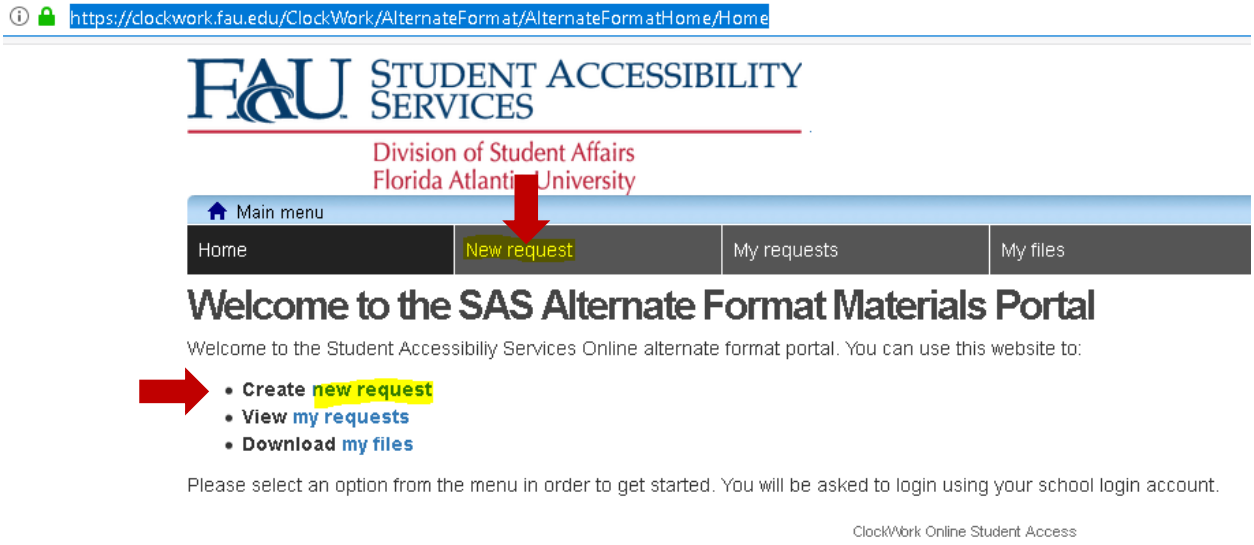
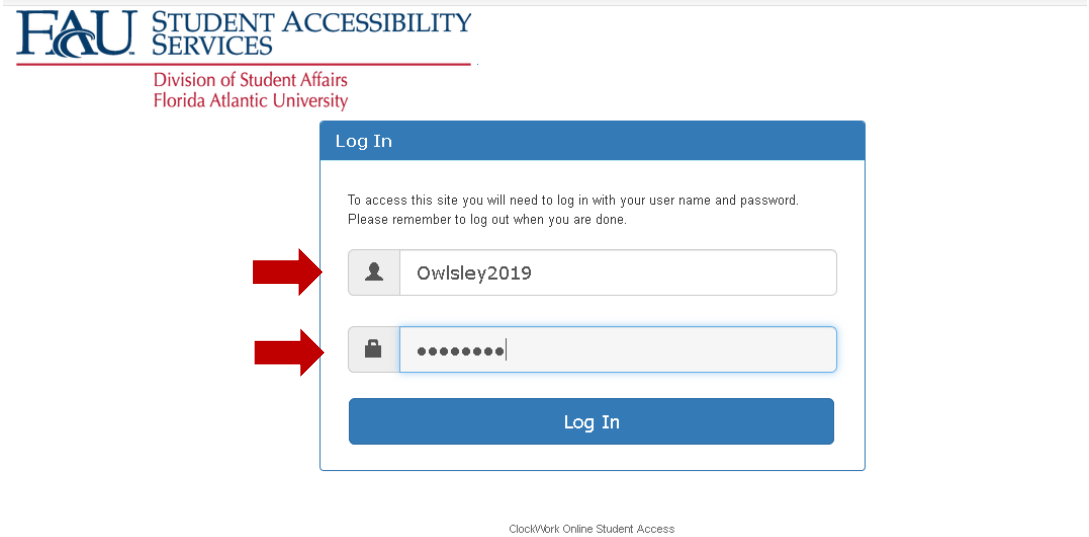
How to Order SAS Online Alt-Text

The SAS Online Alt-Text Portal allows students with alternative text accommodations to conveniently place requests for accessible versions of their textbooks online. Students must have purchased their own textbook and must be able to provide a purchase receipt for the book, which should be uploaded online through the portal. All receipts will be verified by SAS staff before alternative format versions of books are made available for download via the portal.

