

Requesting E-Text Books in AIM

Before starting, you must have met with your Accommodation Specialist and have been granted the E-Text accommodation, and have requested your accommodations for the classes you need your textbook(s) in an accessible digital format.

After logging into your AIM account through AUAccess, you will see your AIM dashboard as displayed below.

The screenshot displays the AIM dashboard interface. On the left is a navigation sidebar with sections: 'Login as User Feature' (containing 'Back to My Profile'), 'SMS (Text Messaging)' (with status 'OFF' and 'Update Preference'), 'Home' (with links to 'My Dashboard', 'My Profile', 'Request for Appointment', 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)'), and 'My Accommodations' (with links to 'My Eligibility', 'List Accommodations', 'Course Syllabus', 'Alternative Testing', 'Alternative Formats', 'My E-Form Agreements', and 'Agreements with Instructors'). The main content area is titled 'OVERVIEW' and includes: 'SPECIALIST CONTACT INFORMATION' for Nathan Waters (Phone: (334) 844 - 2096); 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' with a note about 10-second generation time and an 'Important Note' about faculty notifications, plus a 'Generate PDF' button; 'LIST ACCOMMODATIONS FOR SPRING 2024' with a search filter set to 'Search All' and a 'Refine Search' button; a term selector for 'Spring 2024'; and a list item for 'FAKE 2000.002 - Aim Theory (CRN: 00242)' with 'Modify Request' and 'Cancel Request' links. The instructor is listed as 'Professor AIM'.

Next, on the left side under the **My Accommodations** section, click on **Alternative Formats** and scroll down to the bottom to the section labeled **Additional Book or Reading Materials For Spring 2024**. Enter as much of the information as possible with the **Class, Title** and **ISBN** (10 or 13 digit, no dashes) being the most important.

It is also important to note that requests for additional reading materials can also be submitted here, just provide as much information as possible in the **Note** box. You may be contacted to provide more details, or for the materials themselves via email.

ADDITIONAL BOOK OR READING MATERIALS FOR SPRING 2024

Please give us as much information as possible about the materials you need converted. I.E. Title, Author, Edition & ISBN.

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

After submitting book requests, you can go back to the Alternative Text page and it will display each book with the associated information provided by the student.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2024

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.

<u>SBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>Book Title</u>	<u>Preference</u>	<u>RCPT</u>	<u>Status</u>
FAKE	2000	002	Introduction To Statistics (ISBN: 9781735431109)	Accessible PDF	No	<p>Processing [Custom - Not Listed]</p> <p>Cancel Request</p>

Once the files have been obtained from the publisher or other sources, the digital format will be uploaded to Auburn’s Box system as a download link. You will receive an email from AIM that includes the download link to the book, which can also be found in the alternative formats section in your AIM portal.

The email subject will include **[OA] “Title of Book” is ready to download.**

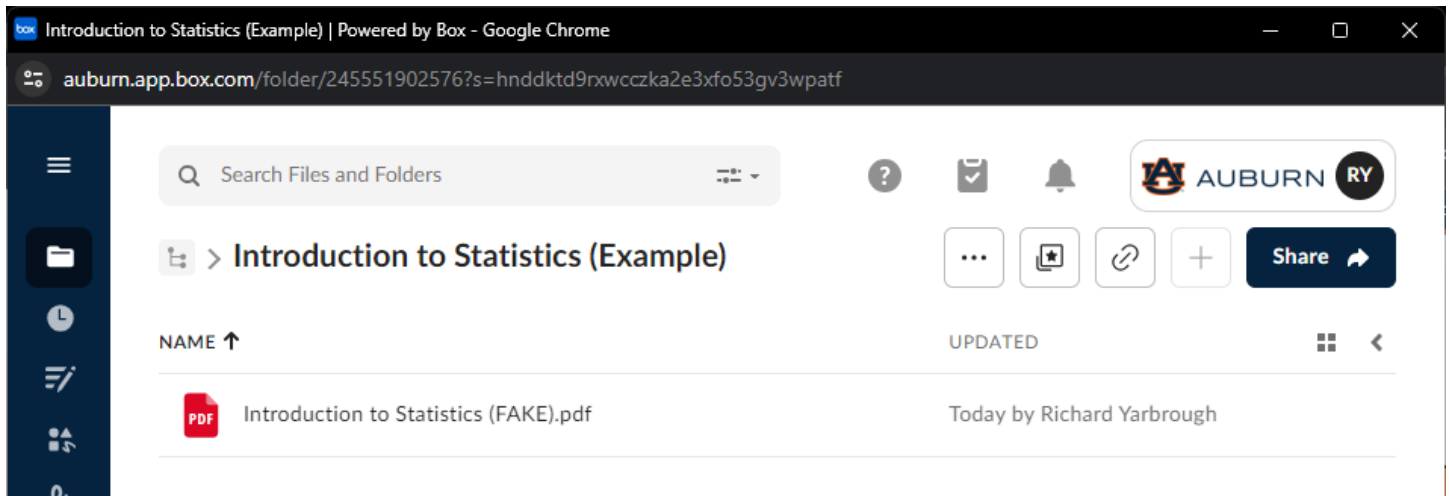
Download link in AIM is show below.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2024

