minimum of 1 selections.

PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS

PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE

Note:

FORM SUBMISSION

UPLOAD RECEIPT >

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 below with the date and time that the upload was completed. Here you have the option to view a previously uploaded receipt by choosing Download (Figure 6)

FORM SUBMISSION

UPLOAD RECEIPT >

UPLOADED RECEIPTS

Download	Verified	Date Receipt Uploaded	Notes
Download		01/04/2024 at 02:32 PM	Classes Selected: <ul style="list-style-type: none">PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS
Download		12/27/2023 at 08:22 AM	Classes Selected: <ul style="list-style-type: none">PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS
Download		12/27/2023 at 08:22 AM	Classes Selected: <ul style="list-style-type: none">PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS
Download		12/27/2023 at 08:22 AM	Classes Selected: <ul style="list-style-type: none">PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE <p>Student Note: This is a Google e-book but the accessibility options are very limited and I would like to use Kurzweil for this textbook</p>
Download		12/27/2023 at 08:21 AM	Classes Selected: <ul style="list-style-type: none">PAD 6705.0W61 - PUBLIC SECTOR COMMUNICATIONS
Download		12/27/2023 at 08:20 AM	Classes Selected: <ul style="list-style-type: none">PAD 6825.0W61 - CROSS-SECTORAL GOVERNANCE

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