Tutorial
Requesting Accessible Reading Materials

Before requesting accommodations/eligibilities you must first get connected with our office.

For instructions, please visit http://sds.olemiss.edu and select “Apply for Service.”

**Step 1:** Visit the SDS website, and select the “Rebel Access” button.
**Step 2:** On the Rebel Access Portal page, select the “Rebel Access Students” button.

**Step 3:** Sign in to Rebel Access using your Web ID information.
**Step 4:** After logging into Rebel Access, on the Overview page, first you will have to setup the accommodations for your classes. Select the class or classes you choose to add approved accommodations and click the button below that says “Step 2-Continue to Customize your Accommodations”.

![Select Accommodations for Your Class](image)

*Important Note*

1. Course may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Student Disability Services.

2. Your courses may not display below if you are part of the course waiting list.

3. If you are unable to select the checkbox from the list of courses below, that means you have submitted your request for accommodation for that course.

4. If you wish to modify your accommodation request (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

![Step 1: Select Class(es)](image)

![Step 2 - Continue to Customize Your Accommodations](image)

By requesting my approved in-class accommodations, I acknowledge the following:

1. I must communicate with my instructors regarding my accommodation needs in the classroom.
2. I am responsible for updating my accommodation request if I add or withdraw from a class or I determine I need to change the approved accommodations I requested in a class.
3. I am responsible for contacting SDS immediately should I have a problem with an approved and requested accommodation.
**Step 5:** Choose the accommodations you want to enable for the class. Choose “Accessible Reading Materials” to get your textbook in an accessible format. Then select the button to “Submit Your Accommodation Requests”.

**HINT:** You do not have to select every accommodation you are approved for when setting up your accommodations for each class. However, it doesn’t hurt to have it set just in case you decide later in the semester you do need it.
Step 6: The next screen will give a green checkmark for Approved accommodations. Also, you will see a list of the selected accommodations for the class. Furthermore, you can either Modify or Cancel the Request if you made a mistake.

**HINT:** If you can’t find the correct class, you may be looking at the wrong semester. Make sure the Term states the correct semester. If not, use the links on either side of the Term to select the previous or next term.
Step 7: Next, on the navigation bar on the left under My Accommodations, click “Alternative Formats”.

Step 8: The first thing you should do on this page is to find the section called “Upload Book Receipt”. This is required by the publisher for each book you desire in accessible format. Accessible Format Reading Materials can’t be processed without either a receipt or invoice.
Step 9: On the same page, “Alternative Formats”, you will see a list of books for the classes. This is the “Bookstore List”. Click the “Select” button for each book you want in accessible format.

**HINT:** You do not have to select every book to request accessible format. If you don’t think you will need that book in accessible format, don’t click the Select button. You can always select the book at a later time if you think you do need it in accessible format.

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**Request Alternative Formats for Fall 2018**

Steps to request your Accessible Reading and Instructional Materials:

- Please check your **Accessible Reading and Instructional Materials Preference** if available. If you have any questions regarding available formats, please contact the SDS Adaptive Technology Specialist.

- **Select your book.** If the book is not listed in the Bookstore List, you can fill out and submit a custom Accessible Format request. If you require your Instructional Materials such as handouts in an accessible format, please contact the SDS Adaptive Technology Specialist for assistance.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Book Title</th>
<th>Author</th>
<th>Tags</th>
<th>Select</th>
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<tbody>
<tr>
<td>Aas</td>
<td>Incidents In The Life Of A Slave Girl</td>
<td>Harriet Ann Jacobs</td>
<td>Re</td>
<td>Select</td>
</tr>
<tr>
<td>Aas</td>
<td>Narrative Of The Life Of Frederick Douglass</td>
<td>Frederick Douglass</td>
<td>Re</td>
<td>Select</td>
</tr>
<tr>
<td>Aas</td>
<td>Narrative Of Sojourner Truth</td>
<td>edited with an introduction</td>
<td>Re</td>
<td>Select</td>
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<tr>
<td>Aas</td>
<td></td>
<td>by Nell Irvin Painter</td>
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<td>Aas</td>
<td>A Narrative Of The Life And Travels Of Mrs.</td>
<td>Nancy Prince</td>
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<td>Aas</td>
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<td>Up From Slavery</td>
<td>Booker T. Washington</td>
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**Step 10:** If you don’t see the book you want in accessible format in the Bookstore List, you can scroll down and manually fill out the “Additional Book or Reading Materials” form. Once filled in, click the “Submit Request” button.

**HINT:** Make sure you fill in as much information as possible. The ISBN and Edition are very helpful in order to get the accessible format to you in a timely fashion.

**ADDITIONAL BOOK OR READING MATERIALS FOR AUGUST INTERSESSION 2018**

If you can’t find the book you require in the Bookstore List, you can fill out and submit a custom accessible format request. Please make sure in doing so to include the Book Title, Author, Publisher, Copyright, and if available, the Edition and the ISBN Number. All these items help in acquiring and processing your custom accessible format request in a timely manner.

**Reading Materials**

- **Select Class**: Select One
- **Reading Material Title**
- **ISBN**: If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.
- **Publisher**
- **Author**
- **Edition**
- **Note**

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).
Step 11: After submitting your book choices for accessible format for each class, you will see on this same page a section called “List Books Currently Being Processed” and the processing status for each book.

**HINT:** Always click “Alternative Formats” on the left navigation bar to keep tabs on your accessible format book requests per semester.

**IMPORTANT:** You will receive an email when the accessible book is ready for download. Most books take about a week to process, but may take longer. Books are processed in the order they are received. The sooner you request accessible reading materials, the quicker you will receive them.

This concludes our tutorial on Requesting Accessible Reading Materials.

Questions or Problems? Contact SDS!

Call: 662-915-7128
Email: sds@olemiss.edu