



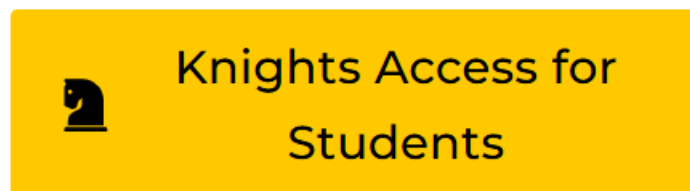
UNIVERSITY OF CENTRAL FLORIDA

STUDENT ACCESSIBILITY SERVICES

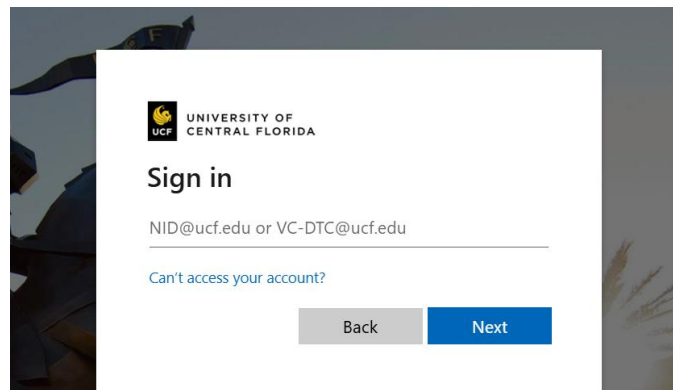
How to Upload Textbook Receipt

Step 1

Visit the SAS website, and select the [Knights Access Portal](#)



Step 2



Sign in to Knights Access using your NID and NID password

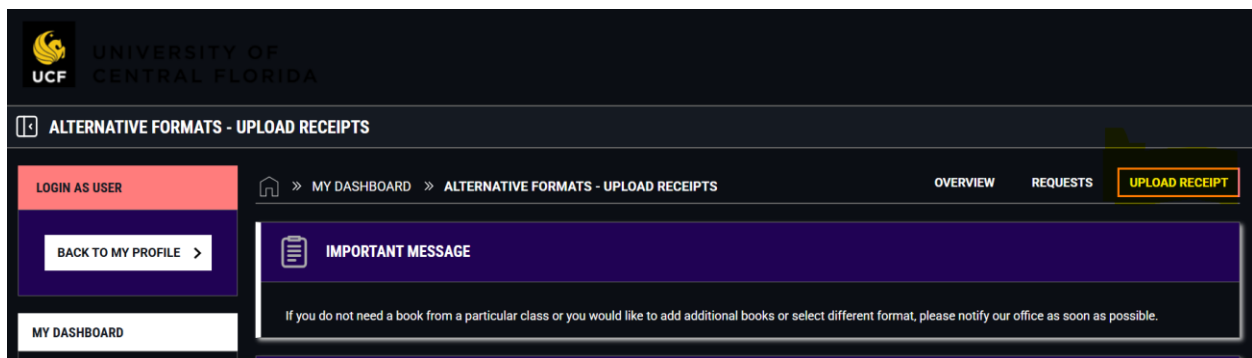
E-text Guidelines

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 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

Navigate to **'My Accommodations'** and select **'Alternative Formats'** and then Choose the **"Upload Receipt"** Button



Step 4

Under the 'Upload Receipt' Button select the courses that you will be uploading a receipt for by checking the box next to each course. Use the '**Choose File**' button to select a file to upload from your file explorer, then click the '**Upload Receipt**' button

RECEIPT DETAIL

Select File * : ⓘ

Choose File No file chosen

Select Courses the receipt is for * :

Hint: You are required to make a minimum of 1 selections.

☒ TES 1200.1 - Test Course for screen shots

Note:

Step 5

Uploaded receipts will appear below with the date and time that the upload was completed. Here you have the option to view a previously uploaded receipt by choosing Download

UPLOADED RECEIPTS			
Download	Verified	Date Receipt Uploaded	Notes
Download		08/13/2026 at 04:10 PM	Receipt for the following class: TES 1200.1 - Test Course for screen shots