



Student Accessibility Services

ALTERNATIVE MEDIA POLICY & PROCEDURES

- 1.) Students must qualify as having a disability that is covered by the ADA and/or Section 504 of the Vocational Rehabilitation Act with text conversion specified as an appropriate academic accommodation. Upon approval for the service, the accommodation will be added to the student's Individual Accommodation Plan (IAP.)
- 2.) The student and their Campus Contact will discuss which alternate format(s) the student will use and which course materials and/or text(s) will be converted. The Alternative Media & Technology Coordinator can be contacted for guidance and assistance with this decision making process.
- 3.) The student is required to review, sign and submit an Alternative Textbook Loan Agreement form (PDF) to their Campus Contact.
- 4.) Students requesting alternative format materials must complete an Alternative Textbook Request Form for each resource needed. Processing of textbook conversions can take up to four weeks, sometimes longer. Students should take advantage of "priority registration" and submit requests as soon as possible after course enrollment is finalized.

Important Reminder!

Students MUST provide a receipt as proof of purchase/rental for all textbooks requested in an alternative format. Photos of the textbook covers will not be accepted as proof of purchase. Students will not be sent requested materials until after the proof of purchase is verified by the Alternative Media & Technology Coordinator.

- 5.) Students who are approved to use Kurzweil, will receive a unique username and password via email from: *Kurzweil Education Customer Service. This username and password will be sent to your campus email address.* It will enable access to install Kurzweil 3000 and access the web-based version called Firefly.
- 6.) Upon receiving the login email, students will need to follow the full-version installation instructions and/or firefly access directions found in their login email.
- 7.) Once requests are fulfilled and proof of purchase is received, your textbooks will be loaded to your Kurzweil Universal Library. It is your responsibility to check for accuracy of materials and contact the Alternative Media & Technology Coordinator if anything is missing or incorrect.

Kurzweil 3000/firefly Support

Students who need assistance with Kurzweil installation or operations, should visit the Kurzweil Technical Support webpage and click on the Customer Support Portal link to search for answers to commonly asked questions.

Contact Kurzweil Technical Support directly at: tech@kurzweiledu.com or 1-800-894-5374

Alternative Media & Technology Coordinator:

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