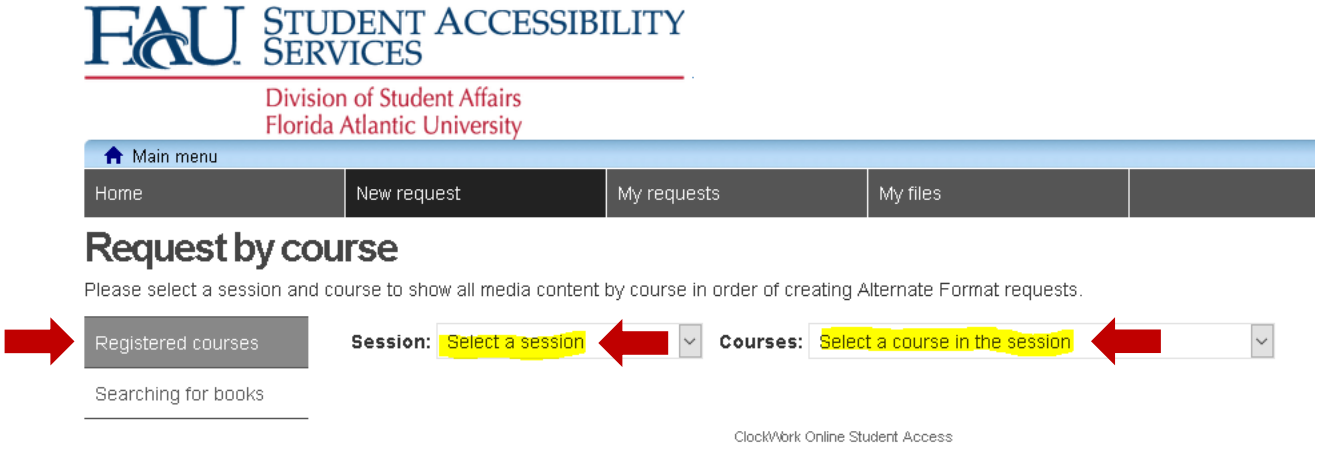
1. Go to Alt-text Portal at: https://clockwork.fau.edu/ClockWork/AlternateFormat/AlternateFormatHome/Home
2. Go to "My Requests"



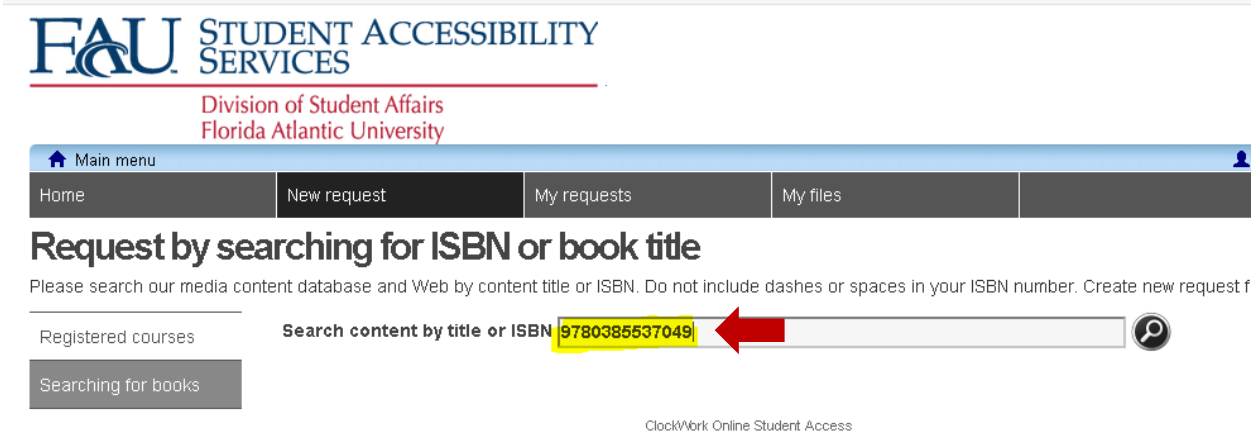
3. Log in with your FAUNet ID.



