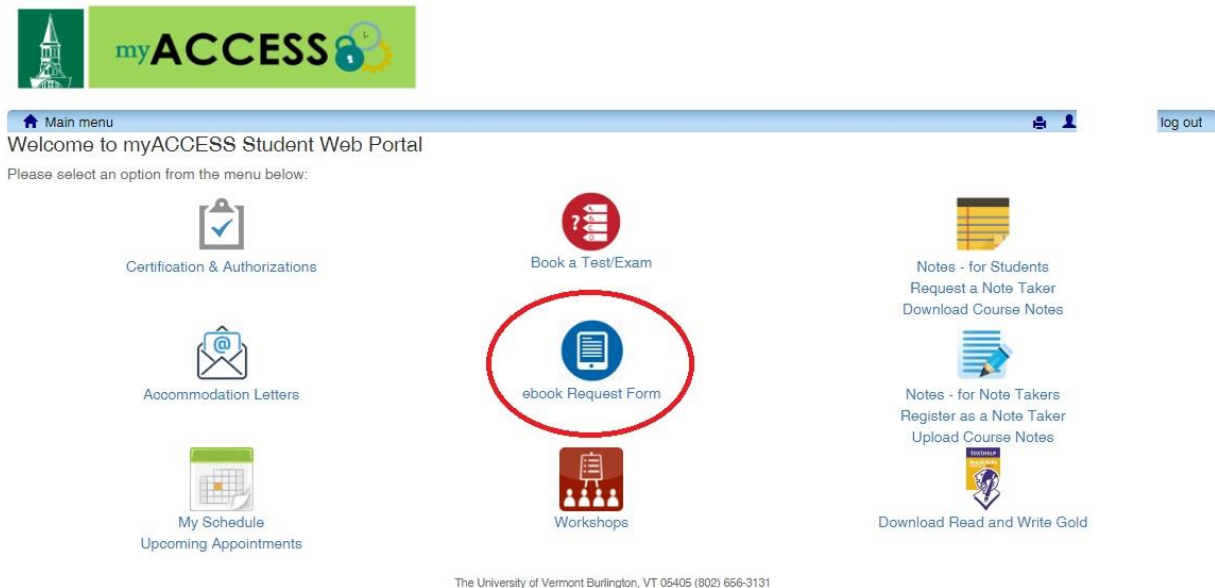


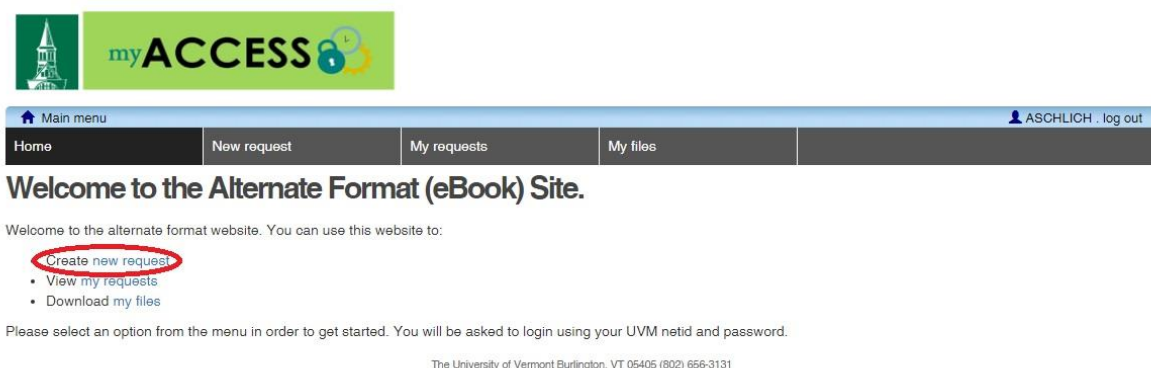
Step 1:

On the main page of the myACCESS website, click on the center button labeled “ebook Request Form”



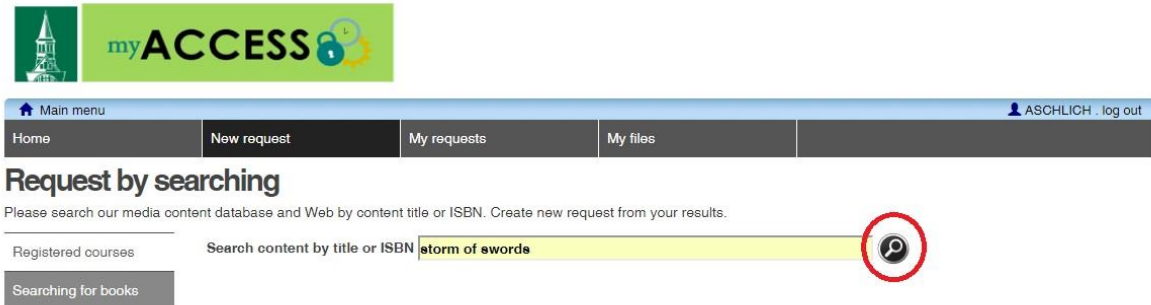
Step 2:

