

Guidelines for Alternative Textbook Requests

You must purchase the actual books in addition to the AMAC request: According to copyright laws, textbook purchase is required for each request. Proof of receipt will be requested.

NOTE: Production of materials can take up to 2 weeks or more. Please allow sufficient lead time.

- Contact each instructor to discuss alternative text needs for each course. Identify required textbooks, ISBN #, Edition of text, in-class handouts, and any other required reading materials.
- Request materials as soon as possible or immediately after registration for each semester.
- If books are bundled – wrapped in plastic -- you will need to get the ISBN number from the individual books, not the ISBN bundle number!
- According to copyright laws, textbook purchase is required for each request. Proof of receipt will be requested.
- Go to [AMAC Student Download Center](#)
- Log in with your CTC email address and the Pin given to you by AMAC. If you forgot your Pin, follow the steps to reset it.
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Go to My Requests to:
Place an AMAC order for your textbook.

- Click [Submit new request](#)
- Fill out the form. Fill out every box with an asterisk. The ISBN must be for the individual book – not a bundle. Most everyone will select Electronic Text under Alternative Media Format. Choose PDF under Electronic Text Format. Hit "Submit Request."
- After you've submitted your request, you will need to attach a copy of your original receipt to show that you have purchased the hard copy of the textbook. To do so, select [View my requests](#). When it opens, click [Details](#) (under the name of the book). At the bottom of the details, you will see [File Attachments](#). You may attach the receipt here. If for some reason you're unable to attach it, you may get it to your Disability Services Coordinator another way. The book won't be ordered until the receipt is received.
- There are video tutorials at the bottom of the Home Screen. After watching these, please contact your Disability Services Coordinator if you have unanswered questions.
- Also notice that there are other resources available to you on the AMAC Home Page. Please take advantage of any that are useful for you. You will likely want to download Claro to read your books.
- For Braille users: Please make arrangements to meet with Disability Services prior to the start of each semester. Some materials must be requested **two semesters** in advance.