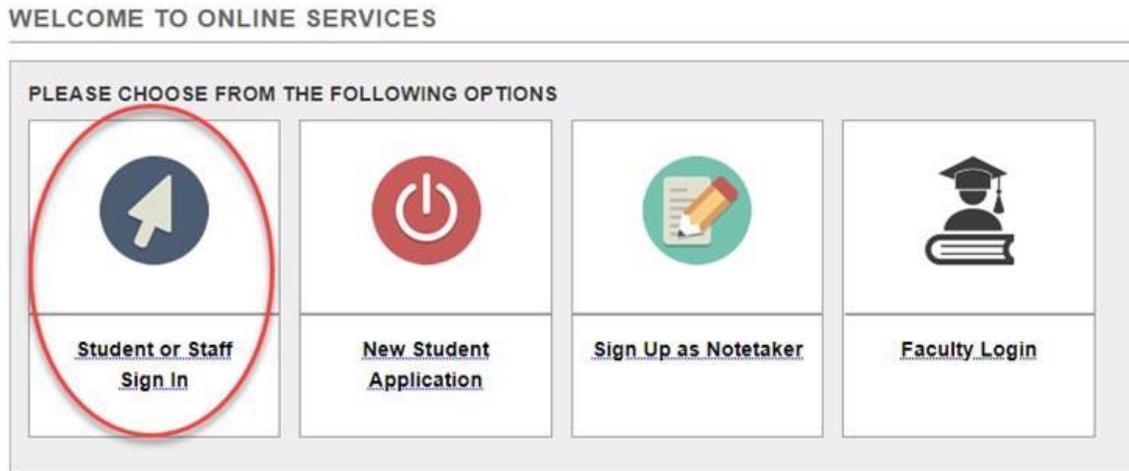


How to request Alt Media:

- Visit the [DSPS home page](#) and locate the link to the DSPS Online Portal (AIM) from the dropdown menu to log in.

AIM Login

- Select “**Student Sign-In**” and, if prompted, log into your my.cuesta.edu portal.



Note: If it's your first time logging in you may have agreements to read and sign. Please also make sure [your faculty notification letters have been sent](#) with the Alternate Media or Electronic Text accommodation checked in each class you need books. **If your notification letters have not been sent, your books will not be listed for the next step yet.**

- On the left side under **My Accommodations**, click on **Alternative Formats**.



- Please use the drop-down list to pick an Alt Format Preference. Kurzweil library, or PDF.

ALTERNATIVE FORMATS

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Alternative Formats Preference

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Not Specified**

Update Preference: Select One 

- Make sure your list shows the correct semester.

ALTERNATIVE FORMATS

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- You may then click **Select** next to any class/book you would like in audio format. Once selected, this will change to **Processing**, and then, when the book is ready, to **Completed**.

SBJ	CRS	Book Title	Author	Tags	Select
HIST	203B	Human Journey:concise Intro.To...,V.2 (Edition: 2ND 19) (ISBN: 9781538105610)	REILLY	RQ	Select

- Before receiving your books, you will need to provide proof of purchase. You can upload a receipt on the bottom of this page, you can bring the receipt to the office, or you can bring your book by the office.

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

File Information

Term: **Spring 2020**

Select File: **No file chosen**

Select Course(s) the receipt is for *

HIST 203B.0 - Hist Of World Civs

Note: