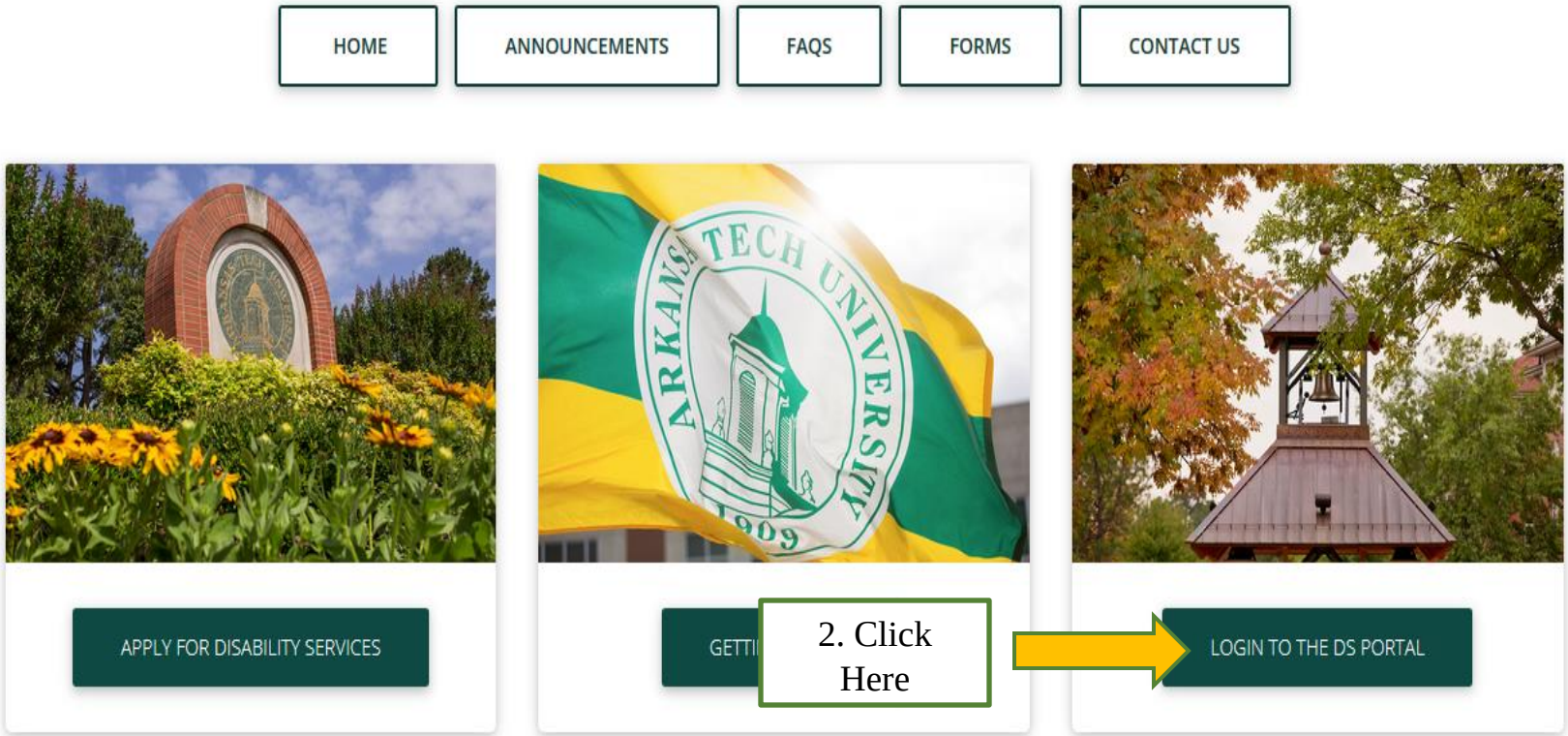
