**How to Request Alternate Format Textbooks**

1. Go to the ClockWork Home Page by clicking this link <https://tramblecentre.stfx.ca/custom/misc/home.aspx>

Graphical user interface

Description automatically generated with medium confidence

1. Click the **Alternate format textbooks** button. Once you click this button, you will be prompted to sign into the system.

Graphical user interface, application

Description automatically generated

1. **Sign-In**
2. Once signed in, click the **Alternate format textbooks** button again.

Graphical user interface, application

Description automatically generated

1. Read and sign the **Copyright Agreement Form**.
2. Click on **New Request or Create a New Request**.

Graphical user interface, text, application

Description automatically generated

1. Click the **Searching for Books** button.

Graphical user interface, text, application

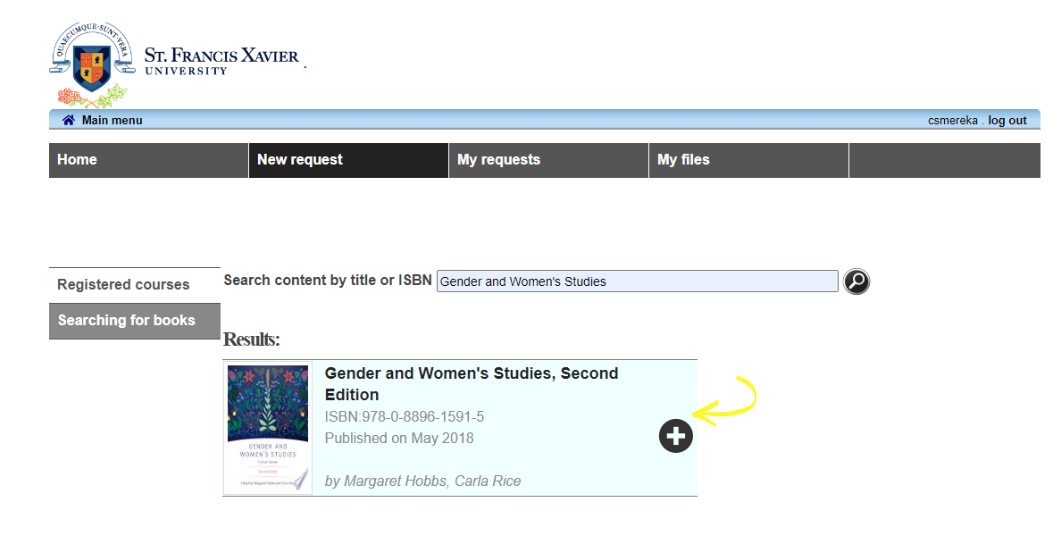
Description automatically generated

1. Search for the book by **Title or the ISBN**, then click the **Search Icon**.

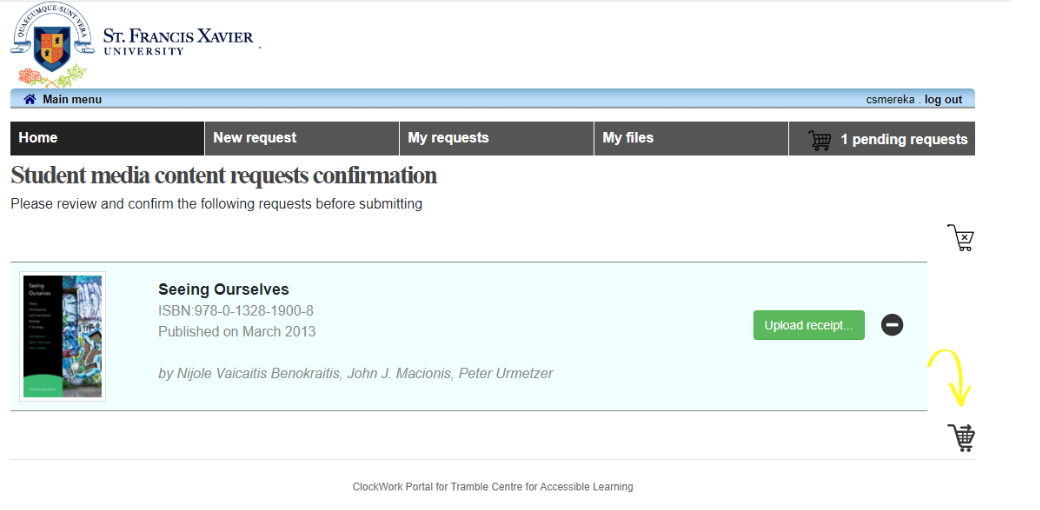
Graphical user interface, text, application

Description automatically generated

1. Review the list of books that appear. Click the **Plus** icon when you find the textbook you are looking for. \*Note – The ISBN might be different if you purchased an online book or a loose sheet package from the bookstore. See image on next page.

