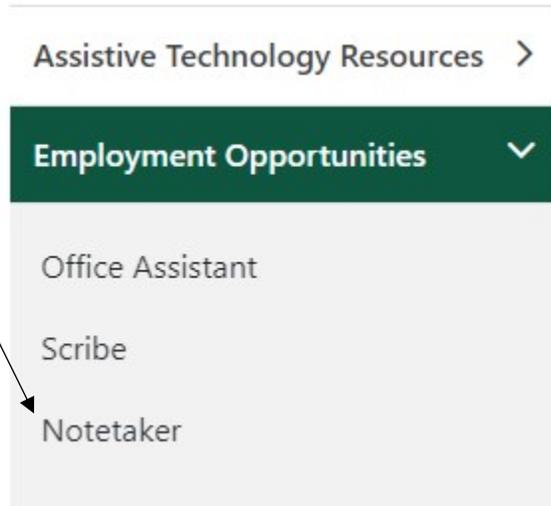


Directions to Sign Up as a Notetaker in GB ACCESS

- Go to our or [website](#) or search for Student Accessibility Services from the main UWGB webpage
- On the left side of the page click on the **Employment Opportunities** tab and then click on **Notetaker**.



- Click on the **Apply Now** button.
- Select button “Sign up as a notetaker”

This Week's Schedule		
	Class	Schedule
	HUM DEV 314-0800 LEC (10742)	INTERNET-BASED COURSE
	HUM DEV 342-0850 LEC (9388)	INTERNET-BASED COURSE
	HUM STUD 350-0001 LEC (10905)	MoWe 2:15PM - 3:35PM MAC-219

- Fill in your class schedule, THIS WORKS BEST IF YOU USE YOUR 4-5 DIGIT COURSE NUMBER, which can be found in your SIS account.
- Example here:

Request a Notetaking Assignment

Step 1: Choose Term

Term*:

Step 2: Enter Course Registration Numbers

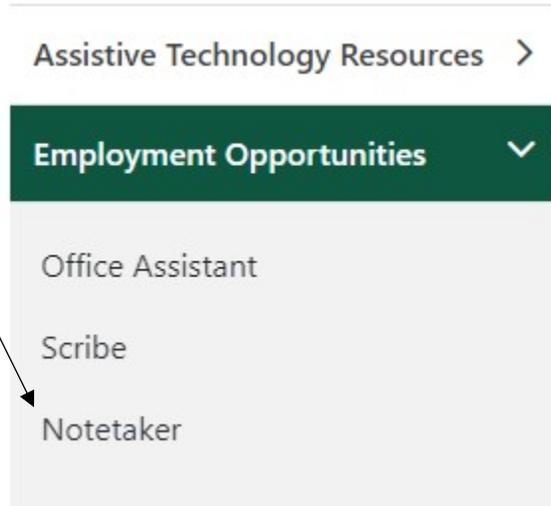
<input type="text"/>						
<input type="text"/>						

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**.

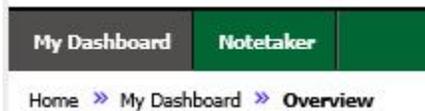
- After adding courses, click Continue to Verify Your Classes.
- You will then sign the notetaker agreement and will be notified if there is a match!

Directions for Uploading Notes to GB ACCESS

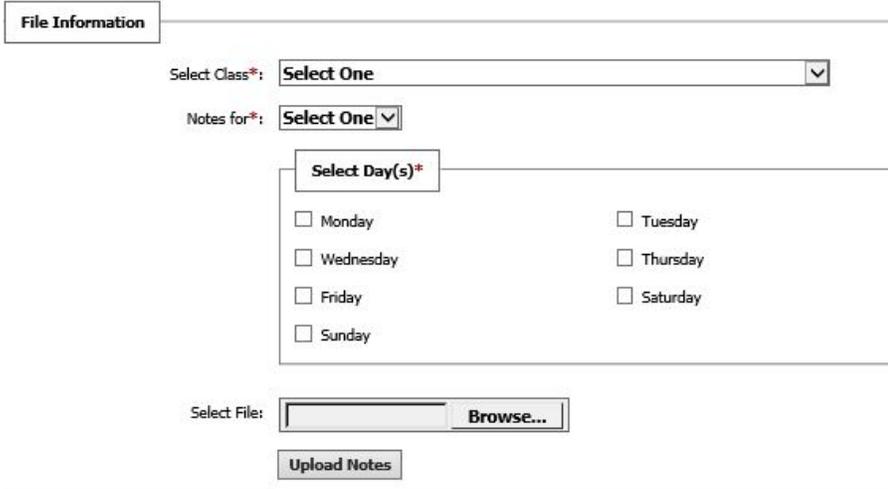
- Go to our or [website](#) or search for Student Accessibility Services from the main UWGB webpage
- On the left side of the page click on the **Employment Opportunities** tab and then click on **Notetaker**.



- Click on the **Upload Notes** button.
- Log in using your UWGB credentials (including the @uwgb.edu)
- Click the **Notetaker** tab on the top banner



- Click Upload and View Notes
- Fill in the file information

A screenshot of a form titled 'File Information'. It contains several input fields: 'Select Class*' with a dropdown menu showing 'Select One'; 'Notes for*' with a dropdown menu showing 'Select One'; 'Select Day(s)*' with a grid of checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday; 'Select File:' with a text input field and a 'Browse...' button; and an 'Upload Notes' button. An arrow from the text 'Click Upload' in the next list points to the 'Upload Notes' button.

- Click Upload