



Center for Accessible Resources

## Requesting Alternate Formats with CAR Center for Accessible Resources (CAR)

Start in your AIM account. Click the "Alternate Formats" tab on the left.

**My Dashboard** Unified Blogs Student Staff Testing Center Proctor

Home >> My Dashboard >> Overview

**Login as User Feature**  
Back to My Profile

**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > **Calendar Synchronization**
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Test Accommodations
- > **Alternate Formats**
- > My Signed Forms

Any questions or concerns? Use the following contact information:  
**Primary Advisor or Counselor**  
Name: **Pamela McGilvray**  
Phone: **(541) 463 - 3255**  
[Send Email](#)

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Yes, we may share confidential details**  
Permission was given for Center for Accessible Resources staff members to share confidential details when calling.

If you have any questions, please contact our office.

**Center for Accessible Resources**  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: AccessibleResources@lanecc.edu

**INFORMATION RELEASE CONSENTS**

- **Parent or Guardian**

**Need Help?**

If you do not see your courses listed below, it may be because CAR's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

**Center for Accessible Resources**  
Main Campus, Building 1, Room 218  
Eugene, Oregon 97405  
Phone: (541) 463-5150 (Voice)  
Fax: (541) 463-4739  
Email: AccessibleResources@lanecc.edu

D:\Users\EngertJ.01218-  
F15445\Documents\GroupWise\REQUESTING ALTERNATE  
FORMATS with CAR\_1.docx  
7/5/2016



In the section titled "Reading Materials" use the drop down list to select the class for which you want to request alternate format materials.

#### ALTERNATE FORMATS

Previous Term	<b>Term: Spring 2016</b>	Next Term
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#### ALTERNATIVE FORMATS PREFERENCE

Current: **PDF**

**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

#### LIST BOOKS CURRENTLY BEING PROCESSED

**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. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
TEST	01	01	Acting For The Camera	PDF	No	Processing
TEST	01	01	Essentials Of Oceanography	PDF	No	Processing [Custom - Not Listed]
TEST	01	01	Sight Sound Motion: Applied Media Aesthetics, 4th Edition	PDF	No	Processing [Custom - Not Listed]

#### ADDITIONAL BOOK OR READING MATERIALS

**Reading Materials**

Select Class\*:

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 modified your text at the following link: [HTML Entry with Tags Guideline.](#)

**Submit Request**

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F15445\Documents\GroupWise\REQUESTING ALTERNATE  
FORMATS with CAR\_1.docx  
7/5/2016



Fill out the required information for the reading materials you are requesting. You will need to complete a new request form for each book or reading material.

**Reading Materials**

Select Class\*:

Reading Material Title\*:

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

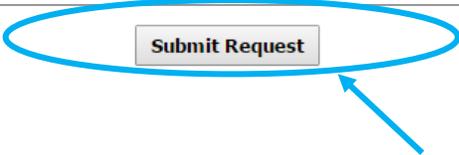
Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modified your text at the following link: [HTML Entry with Tags Guideline.](#)



When you have completed the form, click "Submit Request" at the bottom.

A new page should appear with a “SYSTEM UPDATE IS SUCCESSFUL” message at the top. Your request will be listed in the ‘LIST BOOKS CURRENTLY BEING PROCESSED’ section.

### ALTERNATE FORMATS



**SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request

Previous Term **Term: Spring 2016** Next Term

### ALTERNATIVE FORMATS PREFERENCE

Current: **PDF**

**Note:** If you need to make any changes with the current request, please contact our office as soon as possible.

### LIST BOOKS CURRENTLY BEING PROCESSED

**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. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
TEST	01	01	Acting For The Camera	PDF	No	Processing
TEST	01	01	Essentials Of Oceanography	PDF	No	Processing [Custom - Not Listed]
TEST	01	01	Psychology	PDF	No	Processing [Custom - Not Listed]
TEST	01	01	Sight Sound Motion: Applied Media Aesthetics, 6th Edition	PDF	No	Processing [Custom - Not Listed]

Now you know how to request alternate format materials! See you soon!

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanec.edu](mailto:accessibleresources@lanec.edu).

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F15445\Documents\GroupWise\REQUESTING ALTERNATE  
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