

Requesting an Alternative Format

1. **Access the Accommodate portal**, <https://hws-accommodate.symlicity.com>
 - a. Select the student icon.
 - b. Log in by using your HWS credentials.
 - * It may ask for your credentials twice, if you are not already logged into the HWS system.
2. Click on **Accommodation** on the left side of your homepage to open a more extensive menu.
3. Click on **Alternative Format**.
4. Select the **Student Entered** tab.
5. Click on the **Submit New Alt Format Request** button.
6. Complete the submission form.
 - ✓ Be sure to fill in any field indicated with a "*" as those fields are required.
 - ✓ Make sure to upload a copy of the receipt or other proof of purchase.
7. Select **Submit** at the bottom of the submission form.
8. The request will be received by CTL once the form is complete and submitted.
9. Please notify CTL, ctldigitaltexts@hws.edu, regarding any issues with this process.