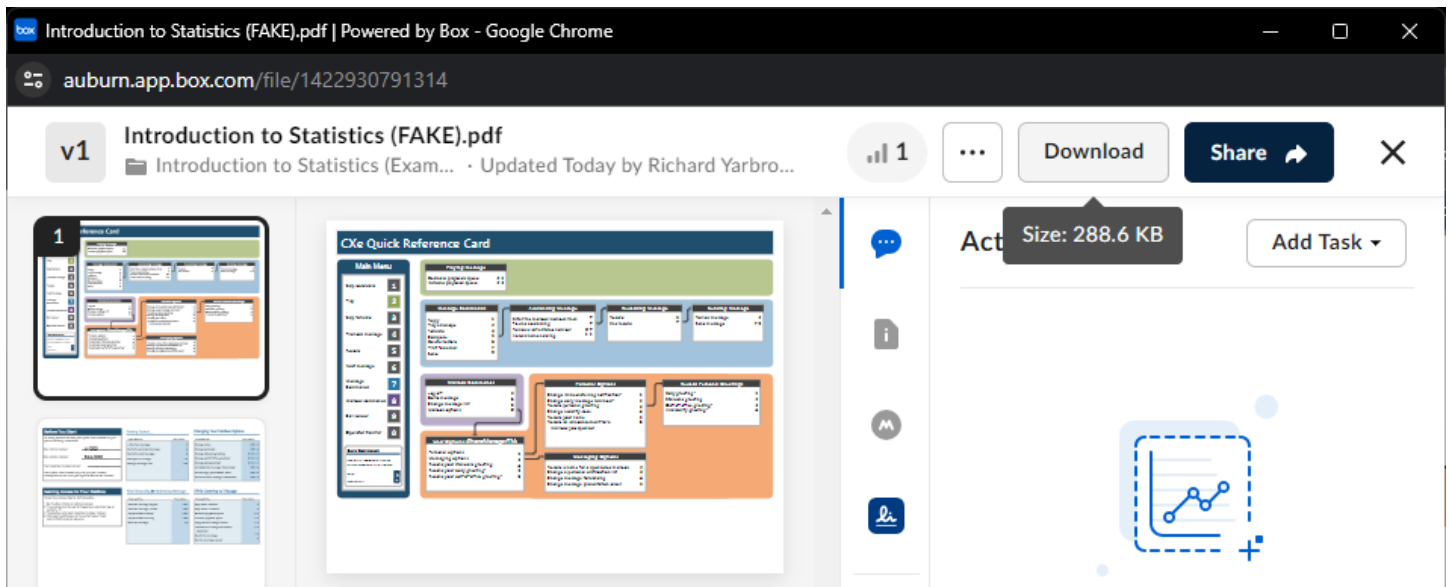
Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

<u>SBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>Book Title</u>	<u>Preference</u>	<u>RCPT</u>	<u>Status</u>
FAKE	2000	002	Introduction To Statistics (ISBN: 9781735431109)	Accessible PDF	Yes	<p>Completed Processing RCP [Custom - Not Listed]</p> <p>Download Book</p>

Clicking the **Download Book** button will open a new window where you will be required to login with your Auburn Credentials to download any files provided. Once logged in it will list all files associated with the selected book.



You can click the file to open it, where there is a button at the top right of the page that will let you download the file for offline viewing.



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