

EBOOK WORKSHOP GUIDE

ebook@uvm.edu

CONTENTS

eBooks.....	1
Request your eBooks	1
Download your eBooks	1
eBook FAQ's	1

EBOOKS

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2. Expand the **Accommodation** tab and select **Alternative Format**.
 - a. If you are missing this tab, you have not yet been approved for this accommodation.
3. Under **Current > Official Text** select **+Request** under the title of the required text
 - a. If the book you need is not listed, navigate to the **Student Entered** tab and click on **Add New Alternative Format Request**.
4. Fill out the required fields, upload proof of purchase, indicate type of alternative format, and click the **Submit** button.
5. *Do **NOT** click the Request Additional Alternative Format button at the bottom to request multiple titles. You are required to fill out individual forms for multiple titles.*

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1. Once you receive an email notification that your book(s) is available, login to [UVM File Transfer](#) with your UVM net ID.
 - a. Click **I am a UVM affiliate**, and it should bring you to UVM's sign on page or automatically log you in.
2. Click on **Details** and then click on the link to download.
3. *Access to the file expires 21 days after it has been shared, so make sure you store the folder locally on your computer!*

EBOOK FAQ'S

- **Are eBooks different from audio books?** Yes – audio books are read by human narrators. The eBooks that we provide are compatible with text-to-speech software, which relies on a computer-generated voice.
- **Do I need to own/rent a copy of my books to request the accessible version?** Yes – accessible files are supplemental and provided on the condition that you already own/rent a copy of your book. If you re-sell or return your copy, then please delete the accessible files as well, as keeping these would be a copyright violation.
- **How soon will my eBooks be available?** Our standard turnaround is 1-2 weeks. Occasionally we will need to contact a publisher to request the digital files. Depending on the publisher, this process can take anywhere from a few days to a few months. *So request your eBooks early!* If we are unable to get in touch with the publisher, then we will contact you with an update and offer to process your book manually (cut/scan).