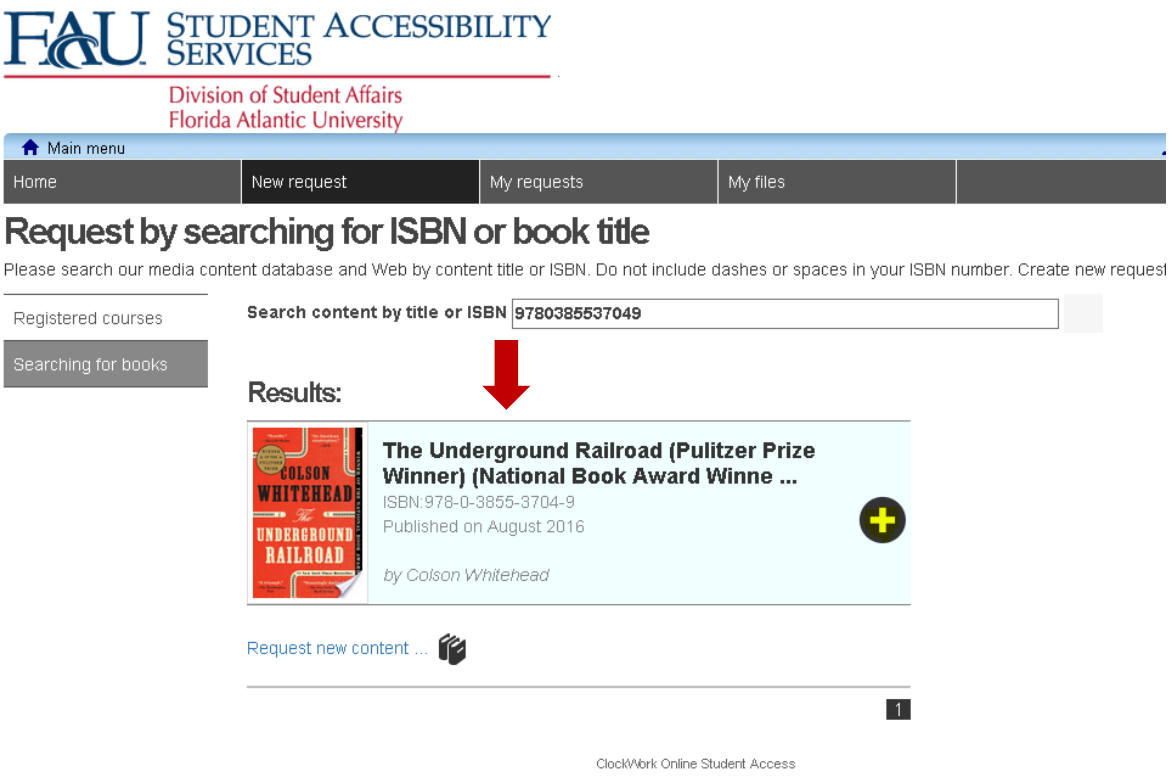
4. You can search for your book by title or ISBN number. Below shows how to search by course.



