



Guide to completing the WesternNow form to request Electronic Conversion for Program Materials for students with an Academic Reasonable Adjustment Plan

Follow the steps below to complete the <u>Electronic conversion for program materials</u> form. This form is to be completed if your your Academic Reasonable Adjustment Plan includes Accessible Electronic Text required for all printed, online learning material and readers as a reasonable adjustment.

Please complete this form as soon as you are aware that you require program materials in an accessible format, as the expected turnaround for converting materials, can take a number of weeks.

If you are requesting alternate format of a textbook please complete the <u>Alternate</u> textbook format for students with an <u>Academic Reasonable Adjustment Plan</u> form.

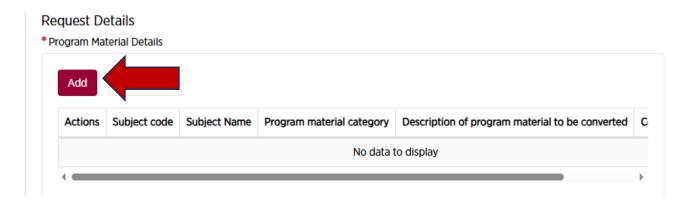
Step 1

Complete the Requestor Details section of the form.

Step 2

When asked for "Program Material Details"

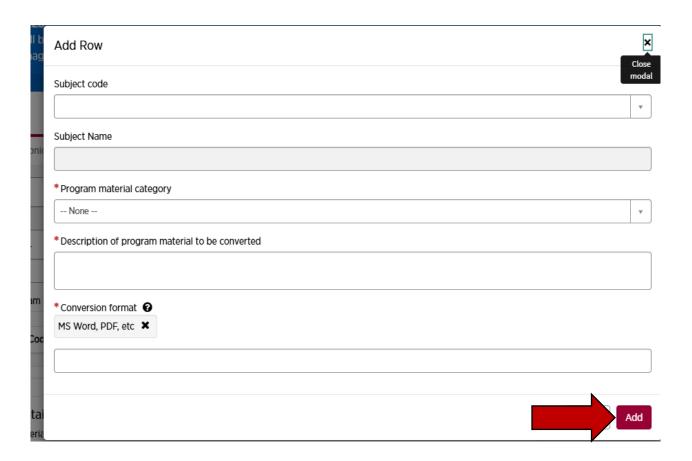
Select Add



Step 3

Complete as much detail as possible in the table below, this will assist the Library to locate program material. Each row with an asterix * next to it must be completed in full. Step 2 and 3 must be completed for each document you are requesting an alternate format of.

Select Add once you have completed this section.



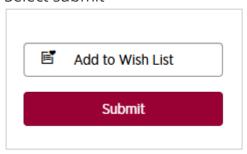
Step 4

Please add copies of the program material that you need to have converted.



Step 5

Select submit



Step 6

After your submission is complete, please monitor your email for updates. If you have not had any updates after 3 weeks, please contact your Disability Advisor.