Click on the “Create new request” link as shown below



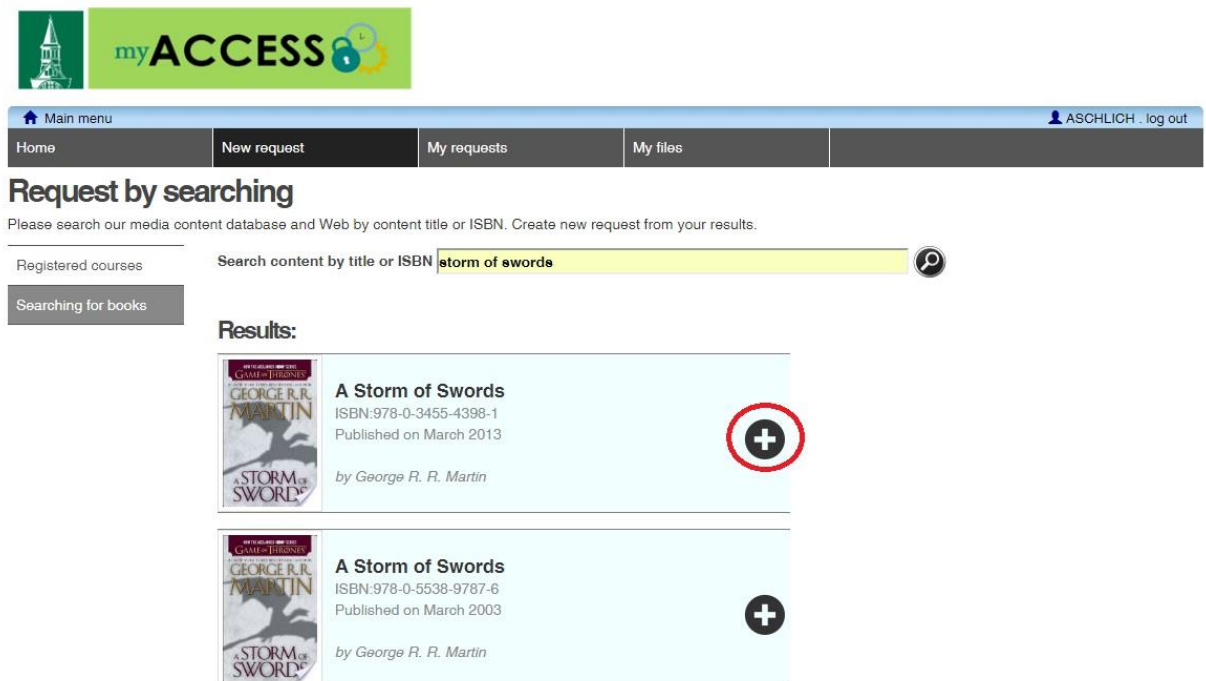
Step 3:

Next, enter the title or ISBN of the book in the search bar and click the magnifying glass



Step 4:

After finding the correct book in the results, click the + button to add the title to the list of requested books



Step 5:

Repeat step 3 & 4 until you have the complete list of books in your cart. Then click on the checkout button as shown below

The screenshot shows the myACCESS library website interface. At the top, there is a green header with the myACCESS logo. Below it is a navigation bar with links: Home, New request, My requests, and My files. On the right of the navigation bar, it says "ASCHLICH . log out" and "2 pending requests" with a shopping cart icon.

The main section is titled "Request by searching". Below this, there is a search bar with the text "Search content by title or ISBN" and the search term "great gatsby". To the left of the search bar, there are buttons for "Registered courses" and "Searching for books".

The search results are displayed under the heading "Results:". There are two results for "The Great Gatsby":

- The Great Gatsby**
ISBN: 978-0-7432-4639-2
Published on May 2003
by F. Scott Fitzgerald
- Великий Гэтсби. Книга для чтения на английском языке**
ISBN: 978-5-4579-1174-1
Published on September 2017

Each result has a plus sign (+) button to the right of it.

