

Uploading Proof of Purchase to your Alternative Format Requests in ODA Online



You are required to provide proof of purchase a copy of each textbook that you are requesting in alternative format and be able to provide proof of purchase/receipt (or rental) per copyright law. In compliance with current copyright law, we are required to verify that the title has been lawfully obtained by the student (purchase, rental, loan, gift, etc.) before any alternative format materials can be released.

"Proof of purchase" is a general term that encompasses proof of rental from a library or bookstore, as well as proof of an actual purchase.

1 Click "Alternative Formats"

- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Additional Accommodation Request Form
- > Alternative Testing
- > Alternative Formats
- > Flex Plan
- > Notetaking Services



IMPORTANT DATES

September 10
Add/drop full sem & 1st module

September 18
Winter Term Registration opens

Steps to get your books in Alternative Formats:

Please check your **Alternative Formats Preference**. If you have any questions re

Please input the following information. Information must be **accurate**, otherwise

Information Needed:

- Title of Text
- ISBN
- Publisher
- Publication Year and Edition (if applicable)
- Author/s and/Editor/s

Your text may be found on the following sites:

2 Click "UPLOAD RECEIPT"

> My E-Form Agreements
> My Mailbox (Sent Emails)

ACCOMMODATIONS

> **List Requests**
> **Additional Accommodation Request Form**
> Alternative Testing
> Alternative Formats
> Flex Plan
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IMPORTANT DATES

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September 18

RECEIPT NEEDED

1
Request with Missing Receipt

UPLOAD RECEIPT

MY REQUESTS

4
Number of Requests with
Total Accommodation F

REVIEW REQUESTS OR ADD B

LIST REQUESTS FOR ALTERNATIVE FORMATS

CRN	Subject	Course	Section	Course Title
09812	SPNGE	300	01	On Being A Sea Sponge

3 Select the file from your computer to upload.

> My Mailbox (Sent Emails)

ACCOMMODATIONS

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IMPORTANT DATES

September 10
Add/drop full sem & 1st module
September 18
Winter Term Registration opens
October 03

• SPNGE 101.02 - KRUSTY KREW BASICS (CRN: 34567) - The Burger Lab: The /

RECEIPT DETAIL

Select File *: ⓘ

Choose File | No file chosen

Select Courses the receipt is for *:

Hint: You are required to make a minimum of 1 selections.

CAT 101.02 - Mouse Hunting 101
 CAT 102.01 - Cat Shennanigans
 SPNGE 101.02 - Krusty Krew Basics

4 Indicate the course the receipt is applicable to

> Notetaking Services

IMPORTANT DATES

September 10
Add/drop full sem & 1st module

September 18
Winter Term Registration opens

October 03
1st Module: Deadline to withdraw

October 10
1st Module: Deadline to declare P/NP

October 12
Yom Kippur
Closed All Day.

VIEW ALL >

SELECT COURSES THE RECEIPT IS FOR *:

Hint: You are required to make a minimum of 1 selections.

- CAT 101.02 - Mouse Hunting 101
- CAT 102.01 - Cat Shennanigans
- SPNGE 101.02 - Krusty Krew Basics
- SPNGE 201.03 - The Art of Crabby Patty Flipping
- SPNGE 300.01 - On Being A Sea Sponge

Note:

5 Click "UPLOAD RECEIPT"

1st Module: Deadline to declare P/NP

October 12
Yom Kippur
Closed All Day.

VIEW ALL >

SIGN OUT >

SPNGE 300.01 - On Being A Sea Sponge

Note:

The Burger Lab- receipt

FORM SUBMISSION

UPLOAD RECEIPT >

QUESTION?

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Click "MY DASHBOARD" to return to your ODA Online homepage

The screenshot displays the ODA Online homepage. At the top, a dark red header contains a grid icon and the text "Hi Patrick! (Login As User)". Below this, the "MY DASHBOARD" button is highlighted with a blue border and a white arrow. The ODA logo, "ODERLIN COLLEGE & CONSERVATORY", is visible. The main content area is titled "ALTERNATIVE FORMATS - REQUESTS". On the left, a sidebar contains a "LOGIN AS USER" button and a "MY DASHBOARD" button with a sub-link for "Overview". The main content area includes a breadcrumb trail: "Home >> MY DASHBOARD >> ALTERNATIVE FORMATS - REQUESTS". Below the breadcrumb is an "IMPORTANT MESSAGE" section with a clipboard icon and the text: "If you do not need a book from a particular class or you would like to add addit". At the bottom, there is a "Previous Term" link.