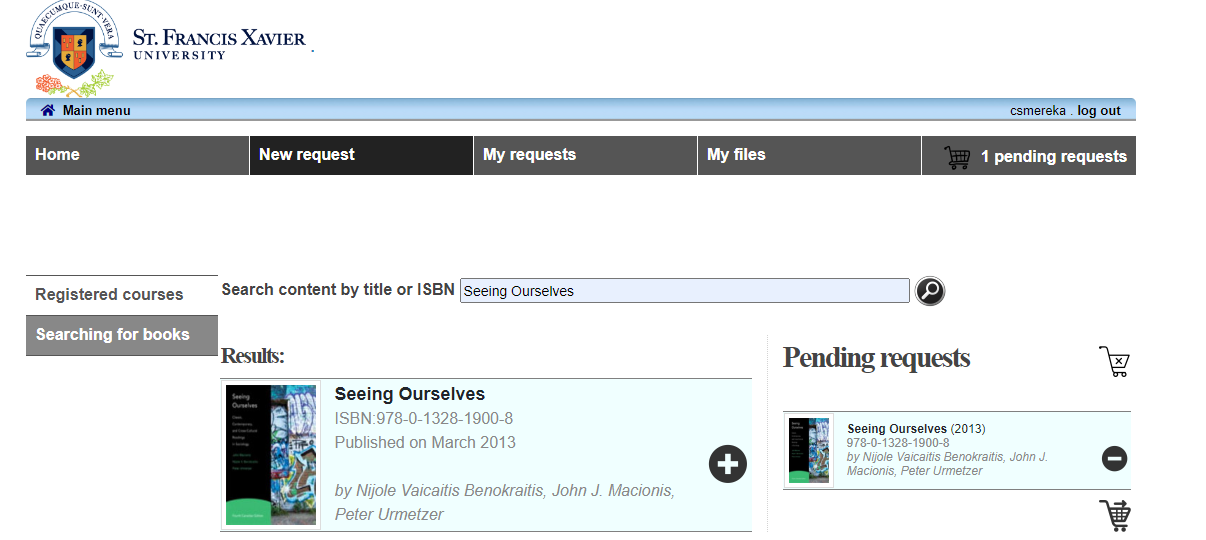


10. Click the **Shopping Cart** to add your request to your cart.



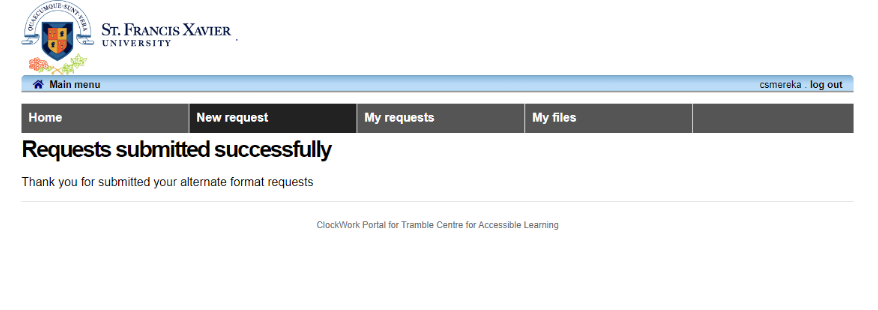
1. After you upload your receipt, click the **Shopping Cart** again.

See image on next page.

