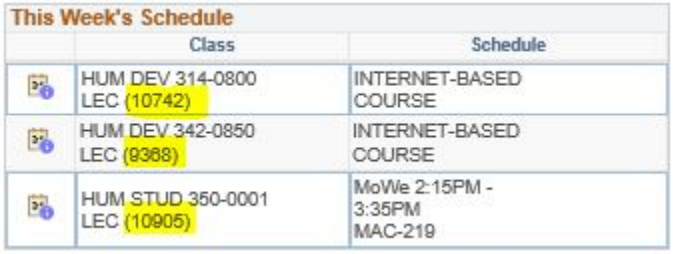
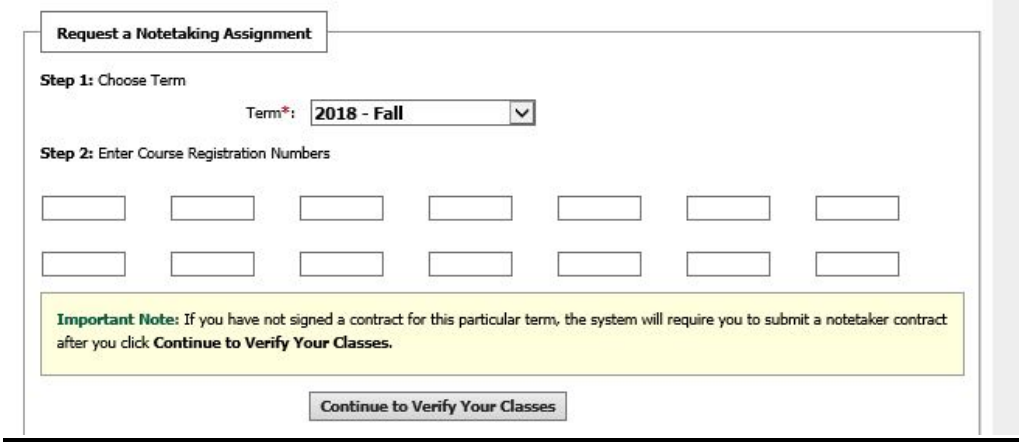
Directions to Sign Up as a Notetaker in GB ACCESS

- 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"



- 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:



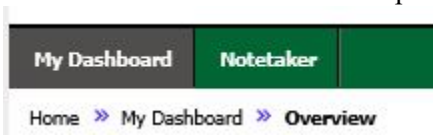
- After adding courses, click Continue to Verify Your Classes.
- You will then sign the notetaker agreement and will be notified if there is a match!

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**.

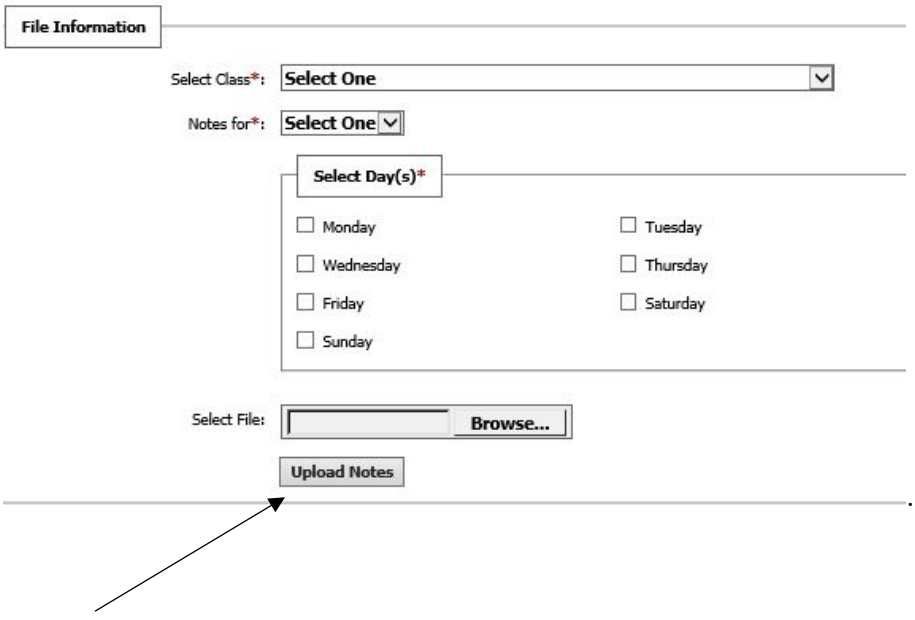
- Click on the **Upload Notes** button.
- Log in using your UWGB credentials (including the @uwgb.edu)

- Click the **Notetaker** tab on the top banner



- Click Upload and View Notes

- Fill in the file information



- Click Upload