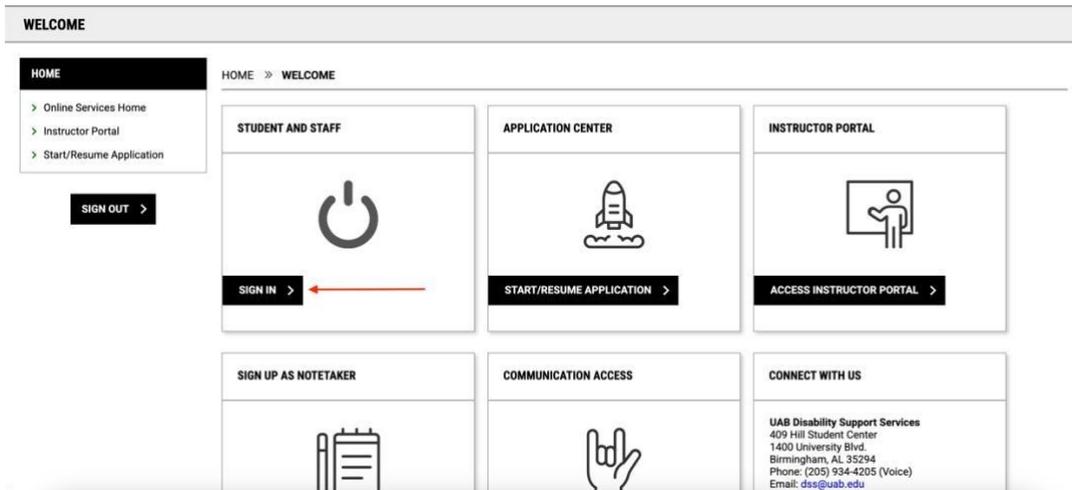
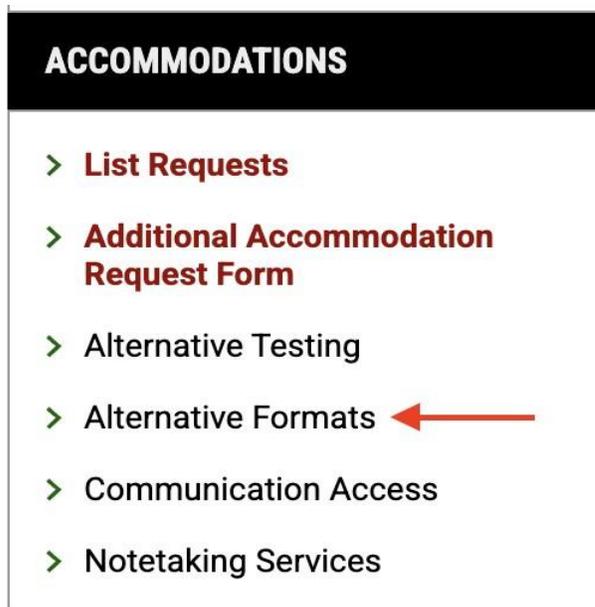


# How to request Alternative Formats and Upload Receipts

1. Login to the [DSS Online Portal](#) with your UAB username and password.



2. On the left side of the portal under 'My Accommodations' select 'Alternative Formats'.



- To Request Alternative Formats for a book, select 'Review Requests or Add Books'. Then, fill out the 'Reading Material' section and select 'Submit Request'.

LOGIN AS USER

MY DASHBOARD >> ALTERNATIVE FORMATS

OVERVIEW REQUESTS UPLOAD RECEIPT

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > Login and Security
- > My Appointments
- > My Documents
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

IMPORTANT MESSAGE

If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

Previous Term Term: Spring 2025 Next Term

REQUEST SUMMARY

MY REQUESTS

2

Number of Requests without Books

Total Accommodation Request: 0

REVIEW REQUESTS OR ADD BOOKS >

> Alternative Testing

> Alternative Formats

> Communication Access

> Notetaking Services

SIGN OUT >

READING MATERIAL

Select Class \*:

DEMO 1234.DEMO - BLAZE WAY - DEMO (CRN: 1234)

Reading Material Title \*:

Blazer Creed

ISBN: ⓘ

1234

Publisher:

UAB

Author:

UAB

Edition:

1

Note:

- To upload a receipt (in order to provide evidence, you have purchased the book), please select 'Upload Receipt' in the upper right corner of the 'Alternative Format' Section.
  - Fill out the 'Receipt Detail' section by uploading the receipt and selecting the class the book corresponds to. Select 'Upload Receipt'.

- Once the receipt has been uploaded you will be able to see the receipt in the 'Uploaded Receipts' section.

**RECEIPT POLICY**

Our system limits of up to 10 receipts per term or semester.  
Reference (P/G) ID: 12.

**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.

DEMO 1234.DEMO - Blaze Way - Demo  
 SOM 1.1 - Block 1

Note:

5. If an alternative format is no longer needed for a course, please select 'Cancel Request'; under the 'List Requests for Alternative Formats' section.

LIST REQUESTS FOR ALTERNATIVE FORMATS						
CRN	Subject	Course	Section	Course Title	Created On	Status
1	SOM	1	1	Block 1	04/17/2025	Cancel Request
1234	DEMO	1234	DEMO	Blaze Way - Demo	04/17/2025	Cancel Request