How to Request Alternate Format Materials in Accommodate
To access the Accommodate Portal you will need to navigate to ods.princeton.edu and there will be a link to the Accommodate portal on the homepage. You can also select the ACCOMMODATE tab at the top of the page to access more information about Accommodate. There will be a link to the portal at the bottom of the Accommodate tab page.

Once you have clicked the Accommodate Portal link you will be directed to a new screen. This screen will allow you to select if you’re signing in as a student or faculty member. Click Student.
You are now at your personal Student homepage. From here, you navigate the left-hand toolbar and select **Accommodation** to activate a drop-down box. Then select **Alternate Format**.
From the current screen you will need to both the Current term tab as well as navigate to the Student Entered tab. If this is going to be a new Alternate Format Request, then select Upload Document for Alternate Format Request.
You are now at the Alternate Format Request Form. Please fill out as much information about the requested text that you can. Information such as ISBN, Title, Author, and Edition are very useful in making sure we get the exact text needed.

If you need the text by a specific date, then please indicate that in the Date Needed Field. Please remember that time to complete requests can fluctuate depending on volume of requests as well as how difficult the text is to track down.
At the bottom of the request you will have the opportunity to attach your proof of purchase for the text. If you are requesting a full text in an alternate format, then you will need to purchase a physical copy of the book. Proof of purchase can be a scanned photo of a receipt or a copy of a digital receipt. Rented textbook will work as well. We can not provide copies of textbooks that have not been purchased first.

You can then pick the format that you would like the electronic text in. Our available formats are PDF, Word, HTML Versions, Publisher, and Braille (Hard copy only).

*Braille requests will need to be submitted with a large lead time due to the having to send the text out to be processed by a third-party vendor.

Once you’ve completed the form then you can submit at the bottom of the page.
Once you have submitted your request you will be directed back to the main Alternate Format page. You will see that your new request is listed on the page. You can check back from time to time for a status update on where your request is in the process.
Once you have received an email notification letting you know that your Alternate Format Request has been completed, then you can log into Accommodate. Once at the homepage you can navigate to the left side toolbar, select Documents, then select Approved Documents. Your requested text file will be listed.