

HOW TO REQUEST A NOTE TAKER

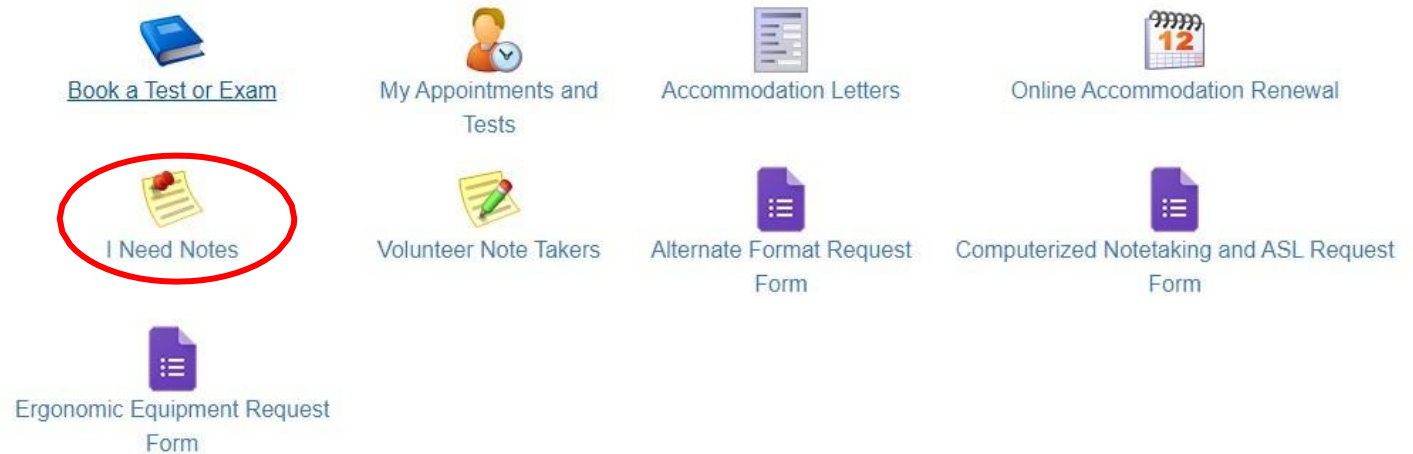
- 1) Go to the [Student Accessibility Services \(SAS\) Portal](#).

SAS Portal Website Link: ontariotechu.ca/sasportal

- 2) Click on **I Need Notes**.

Welcome to the Student Accessibility Online Services

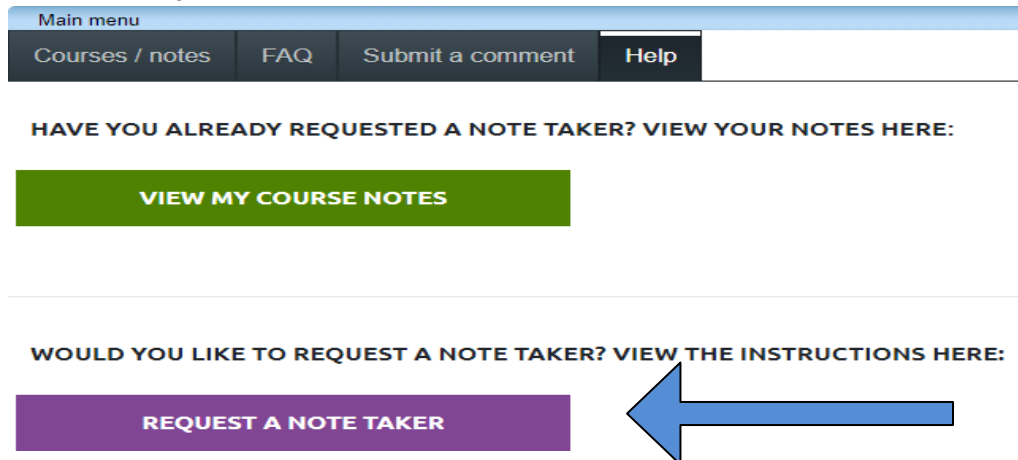
Please select an option from the menu below:



The screenshot shows a grid of service options. The 'I Need Notes' option, represented by a notepad icon, is circled in red. Other options include 'Book a Test or Exam', 'My Appointments and Tests', 'Accommodation Letters', 'Online Accommodation Renewal', 'Volunteer Note Takers', 'Alternate Format Request Form', 'Computerized Notetaking and ASL Request Form', and 'Ergonomic Equipment Request Form'.

- 3) Login in using your student ID and network password.
- 4) Select **Request a Notetaker**.

Select "Request a Note



The screenshot shows the 'Request a Note' page. At the top is a 'Main menu' with links for 'Courses / notes', 'FAQ', 'Submit a comment', and 'Help'. Below the menu, there are two sections: 'HAVE YOU ALREADY REQUESTED A NOTE TAKER? VIEW YOUR NOTES HERE:' with a green 'VIEW MY COURSE NOTES' button, and 'WOULD YOU LIKE TO REQUEST A NOTE TAKER? VIEW THE INSTRUCTIONS HERE:' with a purple 'REQUEST A NOTE TAKER' button. A large blue arrow points to the 'REQUEST A NOTE TAKER' button.

- 5) Under the I require a note taker column, select change this.

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Fall Session 2015 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
SSCI 2900ULecture 002 view download history	No change this		N/A
COMM 2270ULecture 001 view download history	No change this		N/A
COMM 2210ULecture 001 view download history	No change this		N/A
COMM 2110ULecture 002 view download history	No change this		N/A
COMM 2530ULecture 001 view download history	No change this		N/A

- 6) To select a Notetaker, under the **Action** column, you can view sample notes from all available note takers and select the Notetaker you want.

Select a note taker for SSCI 2900ULecture 002

Notetaker	Sample notes	Action
Notetaker 337	Check sample notes	Choose this notetaker

Note: The star ★ identifies notetakers who are currently providing notes to one or more students for this course. ☆ identifies notetakers who are currently providing notes to one or more students for this course.

[Cancel](#)

- 7) If there are no notes available for download, you will see the screen image below. Login to your account often, as volunteer notetakers continually register with our program.

Download History for COMM 2270ULecture 001

[Back to courses](#)

Lecture date	Date downloaded	Comments	Download
No download history found.			

[Back to courses](#)

- 8) If notes are available for download, select **View Notes** according to the lecture date you are interested in downloading.

Skip to main content [Main menu](#) admin [log out](#)

Note taking Info

- Courses / Notes
- FAQ
- Submit a comment
- Logout

Lecture Notes for PSYC 2010ULecture 001

[Back to courses](#)

Lecture date	Comments	Download
June 16 (Mon)		View notes
June 11 (Wed)		View notes
June 9 (Mon)		View notes
June 4 (Wed)		View notes
June 2 (Mon)		View notes
May 28 (Wed)		View notes
May 26 (Mon)		View notes
May 21 (Wed)		View notes
May 19 (Mon)	Victoria Day holiday - no lectures	View notes
May 14 (Wed)		View notes

Page size: 10 13 items in 2 pages

Please Note: Once you select Course Notes and choose the courses you need a note taker for, a letter is automatically generated by our database. Your professor is notified immediately and a message should be posted in Canvas with an announcement made in class.

Don't forget to LOGOUT.