From the [DSS Homepage](#), select Alternative Textbook Request and use your WNC Anywhere credentials to login to your MyDSS account. Students, enter a "w" followed by your NSHE student ID number. Faculty and staff enter first.last name.

![MyDSS Login Page](image-url)
WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S). To the left of IMPORTANT MESSAGE(S), under the My Accommodations section, select the Alternative Formats option.

Figure 2 Alternative Formats Link
WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

Under the Alternative Formats Preference section, use the dropdown menu to select which alternative text format you would prefer, then click the Update Alternative Formats button.

If you see a list of your textbooks under the Request Alternative Formats for (specified semester) section, you can click on the Select link, located to the right of your listed book information. Your request will automatically be submitted for that selection. You will need to click the Select link for each book you would like to submit a request for.

Note: If you do not see a list of your textbooks under the Request Alternative Formats for (specified semester) section, please scroll down for further instruction.
WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

After successfully submitting your text request, you will see a green check mark at the top of the page, indicating confirmation of the system successfully processing your request. Below that notification, you will also be shown a list of books that are currently being processed for the semester.

![Figure 4 System Update Successful Page](image-url)
WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

After you receive confirmation of your request, scroll down to the Upload Book Receipt section, and provide proof of purchase by uploading a file. Examples of files that may be uploaded include PDF, PNG, and MS Word, as well as other formats. After you upload proof of purchase, use the appropriate check box to select the course(s) the receipt is for. You will also have the option to add a typed note. Once you have uploaded proof of purchase and select the course(s) the receipt is for, click the Upload Receipt button.

Book requests can take up to six weeks to be filled. It is advised that you submit your request(s) as soon as your booklist is available.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.
Instructions if you do not see a list of your textbooks under the Request Alternative Formats for (specified semester) section:

Under the Alternative Formats Preference section, use the dropdown menu to select which alternative text format you would prefer, then click the Update Alternative Formats button.

Scroll down to the Reading Materials section, and enter your textbook information. Please be sure to input as much textbook information as possible to avoid delays in processing.

![Additional Book or Reading Materials Information Page](image)
After successfully submitting your text request, you will see a green check mark at the top of the page, indicating confirmation of the system successfully processing your request.

You will also have the option to upload a file if you need a specific document converted to an alternative format.

![System Update is Successful Page](image)
Instructions for downloading your processed alternative text files:

Once your alternative text file is processed, you will receive an electronic email confirmation. To access your alternative text, use your WNC Anywhere credentials to login to your MyDSS account. Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S), including a message indicating that your alternative format is ready for download. To the left of IMPORTANT MESSAGE(S), under the My Accommodations section, select the Alternative Formats option.

![Figure 8 Alternative Formats Link](image-url)
Under the List Books Currently Being Processed For (specified semester) section, in the Status column, click the Download Book button.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.