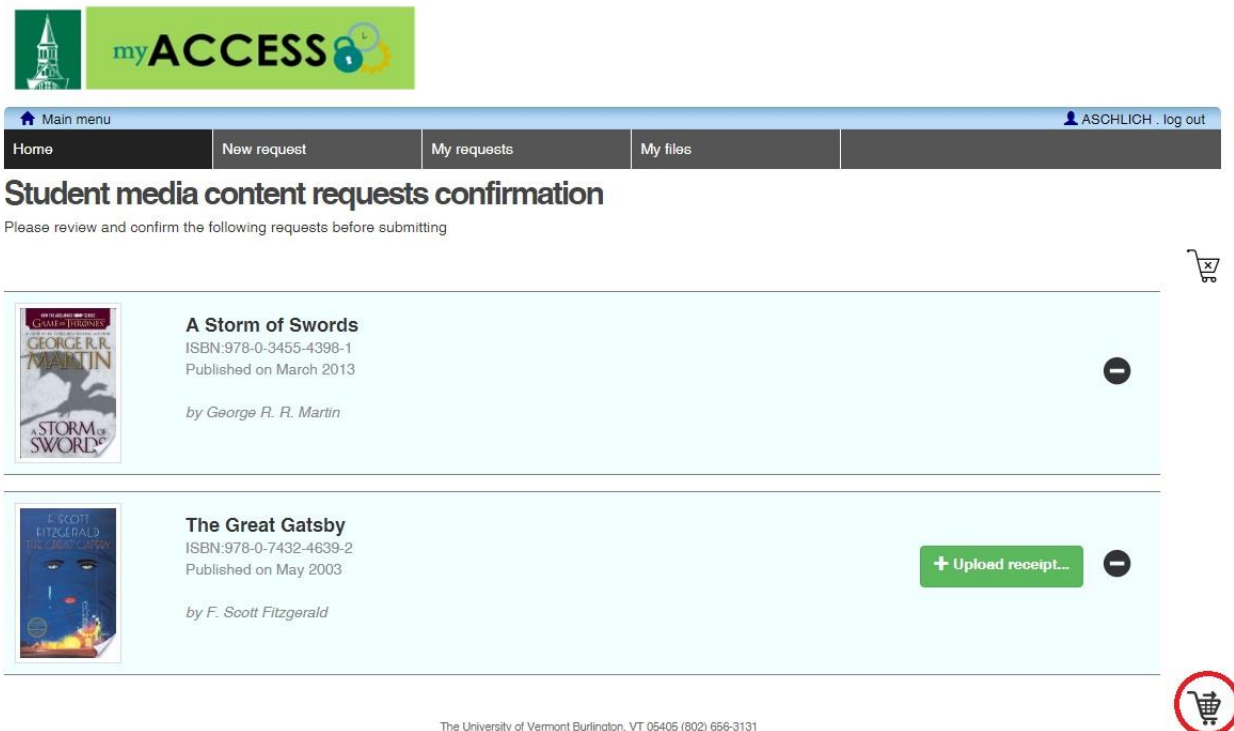
On the right side of the page, there is a section titled "Pending requests" with a shopping cart icon. It contains two items:

- A Storm of Swords (2013)**
978-0-3455-4396-1
by George R. R. Martin
- The Great Gatsby (2003)**
978-0-7432-4639-2
by F. Scott Fitzgerald

Each item in the pending requests section has a minus sign (-) button to its right. A red circle with a shopping cart icon is overlaid on the bottom right of the pending requests section, indicating the checkout button.

Step 6:

On this screen you can upload any receipts that are requested. Be advised that submitting a request without including receipts of sale may cause your request to be denied by the publisher. When you are finished, click the checkout button pictured below



The screenshot shows the myACCESS interface. At the top is the myACCESS logo. Below it is a navigation bar with links: Home, New request, My requests, and My files. The user is logged in as ASCHLICH. The main heading is "Student media content requests confirmation" with a subtext "Please review and confirm the following requests before submitting". There are two request items listed:

- A Storm of Swords** by George R. R. Martin. ISBN: 978-0-3455-4398-1. Published on March 2013. A minus sign icon is visible.
- The Great Gatsby** by F. Scott Fitzgerald. ISBN: 978-0-7432-4639-2. Published on May 2003. A green button labeled "+ Upload receipt..." and a minus sign icon are visible.

At the bottom right, there is a red circle with a white 'X' over a shopping cart icon. The footer text reads: "The University of Vermont Burlington, VT 05405 (802) 656-3131".

After submitting the request, you should be taken to the page below to confirm the submission of your eBook request!



The screenshot shows the myACCESS interface after a successful submission. The navigation bar is the same as the previous page. The main heading is "Request(s) submitted successfully." with a subtext "Thank you for submitting your alternate format requests". The footer text reads: "The University of Vermont Burlington, VT 05405 (802) 656-3131".