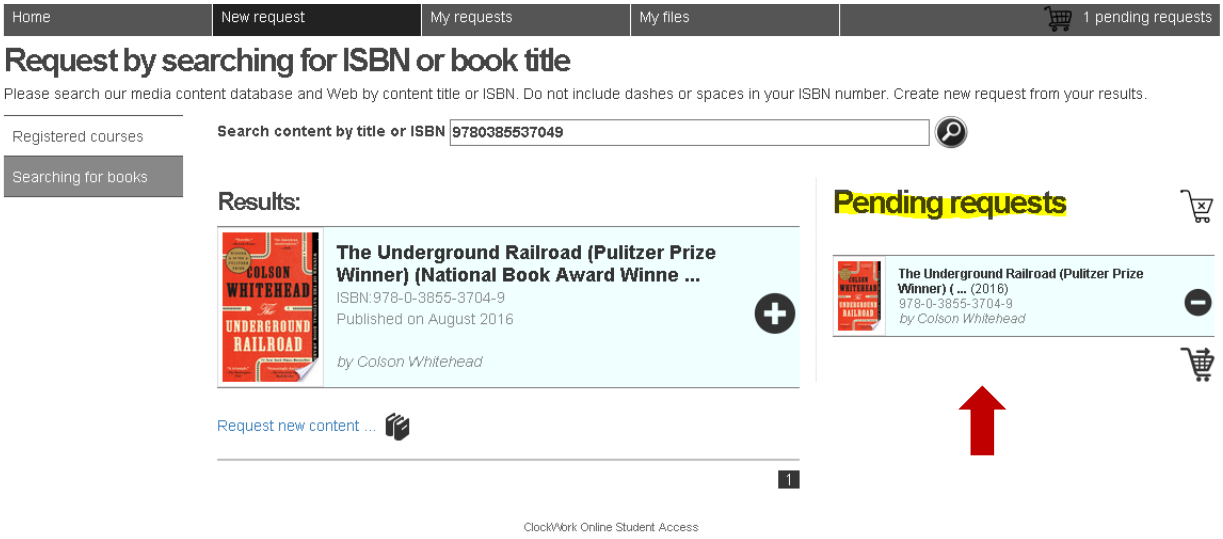
5. You can search by book by entering the book title or ISBN number (do not use spaces or dashes in the number).



6. Choose your book by clicking on the plus “+” icon on the right side of the page.



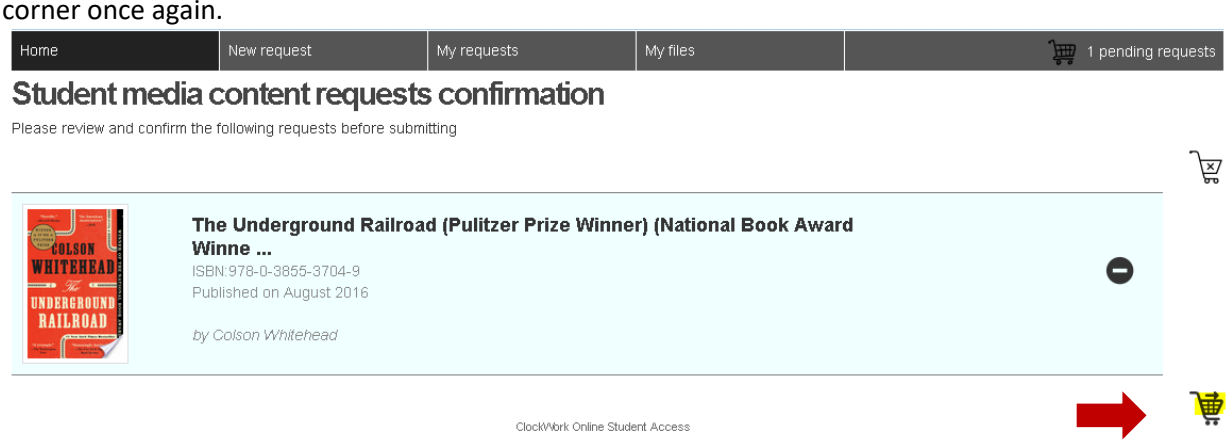
7. You will see the book added to your “Pending Requests” on the right side of the page.