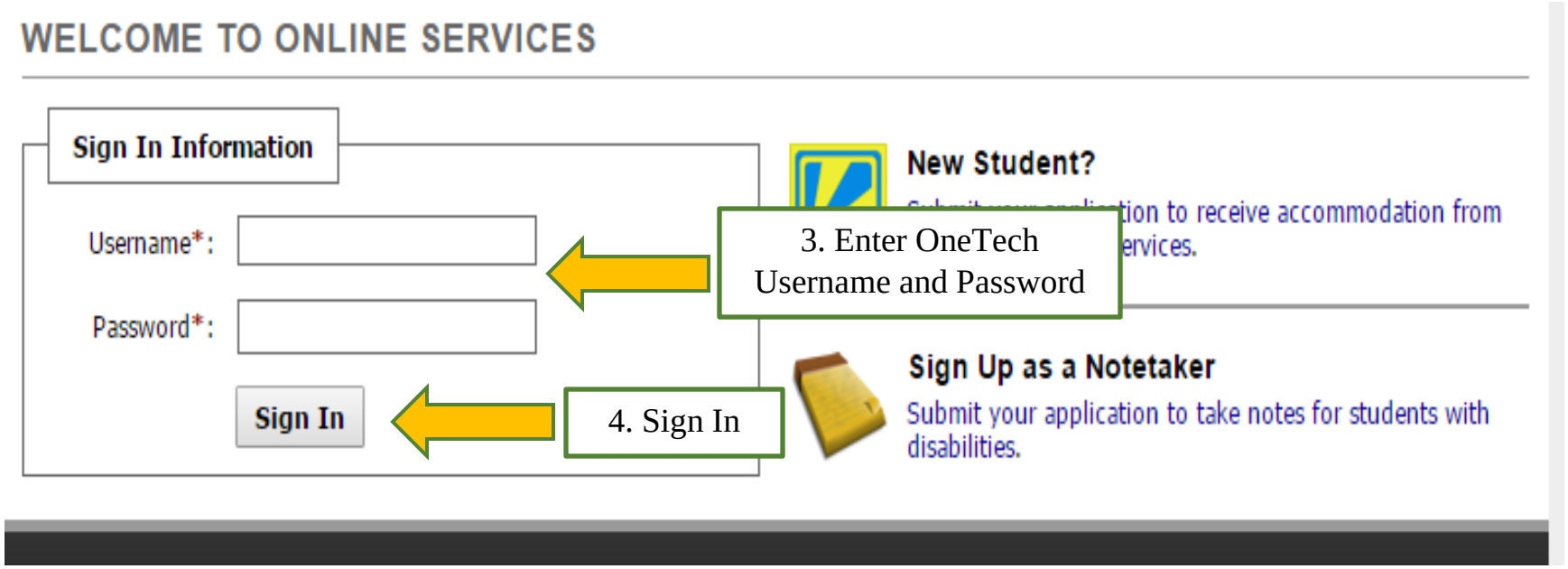
How to Upload Notes as a Notetaker

