DISABILITY RESOURCE CENTER
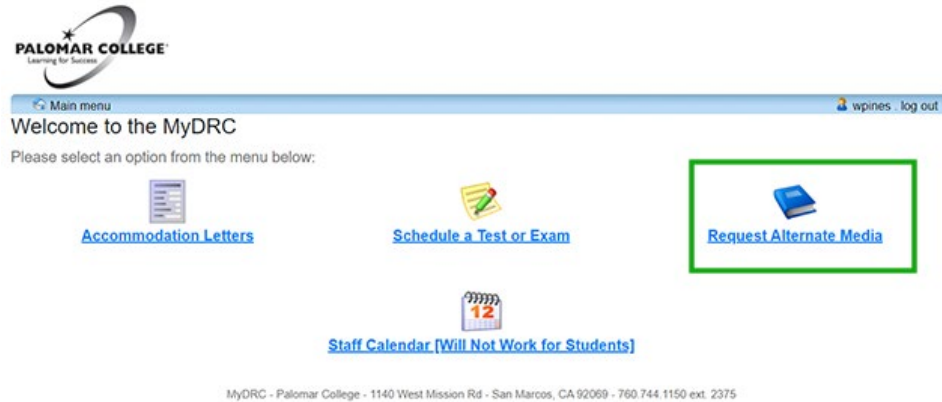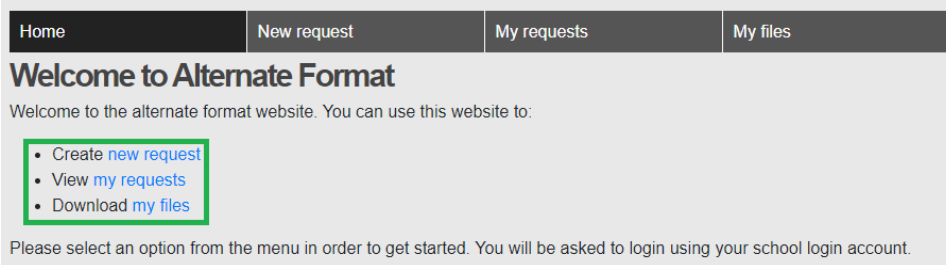
MyDRC Alternate Media Requests

To request alternate text formats, visit MyDRC Portal

Select the **Request Alternate Media** module (you will be asked to sign in to your MyDRC account if you are not logged in).
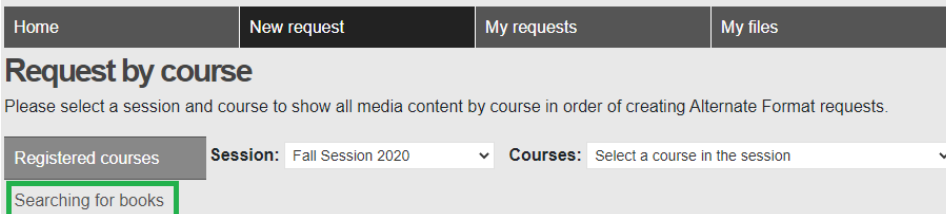

Create New Request

Next, select **Create new request** link.

Search for Texts

Select the **Searching for books** link. The **Session** and **Courses** option is available to search for media that may already be in our database or other internet content. For faster results, use the **Searching for books** link.

Search by Title and/or ISBN

Here, you may search by title or ISBN. We recommend searching by title as ISBNs are specific to book type. For example, a text in paperback has a different ISBN than the same title and edition in hardcover.

Home	New request	My requests	My files

Request by searching

Please search our media content database and Web by content title or ISBN. Create new request from your results.

Registered courses	**Search content by title or ISBN**	
Searching for books		

Request New Content

If the results do not match your textbook, select the **Request new content…** link.

Estrategia para la empresa en América Latina

by Antonio Francés

Request new content ...

Provide Text Information

Enter the textbook information in the form. If you do not know the publisher (this information can be found on the copyright page, located in the first few pages of the textbook) just select the first publisher on the list and we will correct the entry later. Select **SUBMIT** once the information has been entered.

Home	New request	My requests	My files

New media content request

Please fill all the fields below to create a new media content request.

Title

ISBN

Authors

Edition

Published by:

Please select a publisher

Published Date:

mm/dd/yyyy

SUBMIT

Provide Proof of Ownership

On the media content request confirmation screen, you have the option to upload a copy of your purchase receipt / proof of ownership (you will not have access to the alternate format files until we receive a copy of your receipt). Next, select the checkout shopping cart in the bottom right of the screen to submit your request.
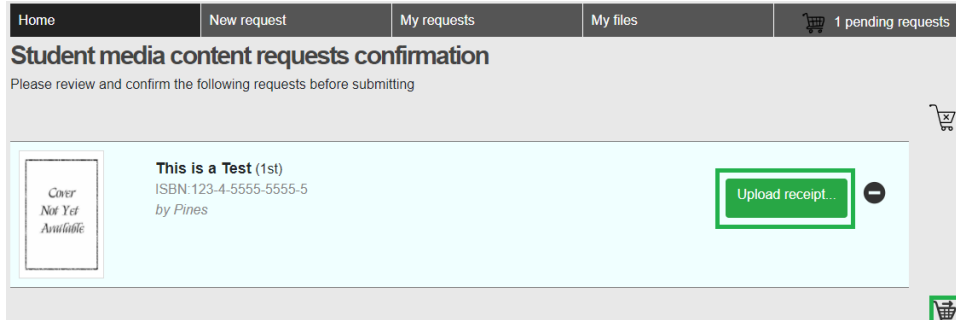
Confirmation of Submission

At completion, you will receive a confirmation that the request was submitted. You will also receive a confirmation email. You may keep adding all your textbooks in one request. The Accessible Technology Specialist will contact you with a status update regarding your request. You may also view the status of your request in this portal.
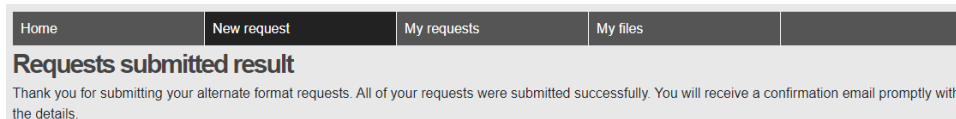
Please contact our office at drc_atc@palomar.edu if you have any questions.