

## How to Sign Up as a Notetaker

1. Go to the Disability Services website at <https://www.atu.edu/disabilities/>.
2. Click on the third icon labeled “Login to the Disability Services Portal”.

HOME

ANNOUNCEMENTS

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APPLY FOR DISABILITY SERVICES



2. Click  
Here



LOGIN TO THE DS PORTAL

3. Sign Up as a Notetaker. Click “Submit your application to take notes for students with disabilities”.

## WELCOME TO ONLINE SERVICES

### Sign In Information

Username\*:

Password\*:

**Sign In**

3. Click  
Here



### New Student?

Submit your application to receive accommodation from Office of Disability Services.

### Sign Up as a Notetaker

Submit your application to take notes for students with disabilities.

4. Complete all required fields before continuing to step 2.

**Step 1: Specify Login Information**

School ID\*:

Hint: Enter 9 alpha numeric characters.

A. Enter Your T#

Username\*:

B. Enter Your OneTech Username

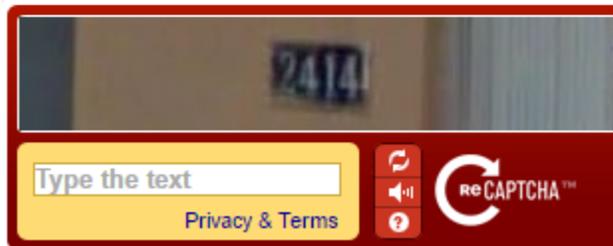
**Important Note:** Please make sure this username matches with your **Single Sign-On (SSO)** username in your school.

Email Address\*:

C. Enter Your OneTech Email

Please enter email address that ends in **@atu.edu**, for example:  
**yourusername@atu.edu**.

D. Enter the CAPTCHA



Continue to Step 2

E. Click Here

5. Complete all required fields before registering as a notetaker.

**STEP 2: SPECIFYING PERSONAL INFORMATION**

Please confirm that your username is as follow: [REDACTED]. If you need to change or update your username, please use the following button to modify your entry: [Modify Your Initial Entry](#)

**Personal Information**

First Name\*:   
Last Name\*:   
Middle Name:   
Student ID: [REDACTED]  
Gender\*: [Select One](#) ▼

**Contact Information**

Specify at least one phone number:

Cell Phone Number:   
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).  
Land Line Phone Number:   
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).  
Email Address: [REDACTED]

**Local Address**

Address\*:   
City:   
State: [Select One](#) ▼  
Zipcode:   
Hint: Enter zipcode as 97331 or 97331-0000.

[Register as a Notetaker](#)

A. Complete Form

B. Click Here

6. The system will notify you that you have successfully signed up as a notetaker. At that point, you can sign into the system to enter your classes. Enter your OneTech username and password in the appropriate fields.
7. Click the “Sign In” icon to proceed to the Student Dashboard.

## WELCOME TO ONLINE SERVICES



### NOTETAKER ACCOUNT CREATED SUCCESSFULLY

You have successfully signed up as a notetaker. Please login with your school's **Single Sign-On (SSO)** credential.

## WELCOME TO ONLINE SERVICES

### Sign In Information

Username\*:

Password\*:

**Sign In**

6. Enter OneTech  
Username and Password

7. Sign In



### New Student?

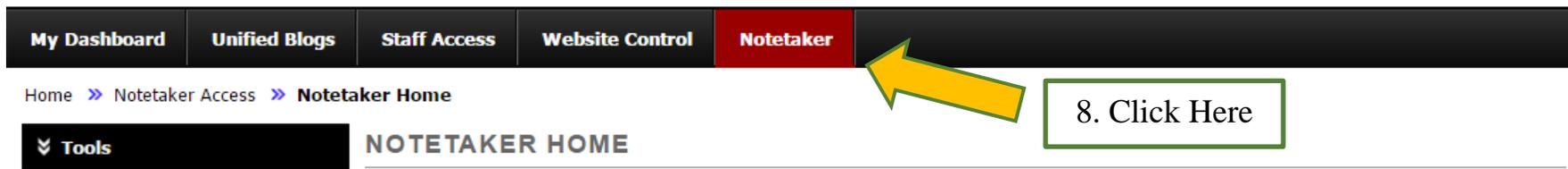
Submit your application to receive accommodation from services.



### Sign Up as a Notetaker

Submit your application to take notes for students with disabilities.

