



UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

**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.

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Student Disability Services


Home About Us Current Students Parents Faculty SDS Testing Center Resources FAQs



# Welcome!

UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

 **APPLY FOR SERVICES**

 **REBEL ACCESS**

**FOR ASSISTANCE:**

- ✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)
- ☎ 662-915-7128
- ☎ 662-638-0379 (VP)
- ☎ 662-915-5972 (Fax)
- 📍 234 Martindale (Click for Map)

**OFFICE HOURS:**  
Monday-Friday 8am to 5pm

Messages may be left on the office's voice mail system when the office is closed.

**VISION:** Student Disability Services embraces an educational community that celebrates and values the uniqueness and diversity of each student.

**MISSION:** In the spirit of equity, and in collaboration with the larger campus community, Student Disability Services leads the university in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments.

**CORE VALUES:** As a department, and as individuals, we are committed to following the below Core Values as the foundation of our philosophical and decision-making processes:

- We recognize disability as a dimension of human variation and consider it to be an interaction between the person and the artificially-created barriers to physical, educational, economic, social, and policy environments.
- We support university standards and integrity by valuing high expectations for all students, including those with disabilities.

Policies

Forms

Student Privacy and Confidentiality

Documentation Guidelines

Accommodation Information

Disability Specific Information

Accessible Format and Assistive Technology

**Step 2:** On the Rebel Access Portal page, select the “Rebel Access Students” button.

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Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Diversity and Inclusion

## Rebel Access Portal

Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

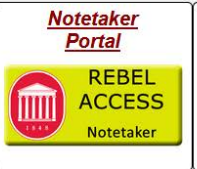
Student Portal




Instructor Portal



Notetaker Portal



Interpreting Portal



**Rebel Access Tutorials**

- [Rebel Access Student Tutorials](#)
- [Rebel Access Faculty/Instructor Tutorials](#)
- [Rebel Access Notetaker Tutorials](#)

MAIN OFFICE – MARTINDALE:

✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)

☎ 662-915-7128

☎ 662-638-0379 (VP)

☎ 662-915-5972 (Fax)

📍 234 Martindale (Click for Map)

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SDS TESTING CENTER – KINARD:

✉ [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)

☎ 662-915-2514

📍 366 Kinard Hall (Click for Map)

UM Commitment to Access & Inclusion

SDS Policies

Documentation Guidelines

Accommodation Information

SDS Appeal Process

**Step 3:** Sign in to Rebel Access using your Web ID information.

THE UNIVERSITY of MISSISSIPPI

## WebID Authentication Required

WebID:

Password:

[Password Help](#)

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**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.

Home >> My Dashboard >> Overview

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: Active

Update Preference

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Renew Accommodations or Request New Accommodations
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Documents
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: Corey Blount

**OVERVIEW**

PRINTING FACULTY NOTIFICATION LETTER IN PDF

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: Select One Generate PDF

**Final Step: Select Accommodation(s) for Each Class**

**ASL 202.Section 2 - Intermediate Asl Iv (CRN: 12298673)**

Instructor(s): **JAMES COREY BLOUNT**  
 Days and Time(s): **MTWRF at 04:00 PM - 08:00 PM**  
 Date Range(s): **07/30/2018 - 08/10/2018**  
 Location(s): **A024 Bishop Room 106 (Campus: Oxford)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for ASL 202.Section 2**

<input checked="" type="checkbox"/> Accessible Reading Materials	<input type="checkbox"/> Accessible Testing	<input type="checkbox"/> Assistance Recruiting a Volunteer Notetaker
<input type="checkbox"/> Audio Books	<input type="checkbox"/> Captioning and/or Transcribing of All In-Class and Online Video and Audio Content	<input type="checkbox"/> Extended Time on Timed, In-Class Assignments (1.5x)
<input type="checkbox"/> Interpreting	<input type="checkbox"/> Notetaking Services	<input type="checkbox"/> Preferential Seating in the Classroom
<input type="checkbox"/> Use of Interpreter	<input type="checkbox"/> Use of an Audio-Recording Device in the Classroom	<input type="checkbox"/> Use of Personal Electronic Device for Notetaking
<input type="checkbox"/> Use of Real-Time Captioning in the Classroom		

