

How to Submit an Alternative Format Textbook Request Form

- 1) Go to William Paterson University's website (<https://www.wpunj.edu/>)
- 2) Log into WPConnect by typing in your username and password

The screenshot shows the William Paterson University website. The top navigation bar includes links for WPconnect, Maps & Contacts, and a search bar. Below this, there are links for Academics, Admissions, Campus Life, and About Us. A 'Login' button is highlighted with a white arrow. Below the login button, there is a form with fields for Username (containing 'SampleLogin') and Password (containing '*****'). A red 'Login' button is at the bottom of the form, also highlighted with a white arrow.

- 3) In WPConnect, locate your semester schedule on the left-hand side of the screen

The screenshot shows the WPUNJ WPConnect Portal. The top navigation bar includes links for Home, Student, and a search bar. Below this, there are buttons for My Schedule, Billing and Payments, My Degree, and Notifications. The 'My Schedule' button is highlighted with a white border.

- 4) Use your schedule and syllabus to fill out the ARC Alternative Format Textbook Request Form Fall 2022 (<https://forms.office.com/r/AuK5NEEnVsL>)

Course (CODS 6110-060)

Course Name (Feeding/Swallowing Disorders)

My Schedule						
2022 Schedule						
Alternate PIN:		*****				
FEEDING/SWALLOWING DISORDERS (17303)		Communication Disorders		6110-060		
University Hall	205	R	06:00 PM	08:40 PM	Lecture	