

Student Accessibility Services Student Guide to Alternate Media



**CERRITOS
COLLEGE**

Table of Contents

Submit Alternate Media Request.....	2
Access Alternate Media.....	9

Submit Alternate Media Request

Start by visiting the SAS website at www.cerritos.edu/sas/ and then click "SAS Student Portal".

CERRITOS COLLEGE

ABOUT ADMISSIONS & AID ACADEMICS STUDENT LIFE SERVICES & SU

STUDENT ACCESSIBILITY SERVICES

Home

Info for Students +

Info for Faculty +

SAS Staff

Program Review

Student Learning Outcomes

Requests for Additional Services, Concerns, or Complaints

Other +

STUDENT ACCESSIBILITY SERVICES (SAS)

Students with limitations due to a disability may receive support services and i Accessibility Services (SAS). Those students with physical, visual, hearing, speech and intellectual disabilities as well as other health conditions, acquired brain ir served.

SAS OFFICE UPDATE:

The Student Accessibility Services office has re-opened for in-person services in addition to phone and Zoom offerings. All in-person services will be provided on an appointment basis only. Please see the left column for our office location and current hours of operation. You may continue to reach us by phone or email as follows or click one of the yellow buttons below for more information:

PHONE: (562) 860-2451 ext. 2335

VP: (562) 274-7164

EMAIL: sasappt@cerritos.edu

APPLY TO SAS **SAS STUDENT PORTAL**

Then click "Alternate Media Request".

CERRITOS COLLEGE

Student Accessibility Services

Main menu

Welcome to Student Accessibility Services (SAS) Website


Please select an option from the menu below:

[My calendar](#) [Schedule an Appointment](#) [SAS New Student Application](#) [Send Accommodations to Instructor](#)

[Schedule a Test or Exam](#) [Course Notes](#) [Alternate Media Request](#)

SAS Online Student Services
PHONE: (562) 860-2451 ext. 2335
VP: (562) 274-7164

This will bring you to the Alternate Media homepage. This instructional guide and an instructional video are available here. Please read the posted requirements for making Alternate Media requests and then click “Create new request”.



Student Accessibility Services

Main menu

Home New request My requests My files

Welcome to the Cerritos College Alternate Format Request Webpage

Welcome to the alternate format website. You can use this website to:

- Create [new request](#)
- View [my requests](#)
- Download [my files](#)

Please select an option from the menu in order to get started. You will be asked to login using your student ID number. If you have any questions, please refer to this [Alternate Media Request Guide](#) or the [Alternate Media Instructional Video](#). For any questions please contact ayshin@cerritos.edu.

Cerritos College provides alternative format for students who are eligible for this service. In order to maintain the integrity of the service offered and comply with the law, the following rules apply to students who use Cerritos College Alternative Media and students who use this system:

- 1) The student must currently be enrolled at Cerritos College in classes for the current semester or preparing for a licensing exam connected with their recent enrollment at Cerritos College.
- 2) The student must have a Verification of a Disability by an authorized professional and be registered with SAS.


Then enter your account information on the Cerritos Campus Portal page, then click “login”.


CERRITOS CAMPUS PORTAL

Students
If you are student signing in for the first time, your [default password is your 8-digit DOB](#) using this format:
MMDDYYYY
Our website has information on [how to reset a forgotten password](#).

Username / Student ID

Password







This will bring you to the main request page. Click the available drop-down menu's to select the session you need media for as well as the exact course it is required for. Only courses you are officially enrolled in will be shown here.



Request by course

Please select a session and course to initiate a request. Then click the "search books" button to find your textbook.

Requests can only be made for one course at a time. To make a request for two courses, please complete this process twice (once per course).

Registered courses **Session:** Select a session **Courses:** Select a course in the session

Searching for books

With the desired session and course selected, click the "search books" button.



Request by course


Please select a session and course to initiate a request. Then click the "search books" button to find your textbook.


Requests can only be made for one course at a time. To make a request for two courses, please complete this process twice (once per course).

