

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 is a secondary navigation bar with links for Academics, Admissions, Campus Life, and About Us. On the right side of the navigation bar are buttons for 'Apply Now >>' and 'Give to WP >>'. A 'Login' button with a user icon is highlighted with a white arrow. Below the login button is a login form with fields for 'Username' (containing 'SampleLogin') and 'Password' (containing '*****'). A red 'Login' button with a white arrow is at the bottom of the form.

- 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 is a secondary navigation bar with links for My Schedule, Billing and Payments, My Degree, and Notifications. The 'My Schedule' button is highlighted with a white box.

- 4) Use the schedule to fill out the ARC Alternative Format Textbook Request Form Fall 2022 (<https://forms.office.com/r/ez7qYhEvp6>)

The screenshot shows the ARC Alternative Format Textbook Request Form. The form has two fields: 'Course (CODS 6110-060)' and 'Course Name (Feeding/Swallowing Disorders)'. Both fields are highlighted with a white box.

The screenshot shows the 'My Schedule' page. The page has a blue header with the text 'My Schedule'. Below the header is a light blue section with the text 'Spring 2022 Schedule'. Below this is a table with the following data:

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