Directions to Sign Up as a Notetaker in GB ACCESS

- Go to GB ACCESS
- Click on SIGN UP AS A NOTETAKER PORTAL.

New Users

Academic Accommodation Application

Housing Accommodation Application

Sign Up As A Notetaker

Current Users

Student & Notetaker Login

Instructor Login

- 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 (9368)	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*: 2018 - Fall

Step 2: Enter Course Registration Numbers

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.**

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 GB ACCESS
- Click on STUDENT & NOTETAKER LOGIN

Student & Notetaker Login
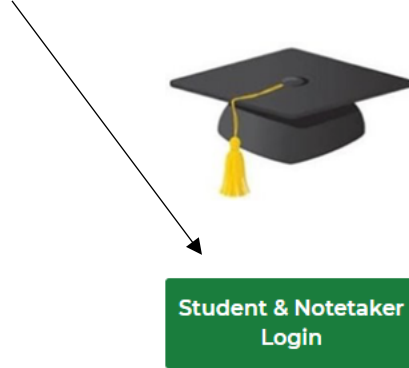
- Log in using your UWGB credentials (including the @uwgb.edu)

My Dashboard	Notetaker	

Home » My Dashboard » Overview

- Click the Notetaker tab on the top banner

- Click Upload and View Notes

- Fill in the file information

File Information

Select Class*: Select One

Notes for*: Select One

Select Day(s)*

☐ Monday   ☐ Tuesday

☐ Wednesday   ☐ Thursday

☐ Friday   ☐ Saturday

☐ Sunday

Select File: [   ] Browse...

Upload Notes

- Click Upload