Notetaking Services Step Through

This guide is about Note taking accommodations. It will detail how to request a note taker, confirm your request, download notes, and provide other useful information.

How to Request Note taking Step-by-step.

1. Log in to your My Access Portal by selecting the MyAccess login box with an arrow through it on our homepage.

For more information on how to log in to your My Access portal, please refer to the "Getting Started" tutorial.

2. When selecting accommodations check the note taking services box from the listed accommodations you have been approved for.

Notes on requesting notetaking:

- Please be prudent in your note taking requests and notify the note taking coordinator right away if you determine a note taker is no longer needed.
- If you have not previously been approved for note taking and your current accommodations are not sufficient to provide equal access to your lecture material, please contact your Access Advisor as soon as possible to discuss options.
- It frequently takes 2 to 4 weeks to find and hire a note taker. Please work with instructors for alternative or interim solutions. Make use of assistive technology and other tools to assist with access to your lecture in case we are unable to locate a note taker. You can also help us find a note taker by letting your peers know about our note taking program and directing them to our website.

Confirm Notetaking.

1. Log in to My Access account by selecting the MyAccess login box with an arrow through it on our homepage.
2. Select Note taking services from the Navigation bar on the left. This is located below "My Accommodations."
3. Once Selected,the center of the page will populate with the classes for which you have requested Notetaking Services.
4. Select the blue hyperlinked text, "Confirm Now" next to each class for which you are certain you need a notetaker.

Notes on confirming Notetaking:

- Three days after you first submit a note taking request, you will receive an email asking that you confirm your note taking request with instructions how to do so.
- If you do not confirm or deny your need for a note taker, you will receive another email two days after the initial confirmation email.

At this point, you will be given two additional days to confirm your note taking request. If no action is taken, your request will be cancelled.

Download Notes step-by-step

To download your notes follow these steps:

1. Log in to your MyAccess account by selecting the MyAccess login box with an arrow through it on our homepage.
2. Select Note taking services from the navigation bar on the left of the page.
3. Each class that has an assigned notetaker will be listed. Choose the class you would like to review and select the grey box titled Available Notes for Download, it will then expand with all available notes. Do this for each class to access the notes you need.
4. Each available note will have a Download Note button, select the blue hyperlink text next to the ones you want to download. These will automatically download to your computer.

Notes on downloading notes:

- Once a note taker has been hired, you will receive an email letting you know that you will have access to all notes up to that point within 48 hours.
- After that, you should receive an email each time a set of notes is uploaded.
- If you do not receive notes within 48 hours of a note taker being assigned, or 24 hours after each subsequent lecture, notify the note taking coordinator right away.
- Do not wait to review your notes. It is your responsibility to notify us if the notes you are receiving are not legible, timely, or useful.

Rate Your Note taker.

Towards the end of the semester, you will receive an email, with detailed instructions, requesting that you confirm services provided and rate the quality and consistency of your note taker. We rely on these ratings to help us identify the best note takers in the future.

Frequently Asked Questions

1. Why can't I open my notes?
   a. It is possible the file type is not supported by your computer or mobile device. Please contact the note taking coordinator for assistance.
2. It is really late in the semester, and I still do not have a note taker, what do I do?
   a. We recommend working with your instructor early in the semester to determine appropriate interim supports, as it can take a number of weeks to locate and assign a note taker.
3. What if I add or drop a class?
   a. Dropped classes will automatically be cancelled in My Access. If you add a class, you will need to request note taking for this course, even if it is a different section of the same course.