# **How to Submit Accessible Media Format Requests**

Turning on Accessibility Mode for Screen Readers Users

1. Log into [**Accommodate**](https://cascadia-accommodate.symplicity.com/) using your Cascadia student email and password.
2. Tab to “User Menu button”. Press Enter.
3. Tab to “Accessibility Mode” option, press Enter.
4. Press Enter on “OK” button.

## How to Submit an Accessible Media Format Request

1. Log into [**Accommodate**](https://cascadia-accommodate.symplicity.com/)using your Cascadia email and password
2. Select the **Accommodation** option on the left side panel



1. Select the **Alternative Format** option from the drop-down menu



1. Select the **Student Entered** tab



1. Select the **Upload Document for Alternative Format Request** button



1. Enter the following information:
	* ISBN-13 of the book
	* Title
	* Author (optional)
	* Description (optional)
	* Select the current Quarter
	* Select the class the book is for
	* Upload Proof of Purchase/Proof of Access (ex: receipts, image of the book in your possession, etc.)



1. In the **Requested Types of Alt Text** select **Digital Format** from the drop-down options



1. Select the **Submit** button