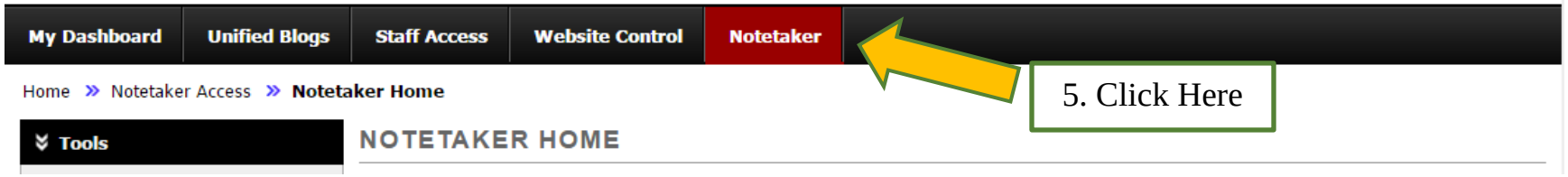
1. Go to the Disability Services website at https://www.atu.edu/disabilities/.
2. Click on the third icon labeled “Login to the Disability Services Portal”.



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

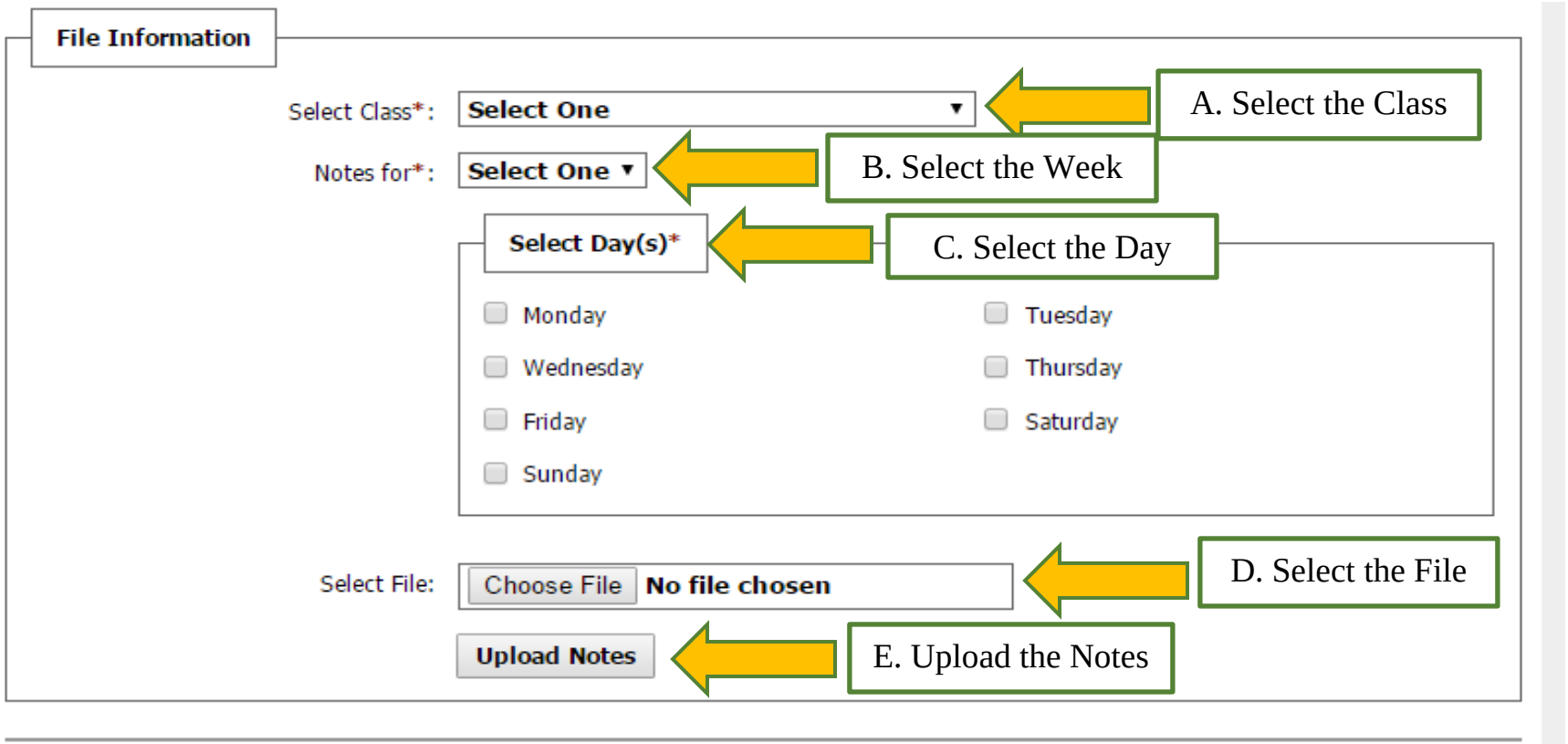


5. Click on the “Notetaker” tab at the top of the page.



6. Click “Upload and View Notes”

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.



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