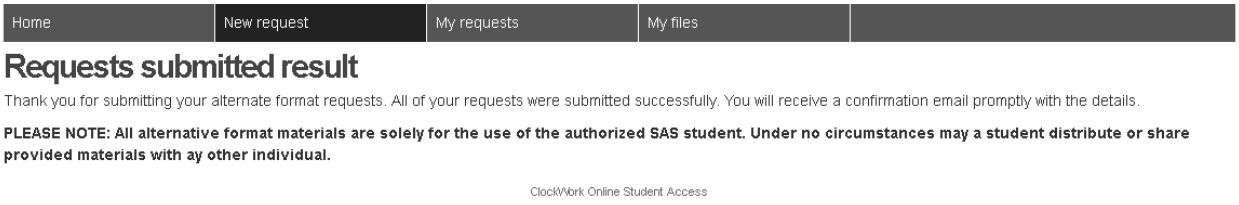
8. To complete your order, click on the shopping cart icon on the r bottom right of the “Pending Requests” area.



9. Review your final order and confirm this by clicking on the shopping cart in the bottom right corner once again.



10. You will receive a confirmation of your order and a confirmation email will be sent to your FAU email address.



Hello Owlsley,

We have received your request for the following Alternate Media:

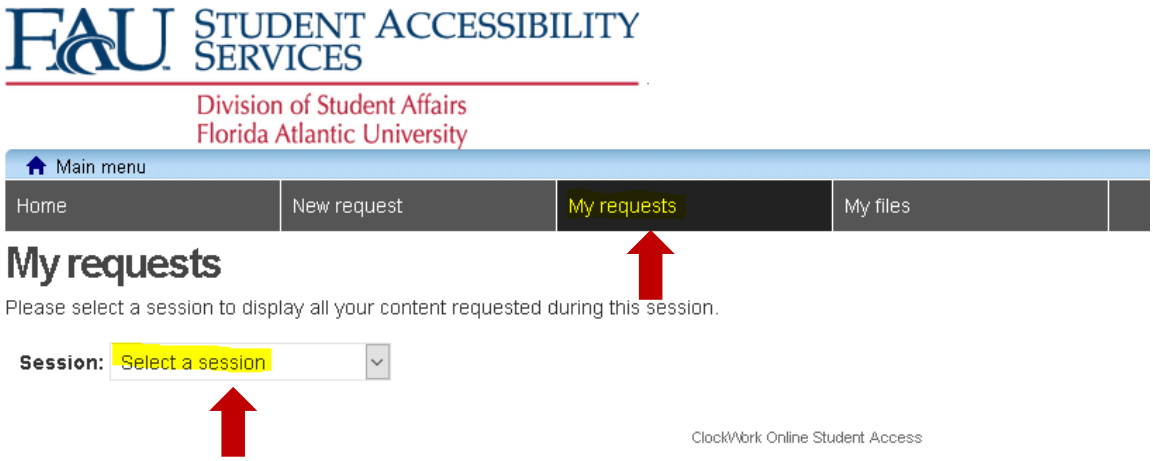
- The Underground Railroad (Pulitzer Prize Winner) (National Book Award Winner) (Oprah's Book Club) (978-0-3855-3704-9)

We will contact you when your alternative format media is ready to download. If you do not hear back from us within 2 weeks, please follow up with your SAS consultant for the status of your request. You can also check the status of your request in the SAS Online Alternative Format Materials Portal at: https://clockwork.fau.edu/ClockWork/AlternateFormat/AlternateFormatHome/Home and clicking on "My Requests".

