

# WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

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.

Problem with Login Sign In

**W** **Western Nevada College**

Home

Home >> Welcome to Online Services

Home >> Online Services Home

WELCOME TO ONLINE SERVICES

Already A Registered User?

Students, Staff, and Notetakers sign in here:

Username:

Password:

Sign In

New Student Application

Sign Up as Notetaker

**NEED HELP?**

Access Tutorials  
Contact Our Office  
Read Disclaimer

**DISABILITY SUPPORT SERVICES**

**Western Nevada College**  
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Carson City, NV 89703

Website: <http://www.wnc.edu/dss/>  
Email Us: [dss@wnc.edu](mailto:dss@wnc.edu)

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Figure 1 MyDSS Login Page

# 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.

The screenshot shows the Western Nevada College student dashboard. At the top, there is a navigation bar with links for 'Welcome Ashley Crew!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is the college logo and name. The main content area is titled 'My Dashboard' and includes a breadcrumb trail: 'Home > My Dashboard > Overview'. On the left side, there is a sidebar with a 'Login as User Feature' section containing a 'Back to My Profile' button. Below that are two expandable sections: 'Home' and 'My Accommodations'. The 'My Accommodations' section is expanded, showing options: 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', and 'My E-Form Agreements'. A red arrow points to the 'Alternative Formats' link. The main content area is titled 'OVERVIEW' and features a yellow warning box with a red triangle icon. The box is titled 'IMPORTANT MESSAGE(S)' and contains the text: 'Please read the following message(s) regarding your account:'. Below this is a 'Your To Do List' with three items: 1. BIOL 113.4001 - Life In The Oceans, 2. CIT 263.4002 - Introduction To It Project Management, and 3. MATH 120.OE1 - Fundamentals Of College Mathematics. Each item has two sub-points: 'Alternative Testing' and 'Alternative Formats'. The 'Alternative Formats' sub-point for each item states: 'You have not selected book for this class. If you do not require any book to be processed, please let us know.'

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.

The screenshot shows the Western Nevada College website interface. At the top, there is a navigation bar with links: Welcome, My Profile, My Mailbox (Sent E-Mails), My Accommodations, and Sign Out. Below this is the Western Nevada College logo and a 'My Dashboard' section. The main content area is titled 'ALTERNATIVE FORMATS' and includes a 'Login as User Feature' with a 'Back to My Profile' button. A sidebar on the left contains navigation links for Home, My Accommodations, and contact information for the Primary Advisor, Susan Trist. The main content area has a 'Term: Spring 2023' indicator. Under 'Alternative Formats Preference', there is a note about changing preferences and a dropdown menu for 'Update Preference' currently set to 'Select One'. A red arrow points to this dropdown. Below it is an 'Update Alternative Formats Preference' button, also indicated by a red arrow. A yellow banner states 'No Book is Being Processed for Spring 2023'. The 'Request Alternative Formats for Spring 2023' section includes instructions and a table of books. A red arrow points to the 'Select' link in the table's 'Select' column.

SBJ	CRS	SEC	Book Title	Author	Tags	Select
BIOL	113	4001	Marine Biology (Looseleaf) (ISBN: 9781260162578)	CASTRO		Select
BIOL	113	4001	Marine Biology (ISBN: 9781259880032)	CASTRO		Select

Figure 3 Alternative Formats Preference Selection & Request Selection Link

# 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.

The screenshot shows a user interface with a navigation bar at the top containing 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. A red arrow points to a 'Back to My Profile' button. A green checkmark icon is followed by the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below this, a message states 'The system has successfully processed your request.' A yellow banner indicates the current term is 'Spring 2023'. The 'Alternative Formats Preference' section shows a note about changing preferences, a 'Current Preference' of 'Not Specified', and an 'Update Preference' dropdown menu set to 'Select One'. Below this is a table titled 'LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2023' with columns for SBJ, CRS, SEC, Book Title, Preference, RCPT, and Status. A contact information box for the Primary Advisor is also visible.

**SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

Previous Term Term: Spring 2023 Next Term

**Alternative Formats Preference**

Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **Not Specified**

Update Preference: **Select One**

**Update Alternative Formats Preference**

**LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2023**

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.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
BIOL	113	4001	Marine Biology (Looseleaf) (ISBN: 9781260162578)		No	Processing <a href="#">Cancel Request</a>

Any questions or concerns? Use the following contact information:  
**Primary Advisor**  
 Name: Susan Trist  
 Phone: (775) 846-4897  
[Send Email](#)

Figure 4 System Update Successful Page



## 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.

UPLOADED RECEIPTS - SPRING 2023

No Receipt Found

Figure 5 Upload Book Receipt Page

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.

# WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

## 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.

The screenshot shows a web interface with a navigation bar at the top containing links for 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below the navigation bar is a section titled 'ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2023'. A red arrow points to a tab labeled 'Reading Materials'. The form contains the following fields:

- Select Class: A dropdown menu with 'Select One' selected.
- Reading Material Title: A text input field.
- ISBN: A text input field with a note below it: 'If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.'
- Publisher: A text input field.
- Author: A text input field.
- Edition: A text input field.
- Note: A large text area for additional information.

At the bottom of the form, there is a 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](#).' Below the note is a 'Submit Request' button.

