

How to Select Textbooks in STARS

Step 1: Go to <https://york.accessiblelearning.com/Akron>.

Step 2: Log into STARS using your UANetID and password.

Step 3: Select **Alternative Formats** on the left side.

Step 4: Scroll down to **Request Alternative Formats** for the current semester.

Request Alternative Formats for Spring 2020

Steps to get your textbook in an Alternative Format:

- Please check your **Alternative Formats Preference**. If you have any questions regarding the different formats, please contact our office.
- Select the textbook for each course. If your book is not listed or you have additional readings, please contact our office for assistance.
- If you have already purchased the textbook, upload the receipt below to show proof of purchase. If you have any questions, do not hesitate to contact the office.

SBJ	CRS	SEC	Book Title	Author	Tags	Select
1100	205	003	Leading Women (ISBN: 9781440584176)	O'Reilly		Select
1100	205	003	Leading Women (Edition: 15) (ISBN: 9781440584176)	OREILLY	RQ	Select

Step 5: Courses are listed in numerical order, not by name. Click **Select** for each textbook you would like in an alternative format. If you see Ebk before a title, it means an Ebook – only select this if it is your only option for the course.

Step 6: After choosing **Select**, the processing textbook will show up under **List Books Currently Being Processed** for current semester. You will also receive an email indicating the request was submitted.

LIST BOOKS CURRENTLY BEING PROCESSED FOR SPRING 2020

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.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
1100	205	003	Leading Women (ISBN: 9781440584176)	Kurzweil (KESI)	No	Processing

Email Body

Class Information: 1100 205.003 - Leadership Prncpls & Practices

Book Title: Leading Women

Date Request: Tuesday, April 07, 2020 at 11:39:44 AM

Requested by: Zippy Roo

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