Registered courses **Session:** Summer 2022 **Courses:** TEST SAMPLE COURSE section 1 (1226): Test Inst

Searching for books

Results:



There is no content available for the selected course. [Search books](#) 

Then type in the title or ISBN for the textbooks you need for this course and press enter. Note that you can make a request for more than one textbook per each course.

Student Accessibility Services
CERRITOS COLLEGE

Main menu TEST . log out

Home | **New request** | My requests | My files | 2 pending requests

Search for your Textbook(s)

Please search for content by ISBN or title. Create new alternate media request using the results. If your textbook version does not appear please contact April Shin at ayshin@cerritos.edu

Registered courses | Search content by title or ISBN

Searching for books

Results:

Pending requests

When you see the textbook(s) you need click on the available “+” sign. You and will see them added to your “shopping cart”.

Student Accessibility Services
CERRITOS COLLEGE

Main menu TEST . log out

Home | **New request** | My requests | My files | 2 pending requests

Search for your Textbook(s)

Please search for content by ISBN or title. Create new alternate media request using the results. If your textbook version does not appear please contact April Shin at ayshin@cerritos.edu

Registered courses | Search content by title or ISBN

Searching for books

Results:


- This Book Will Not Be on the Test**
ISBN:978-1-4758-4561-7
Published on February 2019
by Paul Smith Rivas
- This Is Not a Test**
ISBN:978-0-3126-5674-4
Published on June 2012
by Courtney Summers

Pending requests


- This Is Not a Test (2012)**
978-0-3126-5674-4
by Courtney Summers
- This Book Will Not Be on the Test (2019)**
978-1-4758-4561-7
by Paul Smith Rivas


When all of the books required for the class have been added, click directly on the shopping cart icon.

Pending requests 





This Is Not a Test (2012)
978-0-3126-5074-4
by Courtney Summers





This Book Will Not Be on the Test (2019)
978-1-4758-4561-7
by Paul Smith Rivas






The textbooks must be purchase prior to submitting a request. You may upload receipt files to the system by clicking the “upload receipt” button.

Home New request My requests My files  2 pending requests

Student media content requests confirmation



Please review and confirm the following requests before submitting




This Is Not a Test
ISBN:978-0-3126-5674-4
Published on June 2012

by Courtney Summers

Please select your preferred format:



 [Upload receipt...](#) 



This Book Will Not Be on the Test
ISBN:978-1-4758-4561-7
Published on February 2019

by Paul Smith Rivas

Please select your preferred format:

 [Upload receipt...](#) 

Once loaded, the green "upload receipt" button will disappear and a message will appear indicating that a file was successfully uploaded. Click on the shopping cart to continue.

Student media content requests confirmation

Please review and confirm the following requests before submitting



This Is Not a Test

ISBN:978-0-3126-5674-4

Published on June 2012



by Courtney Summers

Please select your preferred format:

File RECEIPT_1_06012022.pdf (46.6 kB) was successfully uploaded



This Book Will Not Be on the Test

ISBN:978-1-4758-4561-7

Published on February 2019



by Paul Smith Rivas

Please select your preferred format:

File RECEIPT_2_06012022.pdf (46.6 kB) was successfully uploaded



SAS Online Student Services
PHONE: (562) 860-2451 ext. 2335
VP: (562) 274-7164

The next page will confirm that your requests were received and send a confirmation email as receipt.



Student Accessibility Services

Main menu

TEST . log out


Requests submitted result

Thank you for submitting your alternate format requests. All of your requests were submitted successfully. You will receive a confirmation email promptly with the details.

SAS Online Student Services
PHONE: (562) 860-2451 ext. 2335
VP: (562) 274-7164

The confirmation receipt will look similar to the following.

Cerritos College Student Accessibility Services - Alternate Media Request Received

 no-reply@cerritos.edu
To:



Dear TEST STUDENT (ID: TEST),

This email serves to confirm that SAS has received your request for alternate media item(s). You can view this request(s) by clicking "My Requests" in the Alternate Media page on your student portal.

