



## Instructions for Requesting Your AMAC Textbooks

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,

<http://www.westga.edu/accessibility>

Updated December, 2014

### How to Submit a Request:

1. Log into the [AMAC Student Download Center](#).
2. Select "My Requests" from the top navigation tabs.
3. Select the "Submit New Request" button.
4. Fill out the form. Obtain textbook information by contacting your instructor or visiting the campus bookstore online or in person. You will need the following information on each required text: **Title, Author, Publisher, Copyright, Edition, and ISBN.**
5. Select "Add Request" when your order is complete.

**PLEASE NOTE:** AMAC will only fulfill orders for books that instructors have listed as “required texts.” You must order EACH book separately, including lab manuals, etc. that may be part of a bundle.

### After Your Request is Submitted:

1. **Within four weeks** after your AMAC order is placed through the Student Download Center, your textbooks should be available. To download please go to [www.amacusg.org](http://www.amacusg.org), click on “Student Center,” and login. There are clear instructions within the AMAC Student Center regarding how to download your books.
2. It is important that you **DOWNLOAD YOUR TEXTBOOKS and save your books**. Your books will be available for download 120 days from the start of the semester.

### For Further Assistance:

Please contact AMAC at (866) 418-2750 or via email [amactech@amac.gatech.edu](mailto:amactech@amac.gatech.edu) for technical support.

If you need assistance or training to use the AMAC Student Center or your electronic textbooks, please contact Accessibility Services.

*Cut Here*-----

### Sign and Return to Your Accessibility Counselor

**I understand that I can order AMAC books each semester. I understand that I am responsible for owning a physical copy of the book and may be asked to provide proof of ownership.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_