**Submit Your Accommodation Requests**
Back to Overview

**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.

<a href="#">Previous Term</a>	<b>Term: August Intersession 2018</b>	<a href="#">Next Term</a>
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<b>ASL 202.Section 2 - Intermediate Asl Iv (CRN: 12298673)</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
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Instructor(s): **JAMES COREY BLOUNT**

Days and Time(s): **MTWRF at 04:00 PM - 08:00 PM**

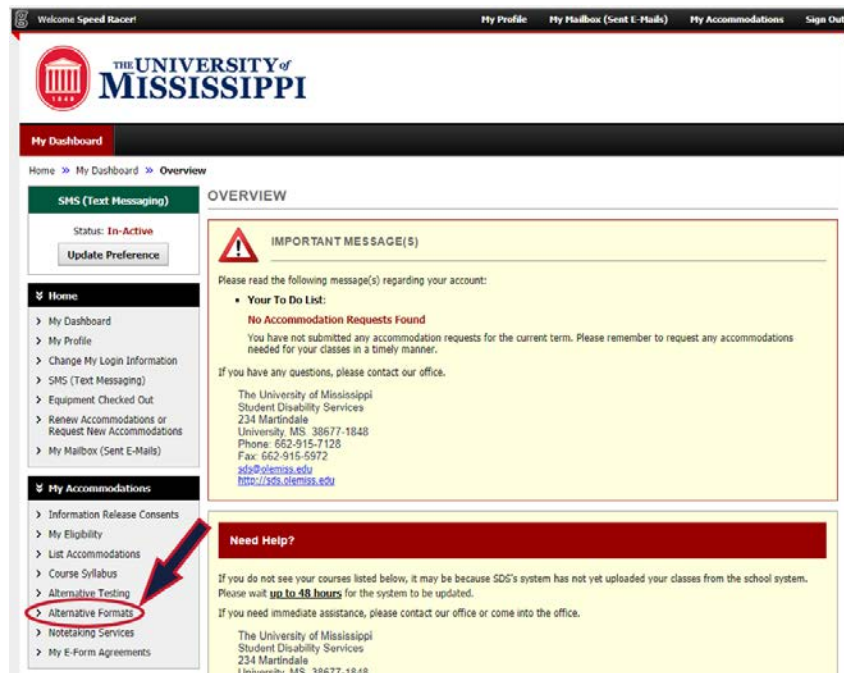
Date Range(s): **07/30/2018 - 08/10/2018**

