Requesting and Accessing E-text

If you have not already requested your e-text, please first watch the [Accessing Accommodations and Faculty Notification Letters video](#). After you have requested e-text for classes, you must also select the specific textbooks you want converted:

The first time you log-in to AIM, you will be prompted to complete an E-Text Copyright Agreement form. You must complete this before you are allowed to utilize e-text.

- Navigate to Text Conversion under the My Accommodations menu on the left side of the page.

You will see your specific books for each class listed here. Click the **Select** button next to each of the books you want converted to e-text.

This will notify the Text Conversion Lab of your requests, and they will begin to prepare those books. **Please note, only the textbooks you select will be converted**. Once you've selected the book, the status will change to "Processing."

LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2019

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
COM	128	003	Gender & Popular Culture (**ISBN:** 9780745643946)		No	Processing

If for some reason your textbooks are not listed or if you have additional reading materials, please contact the Text Conversion Lab.

Receipts

As soon as you have purchased or rented a book, upload the receipt into your AIM profile right away.

- Log into AIM and select Text Conversion under the My Accommodations menu.
- Find the Upload Book Receipt section toward the middle of the page.
- Select the Browse button and attach your receipt. Receipts can be scanned in or you can upload a picture you have taken of your receipt.
- Check the boxes for each course that the receipt is for. Select the Upload Receipt button.

After uploading your receipt, a message will appear at the top of the screen, next to a big green check mark that says, "The receipt was successfully uploaded". If there was a problem, you will see a red triangle and a list of problems. After the issues are resolved, reupload.

You will receive an email from the Text Conversion Lab once your receipt has been verified and your e-text will be ready for download.