

How to Upload Notes 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”.



APPLY FOR DISABILITY SERVICES



GETTING

2. Click
Here



LOGIN TO THE DS PORTAL

3. Enter your OneTech username and password in the appropriate fields.
4. Click the “Sign In” icon to proceed to the Student Dashboard.

WELCOME TO ONLINE SERVICES

Sign In Information

Username*:

Password*:

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.

3. Enter OneTech Username and Password

4. Sign In

The image shows a screenshot of a web page titled "WELCOME TO ONLINE SERVICES". On the left, there is a "Sign In Information" section with two input fields: "Username*" and "Password*", and a "Sign In" button below them. On the right, there are two links: "New Student?" with a blue icon and "Sign Up as a Notetaker" with a yellow notepad icon. Two green callout boxes with yellow arrows point to the username and password fields, labeled "3. Enter OneTech Username and Password". Another green callout box with a yellow arrow points to the "Sign In" button, labeled "4. Sign In".

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



The screenshot shows a navigation bar with five tabs: "My Dashboard", "Unified Blogs", "Staff Access", "Website Control", and "Notetaker". The "Notetaker" tab is highlighted in red. A yellow arrow points from a green-bordered box containing the text "5. Click Here" to the "Notetaker" tab. Below the navigation bar, the breadcrumb "Home >> Notetaker Access >> Notetaker Home" is visible, along with a "Tools" dropdown menu and the heading "NOTETAKER HOME".

6. Click “Upload and View Notes”



The screenshot shows the "NOTETAKER HOME" interface. The "Tools" dropdown menu is open, showing three options: "Request and View Assignments", "Notetaker Contracts", and "Upload and View Notes". A yellow arrow points from a green-bordered box containing the text "6. Click Here" to the "Upload and View Notes" option. The main content area shows a term selection bar with "Previous Term", "Term: Fall 2016", and "Next Term" buttons. Below this is a search bar.

7. Upload the notes. Select the class from the drop down box. Then select which week and day the notes are for. After that select the file, then click “Upload Notes”. Please upload a file for each day the class is scheduled to meet. The body of the note may contain “Class Cancelled”, “Test Day- No Lecture”, etc.

File Information

Select Class*: **A. Select the Class**

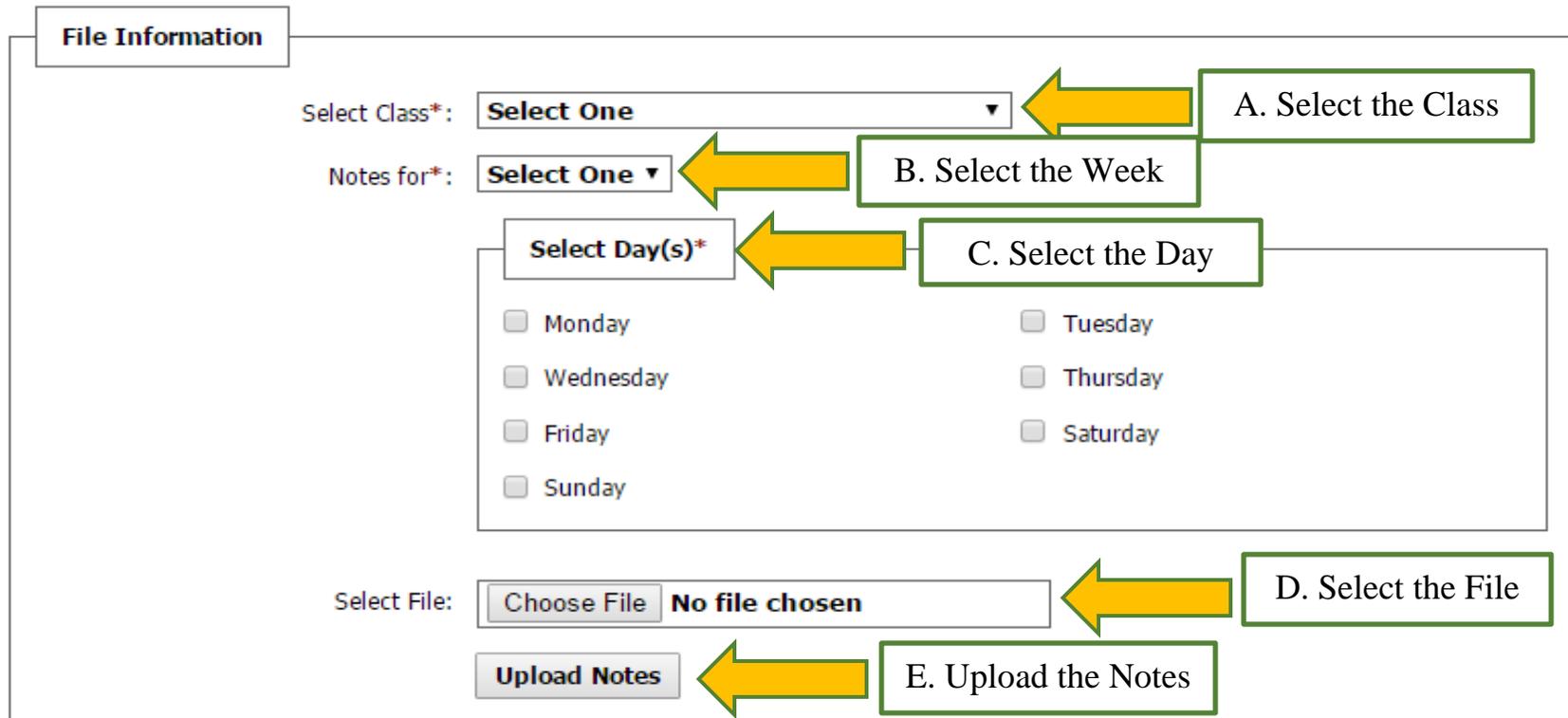
Notes for*: **B. Select the Week**

Select Day(s)* **C. Select the Day**

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File: **D. Select the File**

E. Upload the Notes

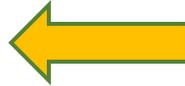
The image shows a web form titled "File Information" for uploading notes. It contains several fields and buttons. Callout A points to a dropdown menu labeled "Select Class*" with the text "Select One". Callout B points to another dropdown menu labeled "Notes for*" with the text "Select One". Callout C points to a section labeled "Select Day(s)*" which contains a grid of checkboxes for the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Callout D points to a file selection field labeled "Select File:" with a "Choose File" button and the text "No file chosen". Callout E points to an "Upload Notes" button.

8. The system will notify you that you have successfully uploaded your notes.

UPLOADING NOTES



SYSTEM UPDATE IS SUCCESSFUL



System has successfully processed your request.