UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

How to Download E-Text

Before requesting accommodations you must first get connected with our office. For instructions, please visit http://sas.sdes.ucf.edu/ and select 'Get Connected.'

Step 1:

Visit the SAS website, and select the **Knights Access Portal** (Figure 1).

Figure 1: Knights Access Logo

Step 2:

Sign in to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

E-text Guidelines

According to copyright laws, textbook purchase is required for each request. Proof of purchase will be requested by AT services on behalf of the publisher.

It is recommended that students request materials immediately after priority registration; Purchase isn't required to begin production. Conversion of e-text can take up to 2 weeks. Please allow sufficient time to process your request.

Check the UCF Bookstore Website and other online e-text retailers to determine if the textbook is available to purchase in a digital format. To provide immediate access to this accommodation, AT services suggest that you purchase the e-text format when possible, instead of the physical print format.

E-text files may not be reproduced or shared, as this is a violation of copyright. Adhere to the UCF Golden Rule as outlined by the Office of Student Rights and Responsibilities.

Step 3:

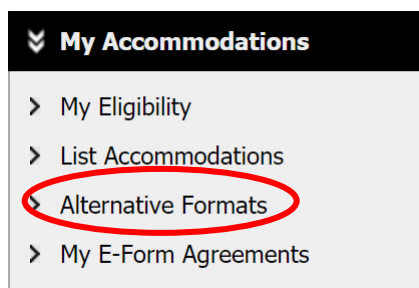Select '**Alternative Formats**,' circled in red (Figure 3).

Figure 3: Knights Access My Dashboard – My Accommodations box with a red oval around "Alternative Formats"

Step 4:

From the list of your books, select '**Download Book**,' circled in red. (Figure 4)

Figure 4: List Books screenshot with red oval around "Download Book" button

*Be sure to disable pop-up blockers to download books.

Step 5:

Select '**Back to List Books**' (Figure 5), and repeat process for each book.
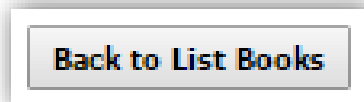

Figure 5: Back to List Books button screenshot

Questions? Contact Us!
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