When your materials are ready you will receive an email with instructions for receiving your material. Please be advised that completion timelines vary by the type of reading material and format requested.

Sincerely,

Student Accessibility Services (SAS)
Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451 ext 2335
www.cerritos.edu/sas/

If you click the "My requests" tab and select the term, you will see the books requests that have been submitted.



Student Accessibility Services

Main menu

TEST . log out

Home


New request

My requests

My files

My requests

Please select a term to display all your content requested during that term.

Session: Summer 2022 



This Book Will Not Be on the Test (978-1-4758-4561-7)

by Paul Smith Rivas

Format: Unspecified

Status: Created

Request made on Jun 14, 2022



This Is Not a Test (978-0-3126-5674-4)

by Courtney Summers

Format: Unspecified

Status: Created


Request made on Jun 14, 2022



Access Alternate Media

After office staff have had enough time to process the request and the request has been completed and your alternate media is ready, staff will send an emailing confirming that the status of the request.

Cerritos College Student Accessibility Services - Your Alternate Media Request Has Been Completed

 no-reply@cerritos.edu
To:



Dear TEST STUDENT (ID: TEST),

Your alternate media request for 'This Book Will Not Be on the Test' in DIGITAL_TEXTBOOK_ETEXT format has been completed on June 14, 2022 and is one of the following:

- Ready for pick up at the High Tech Center (if a braille/large print request)
- Ready for Download from Kurzweil Account (if a Kurzweil request)
- Ready for Download from the Clockwork Alternate Media Page (for all other request:

;))

Sincerely,

Student Accessibility Services (SAS)
Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451 ext 2335
www.cerritos.edu/sas/

If files are uploaded to the system, return to the “My files” tab and click on the download buttons that are marked with downward facing arrows.



Student Accessibility Services

Main menu

Home

New request

My requests

My files

My Alternate Format Files

Please select a term to show your available Alternate Media files. You can download media content in a specific format or download all formats for the media content.

Session: Summer 2022



This Is Not a Test (978-0-3126-5674-4)

by Courtney Summers

File status: Ready For Download

General e-text format (892.69 KB)

Filename: This Is Not A Test Part 1 ETEXT 06142022.pdf

Created on: Jun 14, 2022



This Book Will Not Be on the Test (978-1-4758-4561-7)