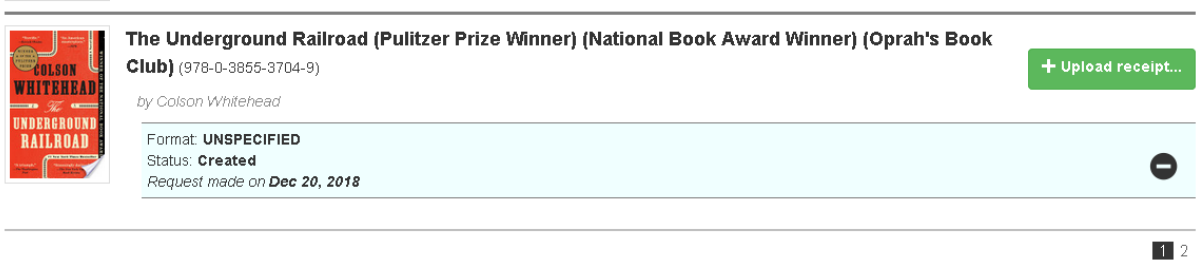
Thank you,

Student Accessibility Services

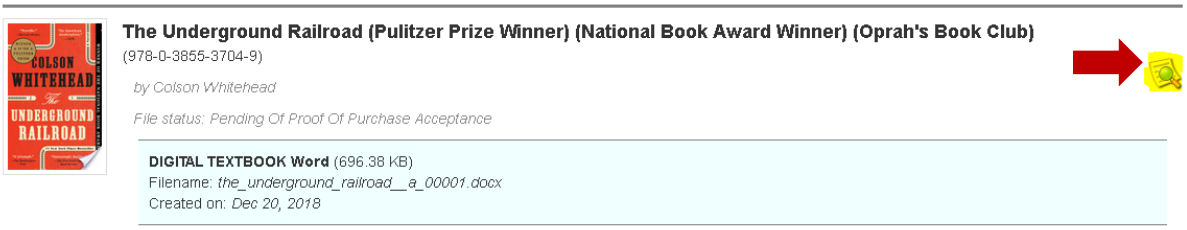
11. You can track your order by clicking on “My Requests” and selecting the appropriate semester in the drop down menu.



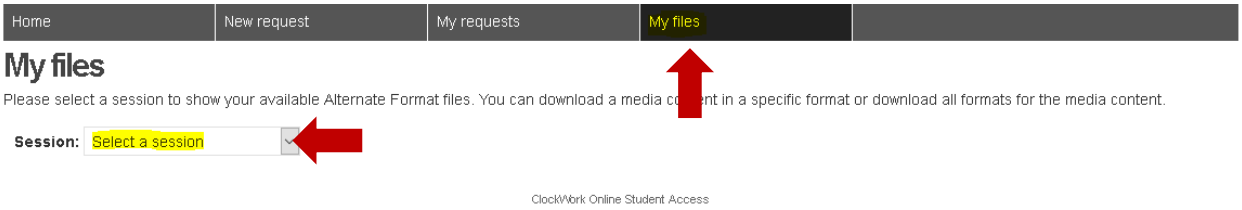
12. It is important that you upload an image of your book receipt by clicking on the “Upload Receipt” button on the right side of the book information area. Be sure to uplaod a clear and readable image.



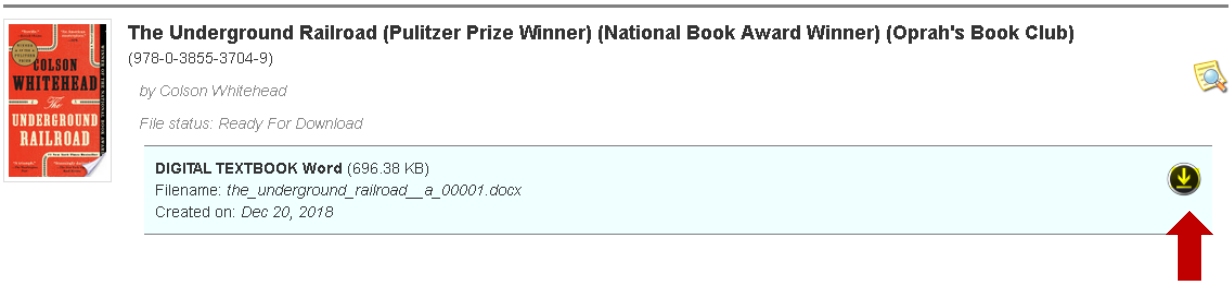
13. The magnifying glass icon on the right can be clicked to show a preview of an uploaded image of a book receipt.