Figure 6 Additional Book or Reading Materials Information Page

# 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.

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

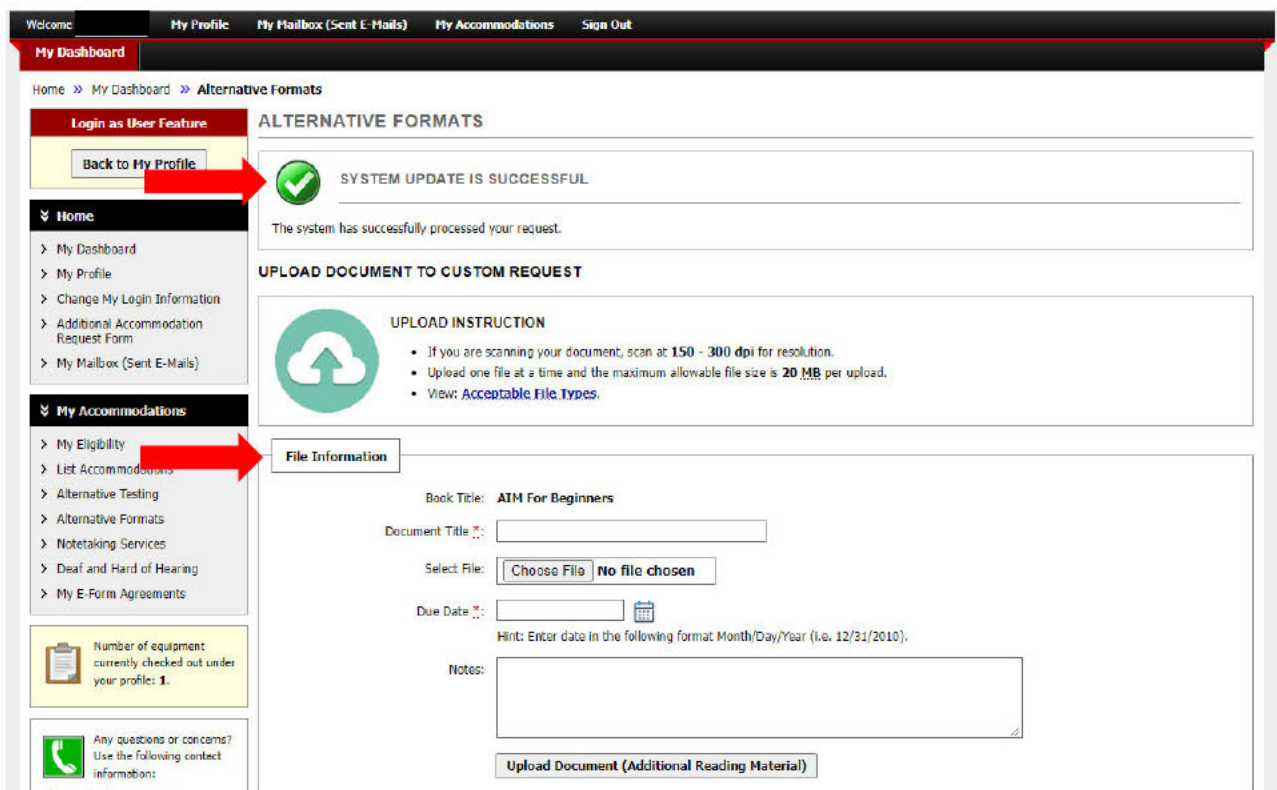


Figure 7 System Update is Successful Page

# WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

## 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.

The screenshot displays the Western Nevada College MyDSS dashboard. At the top, there is a navigation bar with links for 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is the Western Nevada College logo and the 'My Dashboard' header. The main content area is titled 'OVERVIEW' and features an 'IMPORTANT MESSAGE(S)' section. A red circle highlights a message: '1. AIM 101.4001 - Intro To Mydss' with a sub-bullet: 'Alternative Formats: Your book, **Writing Guide**, is ready for download.' To the left, a sidebar menu under 'My Accommodations' has a red arrow pointing to the 'Alternative Formats' link. Below the message, there is a section for 'LIST ACCOMMODATIONS FOR FALL 2022' with a search filter set to 'Search All' and a 'Refine Search' button. The current term is 'Fall 2022'. A table lists the course 'AIM 101.4001 - Intro To Mydss (CRN: 12345)' with details for instructor, days and time (MWF at 09:00 AM - 10:00 AM), date range (08/11/2022 - 08/31/2023), and location (Not Specified (Campus: WEB)).

Figure 8 Alternative Formats Link



# WNC DISABILITY SUPPORT SERVICES – ALTERNATIVE TEXT REQUEST

Under the List Books Currently Being Processed For (specified semester) section, in the Status column, click the Download Book button.

The screenshot shows the 'My Dashboard' for 'Alternative Formats' at Western Nevada College. The page title is 'ALTERNATIVE FORMATS' and the current term is 'Fall 2022'. There is a section for 'ALTERNATIVE FORMATS PREFERENCE' with a note that the current request is 'Not Available'. Below this is a section titled 'LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2022' with a note to notify the office if changes are needed. A table lists two books with columns for SBJ, CRS, SEC, Book Title, Preference, RCPT, and Status. The second row, for 'Writing Guide (ISBN: FZNL6NC2HXBM7)', has a 'Yes' in the RCPT column and a 'Completed Processing RCP [Custom - Not Listed]' in the Status column. A red arrow points to a 'Download Book' button in the Status column of this row.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
AIM	101	4001	Book Title (ISBN: N674PKLDUVU6)		Yes	Completed Waiting for Receipt RCP [Custom - Not Listed]
AIM	101	4001	Writing Guide (ISBN: FZNL6NC2HXBM7)		Yes	Completed Processing RCP [Custom - Not Listed] <a href="#">Download Book</a>

Figure 9 Alternative Formats Preference and Processing Page

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