by Paul Smith Rivas

File status: Ready For Download

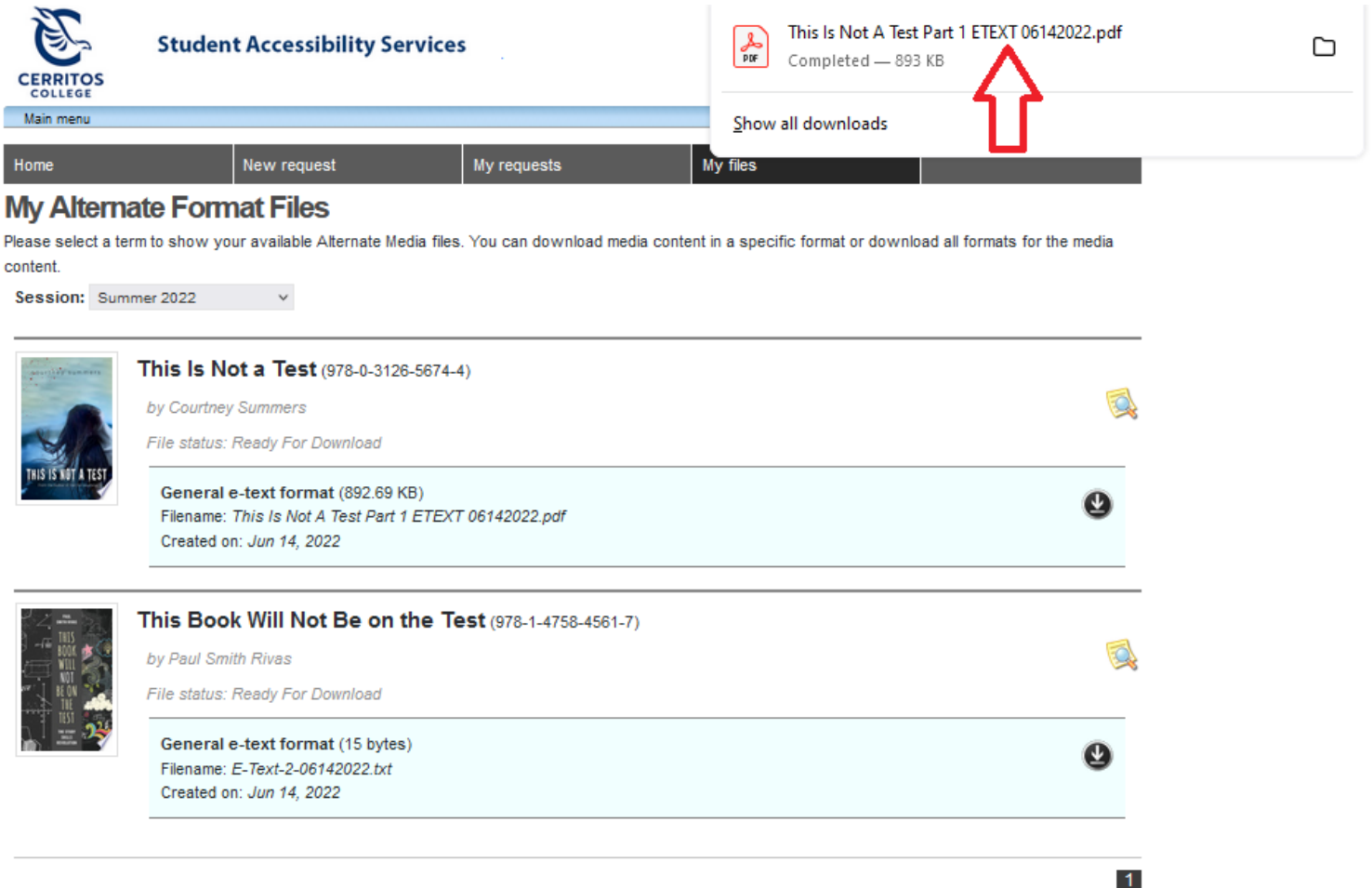
General e-text format (15 bytes)

Filename: E-Text-2-06142022.txt

Created on: Jun 14, 2022



Then the file will download to your browser. Click directly on it to view its contents.



The screenshot shows the Student Accessibility Services website interface. At the top left is the Cerritos College logo and the text "Student Accessibility Services". A navigation bar includes "Main menu", "Home", "New request", "My requests", and "My files". A download notification box in the top right corner displays a PDF icon, the filename "This Is Not A Test Part 1 ETEXT 06142022.pdf", and the status "Completed — 893 KB". A red arrow points to a "Show all downloads" link within this notification. Below the navigation bar is the section "My Alternate Format Files". A sub-header reads: "Please select a term to show your available Alternate Media files. You can download media content in a specific format or download all formats for the media content." A "Session:" dropdown menu is set to "Summer 2022". Two items are listed:

- This Is Not a Test** (978-0-3126-5674-4) by Courtney Summers. File status: Ready For Download. A download button is visible. The file details are: General e-text format (892.69 KB), Filename: *This Is Not A Test Part 1 ETEXT 06142022.pdf*, Created on: Jun 14, 2022.
- This Book Will Not Be on the Test** (978-1-4758-4561-7) by Paul Smith Rivas. File status: Ready For Download. A download button is visible. The file details are: General e-text format (15 bytes), Filename: *E-Text-2-06142022.txt*, Created on: Jun 14, 2022.

A page number "1" is located at the bottom right of the content area.

If the item is a physical item, such as a braille book, please visit the High Tech Center website to see available hours here:

<https://www.cerritos.edu/sas/high-tech-center.htm>

For any Kurzweil requests, please check your Kurzweil account. If you have any questions, please feel free to contact April Shin at ayshin@cerritos.edu