

Requesting Alternate Format

1. Log into mySAS portal, utrgv.edu/mysas using your UTRGV Credentials.
2. Once logged in, select Alternate Format from the left-hand column, “**Alternative Formats**” must be an approved accommodation for request to be processed.

My Dashboard

Home » My Dashboard » Overview

OVERVIEW

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Fall 2023

5

[View](#)

LIST ACCOMMODATIONS FOR FALL 2023

Refine Search Result:

Previous Term Term: Fall 2023 Next Term

3. Upload book receipt by selecting browse and locating the file for the receipt, select the course the receipt and click on “**Upload Receipt**”. Add any additional notes or instructions for the receipt in the “**Note:**” section.

UPLOAD BOOK RECEIPT

Important Note: Limit 10 receipts per term or semester. [Read File Upload Instruction](#)

File Information

Term: **Fall 2023**

Select File: **No file chosen**

Select Course(s) the receipt is for *

COMM 1311.10 - Intro to Communication

HIST 1302.12 - U.S. History II

PSCI 1421.91L - Phys Sci I

PSCI 1421.B - Phys Sci I

SOCI 1301.87L - Intro to Sociology

Note:

UPLOADED RECEIPTS - FALL 2023

Date Receipt Uploaded	Verified	Receipt
08/14/2023 at 07:35 PM	Yes	View
08/14/2023 at 07:34 PM	Yes	View
08/14/2023 at 07:27 PM	Yes	View

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4. Once the receipt has been uploaded, continue to select the book information. Once done click on “Submit Request”.

ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2023

Please give us as much information as possible about the materials you need converted. Follow the link below:

Reading Materials

Select Class: **Select One**

Reading Material Title:

ISBN:
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

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.](#)

Submit Request

5. A confirmation once submitted will appear on the top of the page, uploaded items will appear under the “Uploaded Receipts”

UPLOAD BOOK RECEIPT

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6. SAS will process request as they are received according to the Alternate format Procedural Guidelines. (<https://www.utrgv.edu/accessibility/procedural-guidelines/services/index.htm#item7>)