Accessible Textbook Request Process

1. Open a web browser and navigate to ATI’s Request Services webpage.

2. Open the Accessible Textbook Requests link which will open ATI’s Clockwork Web Portal.

3. Select Alternate Formate.

4. Click on New Request
5. Select Searching for books
6. Search by the textbook’s ISBN or Title.
7. Select the Plus sign to add to the cart. When all textbooks are added, select Checkout.

8. Confirm each textbook and upload receipts for each textbook.

9. Then Send request.
10. A Request Submitted prompt will appear if the textbooks were submitted to ATI.
11. You will receive an email confirmation in your GMU email.