Location(s): **A024 Bishop Room 106 (Campus: Oxford)**

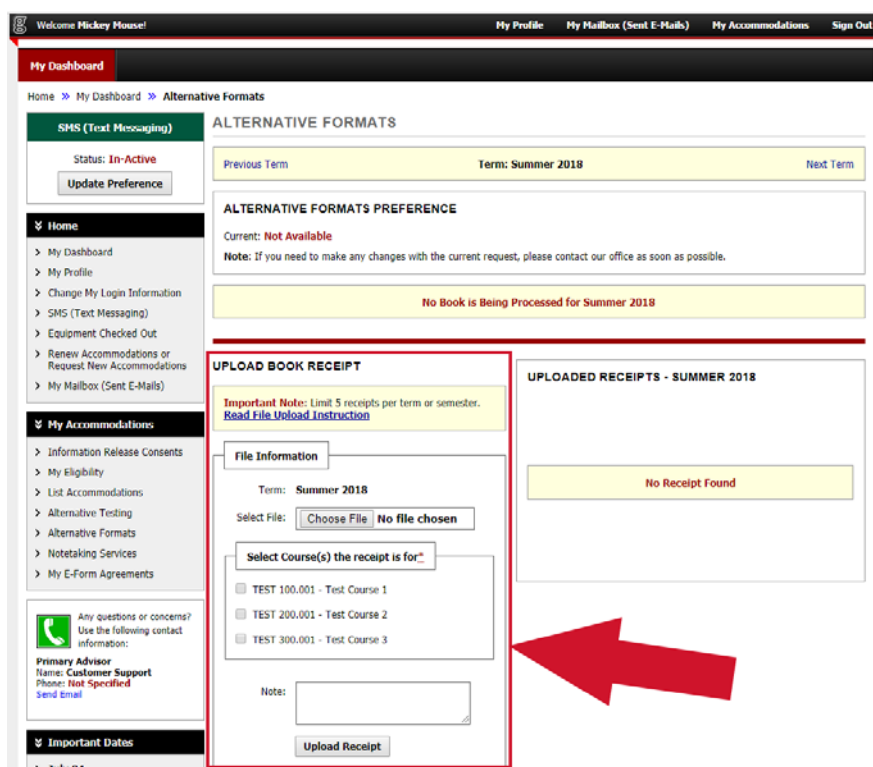
<p><b>Request Status</b></p> <div style="text-align: center;">   <b>Approved</b> </div> <p>First Entered by: James Weier  First Entered on: <b>07/31/2018 at 12:31 PM</b>  Last Updated by: James Weier  Last Updated on: <b>07/31/2018 at 12:31 PM</b></p>	<p><b>Notification Letter</b></p> <p>Status: <b>Scheduled</b>  Last Emailed: <b>Not Specified</b>  Last Printed: <b>Not Specified</b>  Last Read by Instructor: <b>Not Specified</b></p>
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<p><b>List Accommodation(s) Selected for ASL 202.Section 2</b></p> <ul style="list-style-type: none"> <li>▪ Accessible Reading Materials</li> </ul>	<p><b>Other Information</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">View Complete Request History</a></li> <li>▪ <a href="#">View Faculty Notification Letter Notes</a></li> </ul>
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**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.

#### 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.

SBJ	CRS	Book Title	Author	Tags	Select
Aas	341	Incidents In The Life Of A Slave Girl	Harriet Ann Jacobs	Re	Select
Aas	341	Narrative Of The Life Of Frederick Douglass	Frederick Douglass	Re	Select
Aas	341	Narrative Of Sojourner Truth	edited with an introduction and notes by Nell Irvin Painter	Re	Select
Aas	341	A Narrative Of The Life And Travels Of Mrs. Nancy Prince	Nancy Prince	Re	Select
Aas	341	Up From Slavery	Booker T. Washington	Re	Select
Eng	361	Incidents In The Life Of A Slave Girl	Harriet Ann Jacobs	Re	Select
Eng	361	Up From Slavery	Booker T. Washington	Re	Select
Eng	361	Narrative Of The Life Of Frederick Douglass	Frederick Douglass	Re	Select
Eng	361	A Narrative Of The Life And Travels Of Mrs. Nancy Prince	Nancy Prince	Re	Select
Eng	361	Narrative Of Sojourner Truth	edited with an introduction and notes by Nell Irvin Painter	Re	Select

**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\***:**

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](#).

**Submit Request**



**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.

Previous Term	Term: August Intercession 2018	Next Term
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**ALTERNATIVE FORMATS PREFERENCE**

Current: **Not Available**

**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

**LIST BOOKS CURRENTLY BEING PROCESSED FOR AUGUST INTERSESSION 2018**

**Note:** 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. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
ASL	202	Section 2	Signing Naturally, Lev.2-Wkbk		No	Processing

**Request Alternative Formats for August Intercession 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.

SBJ	CRS	Book Title	Author	Tags	Select
ASL	202	Signing Naturally, Level 2	Ken Mikos, Cheri Smith, Ella Mae Lentz,	Re	Select

**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](mailto:sds@olemiss.edu)