

Charger Access Portal

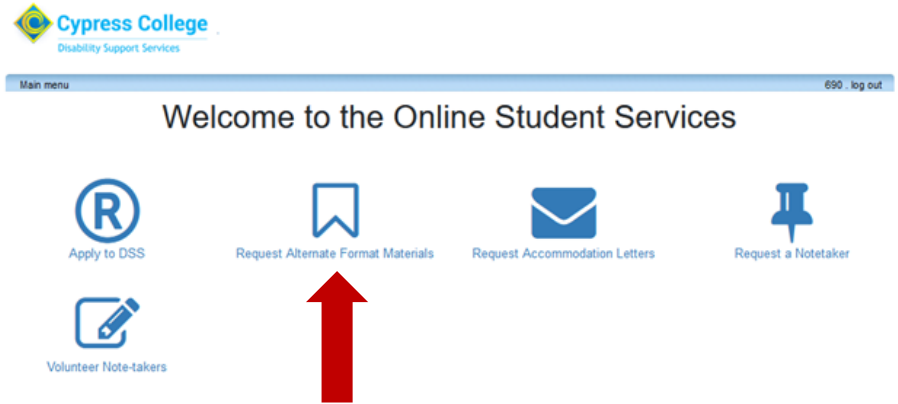
How to Request Alternate Format Materials

Visit the Charger Access Portal at dss.cypresscollege.edu

**You must request your accommodation letters prior to requesting alternate format materials.*

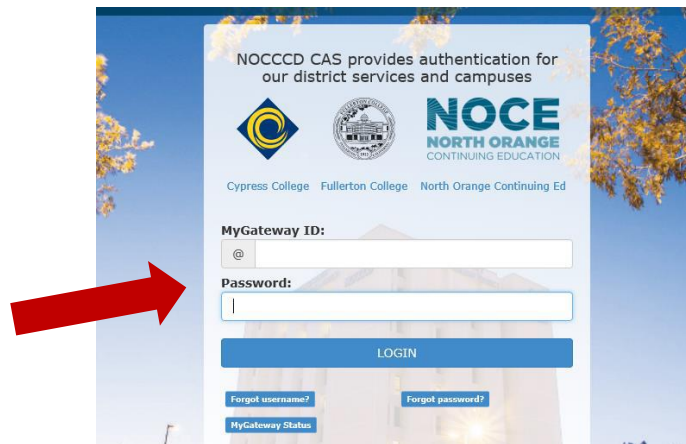
STEP 1

Click on “Request Alternate Format Materials”



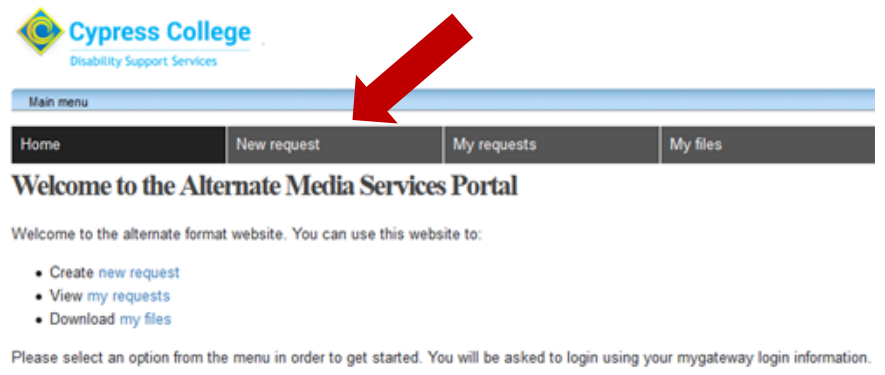
STEP 2

Login using your myGateway ID and password.



STEP 3

After you login, click on "New Request" in the main menu.



STEP 4

Enter the desired session and then select your course from the listing.

Cypress College
Disability Support Services

Main menu: Home, New request, My requests, My files, [myname](#) log out

Request by Course Name

Please select a session and course to show all media content by course in order of creating Alternate Format requests.

Registered courses | Session: Fall Session 2021 | Courses: Select a course in the session

Searching for books

- Select a course in the session
- AJ 140 C section 12480 Lecture (202110) Cypress College : Mellana, Thomas
- AJ 160 C section 12478 Lecture (202110) Cypress College : Webb, Ralph
- PHIL 170 C section 10362 Lecture (202110) Cypress College : Young, Martin
- SOC 102 C section 12020 Online (202110) Cypress College : Aguilera, Peter

Charger Area

STEP 5

If no content is found for your course, click on "Searching for books"

Cypress College
Disability Support Services

Main menu: Home, New request, My requests, My files

Request by Course Name

Please select a session and course to show all media content by course in order of creating Alternate Format requests.

Registered courses | Session: Fall Session 2021 | Courses: SOC 102 C section 12020 Online (202110) Cypr

Searching for books

Results:

There is not content available for the selected course. Search books

STEP 6

Type the name or ISBN of the book that you need and then locate it in the list.

Then, click the + symbol to add to your cart.

Cypress College
Disability Support Services

Main menu: Home, New request, My requests, My files

Request by Searching our Database

Please search our media content database and Web by content title or ISBN. You can then create new request from your results.

Registered courses | Search content by title or ISBN: sociology the essentials

Searching for books

Results:

Sociology: The Essentials
ISBN: 978-1-3058-5632-5
Published on January 2016
by Margaret L. Andersen, Howard F. Taylor

+

STEP 7

You will see your "Pending Requests" on the right side. Continue to search for the materials that you will need for the semester.

After you have added all materials to your list, click the cart icon to proceed.

The screenshot shows the Cypress College Disability Support Services website. The main menu includes 'Home', 'New request', 'My requests', 'My files', and '1 pending requests'. The search bar contains 'sociology the essentials'. The search results show 'Sociology: The Essentials' by Margaret L. Andersen, Howard F. Taylor, with ISBN 978-1-3058-5632-5. A red arrow points to the '+' icon next to the book. On the right, the 'Pending requests' cart shows the same book with a red arrow pointing to the cart icon.

STEP 8

Select your preferred format, then upload the receipt of purchase for each book that you are requesting.

Next, click the cart icon again to proceed.

The screenshot shows the 'Student media content requests confirmation' page. The main menu includes 'Home', 'New request', 'My requests', 'My files', and '1 pending requests'. The page title is 'Student media content requests confirmation'. The search results show 'Sociology: The Essentials' by Margaret L. Andersen, Howard F. Taylor, with ISBN 978-1-3058-5632-5. A red arrow points to the 'Upload receipt...' button. Another red arrow points to the radio button for 'General e-text format'. A third red arrow points to the cart icon in the bottom right corner.

STEP 9

You will see your "Pending Requests" on the right side. Continue to search for the materials that you will need for the semester.

The screenshot shows the 'Requests submitted successfully' confirmation page. The main menu includes 'Home', 'New request', 'My requests', and 'My files'. The page title is 'Requests submitted successfully'. The text reads: 'Thank you for submitting your alternate format requests. You will receive a confirmation email promptly with the details. If you need any further assistance, please reach out to Steve Auger at sauger@cypresscollege.edu.' The footer text is 'Charger Access Student Portal'.