8. Click on the “Notetaker” tab at the top of the page.



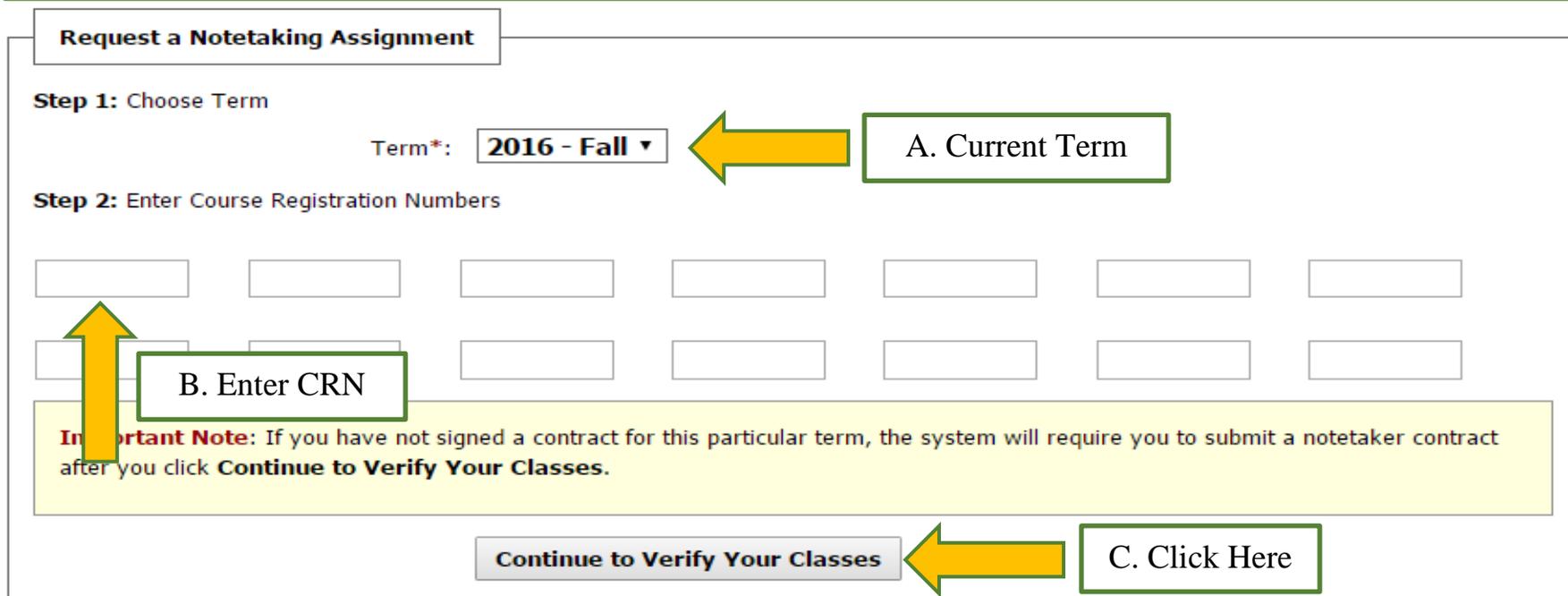
My Dashboard   Unified Blogs   Staff Access   Website Control   **Notetaker**

Home » Notetaker Access » Notetaker Home

Tools   NOTETAKER HOME

8. Click Here

9. Scroll down to the “Request a Notetaking Assignment” box and make sure the current term is displayed in the drop-down menu. Enter the CRN for the course you would like to take notes for. Click “Continue to Verify Your Classes”.



**Request a Notetaking Assignment**

**Step 1: Choose Term**

Term\*:  A. Current Term

**Step 2: Enter Course Registration Numbers**

B. Enter CRN

**Important Note:** If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to Verify Your Classes**.

C. Click Here

10. You will then see a “Notetaker Agreement” for the current term. Please read this carefully, then confirm your residency status and type your name at the bottom. Then click “Submit Your Notetaker Contract”. A copy of this agreement will be sent to your OneTech email.

**NOTETAKER AGREEMENT FOR 2016 - FALL**

A. Read Notetaker Agreement

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **AIM Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. AIM reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **AIM Notetaker Agreement**.

Notetaker Terms of Service:

Note-takers are volunteer students who are enrolled in, or willing to attend on their own time, a course for which supplementary notes are required in order to accommodate a student with a disability. Note-takers must meet the following criteria:

- 3.0 GPA
- Regular Class Attendance
- Willingness to prepare & submit typewritten or neat & legible handwritten notes on the same or next day of lecture
- All note-takers must attend a brief orientation session with a Disability Services staff member upon being accepted as a note-taker

**Required Step**

Residency Status\*:

Full Name\*:

**Note:** Please sign exactly as

B. Confirm Residency Status

C. Type Your

I agree to all of the job requirements listed above.

**Submit Your Notetaker Contract**

D. Click Here

11. Next, please verify the class or classes you will take notes for. Also indicate if you would like to receive the \$100 scholarship or a letter verifying service hours in exchange for your notes. Then click “Submit Your Class Schedule” at the bottom. *If you select the scholarship, this money will be applied to your student account by the end of the semester.*

**NOTETAKER HOME**

Previous Term Term: Fall 2016 Next Term

**Step 3: Verify Your Classes**

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS	
<input type="checkbox"/>	111111	DS	1001	001	Ds Test Course		\$100 Stipend ▼

**A. Verify Class or Classes**
SELECT A CORRECT compensa
**B. \$100 Scholarship or Service**
ed to the class as

**C. Click Here**

The page will then refresh and state that the system update was successful. You may now scroll to the bottom of that screen and verify which classes you volunteered for. You may now log out and wait for Disability Services to contact you for a Notetaker Orientation meeting.