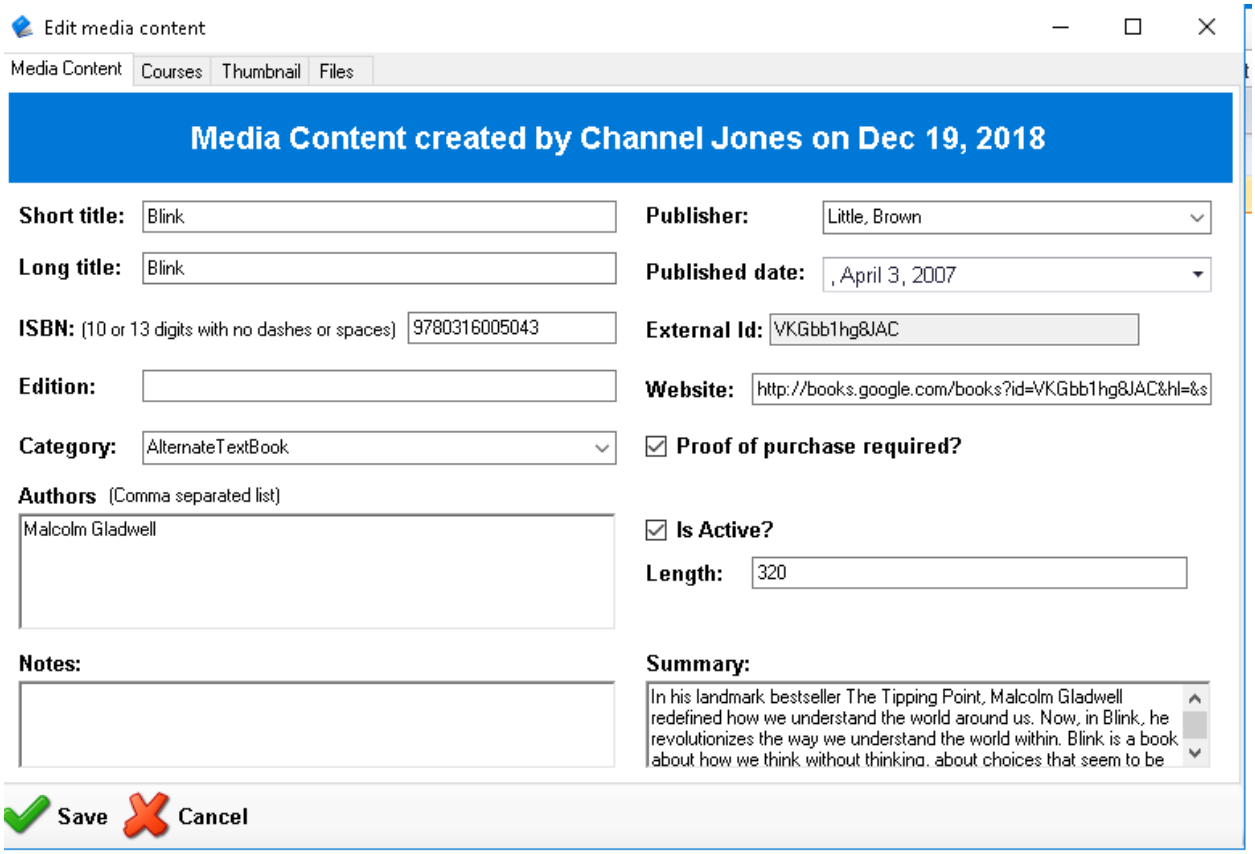


14. To view fulfilled requests that are available for download, go to “My files” and select the appropriate semester in the drop down menu.



15. If the book request is approved by a staff member in the alternative text module it can be downloaded by clicking on the arrow icon in the bottom right corner of the book information area.




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Category:
AlternateTextBook
Authors (Comma separated list)
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, April 3, 2007
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In his landmark bestseller The Tipping Point, Malcolm Gladwell redefined how we understand the world around us. Now, in Blink, he revolutionizes the way we understand the world within. Blink is a book about how we think without thinking, about choices that seem to be
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