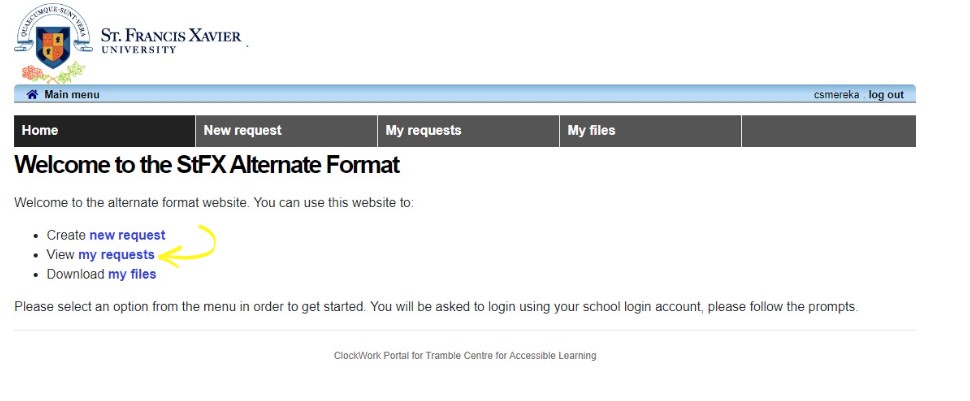


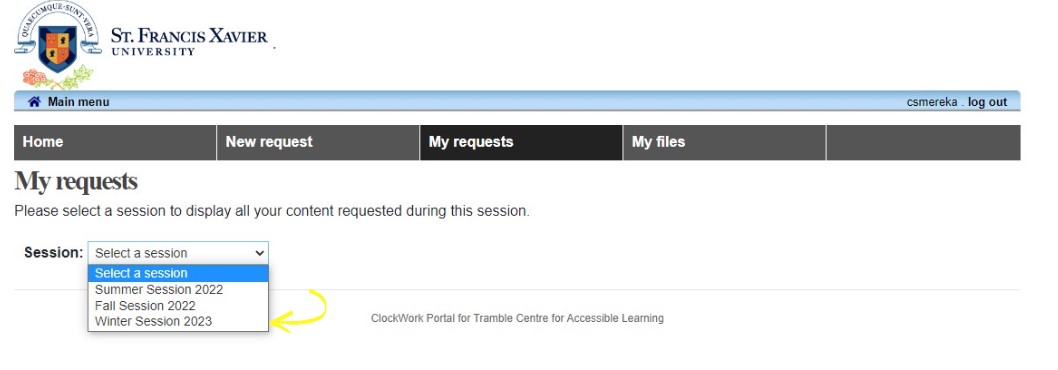
\*Note – All students must show proof that they have purchased their textbooks before they will receive it in electronic format. Please email [tramble.drf@stfx.ca](mailto:tramble.drf@stfx.ca) questions you might have about receipts.

1. Once your request is submitted ClockWork will direct you the **Confirmation Page**.



1. To double-check what books you requested, you can click the **View My Requests button.**

14. Choose the **Semester** (session) you are currently in.

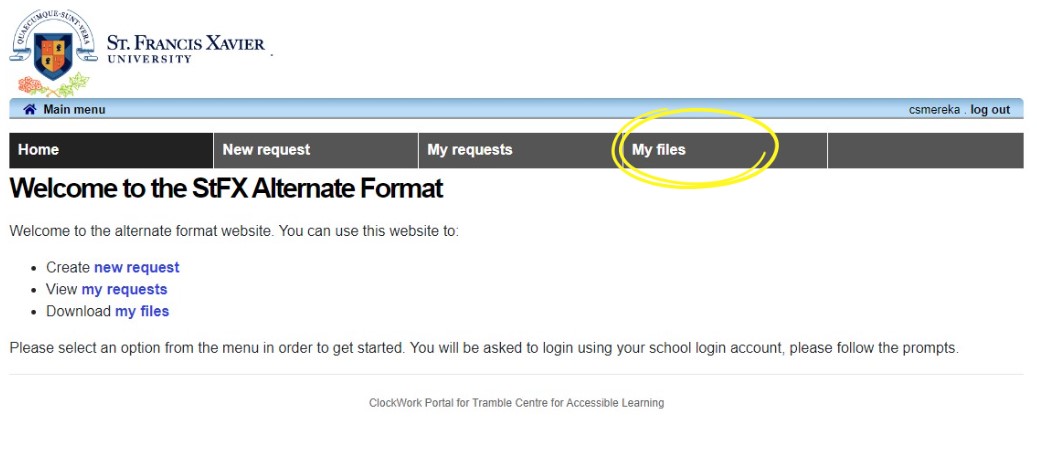


15. Here is an example of what you will see when you click **View My Request**.

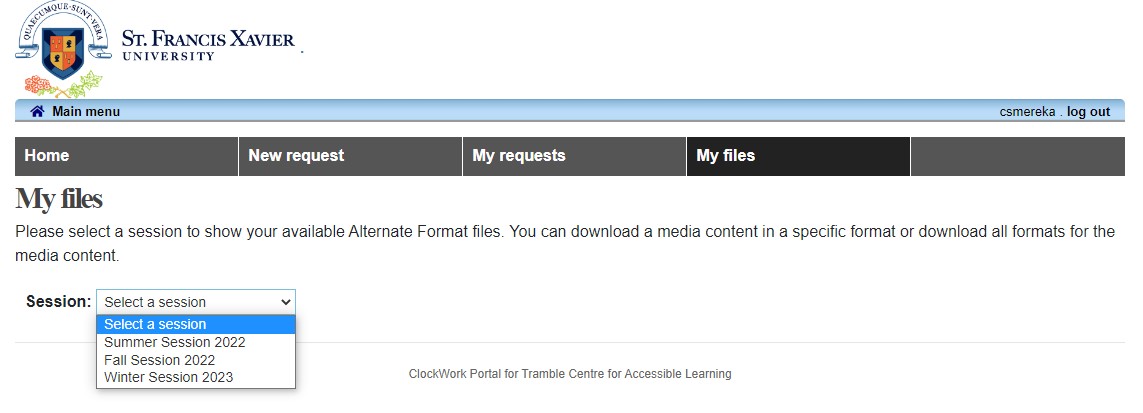


16. When your request is filled you will receive an email from ClockWork telling you to login to **Download Your Textbook File**.

17. To download your textbook file click the **My Files** button.



18. Click the **Semester** (session) you want to view.



\*Note – If you have any questions about Requesting Textbooks in Alternative format, please email [tramble.drf@stfx.ca](mailto:tramble.drf@stfx.ca).