

SAS NOTE TAKING SYSTEM

INSTRUCTIONS

The SAS Note Taking System is designed to process note taker requests and the posted notes from the note taker. The system is only available to students with the Assistance Obtaining Notes Accommodation who are actively registered with Student Accessibility Services. Students are asked to contact the SAS office on their home campus immediately if they experience difficulties, logging on, accessing the notes, or with the quality or timeliness of the notes being posted. The note taker accommodation is meant to supplement the student's notes. Notes are not provided for dates missed.

HOW TO LOGIN:

Go to: the [note taker website](#)¹ and login using your UNG ID and password (the same you use for Banner and UNG email)

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.



Username

Password

HOW TO REQUEST A NOTE TAKER

Once logged in, your class schedule should appear on the screen. Each class will have the following message: There is no note-taker for this class. Would you like to request one? If the course is a course that would warrant using the note-taker accommodation please click on the hyperlink request one? To get the process started.

Personality & Individual Diff (PSYC 3430)

| | | |
|---|-----------------------|----------------------|
| Instructor: Hill, Michele B | Schedule: TR 12:30 PM | Room: Young Hall 214 |
| There is no note-taker for this class. Would you like to request one? | | |

This will take you a screen to confirm that you have reviewed the Accommodation Notification with your professor. Once you have confirmed that you have met with your professor and she has a copy of the accommodation notification click the check box and select the submit button.

¹ URL for note take1r website: <http://notetaker.ung.edu/>

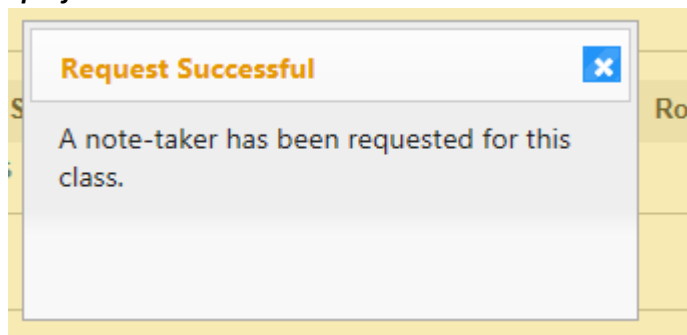
Note Taking Request

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Course: Personality & Individual Diff
Instructor: Hill, Michele B

By checking this box I confirm that I have reviewed by Accommodation Notification with my professor for this class.

A message should pop up confirming the request. This will generate an email to your professor with instructions for recruiting a note taker. ***Please contact the SAS office on your home campus if the professor is not able to recruit a volunteer within three days of the submitted request.***



HOW TO VIEW NOTES

Once a note taker has been recruited and has loaded notes you will see a link to view the notes when you login to the SAS Note Taking System

My Classes

| | | | |
|--------------------------------|--------------------------------|----------------------|----------------------------|
| Mythology (ENGL 3300) | | | |
| Instructor: Getty, Laura | Schedule: MW 2:40 PM | Room: Dunlap Hal 307 | |
| Report Problem | Notes | | |
| | Title | Comments | Upload Date |
| | July 9th Notes | Quiz next Tuesday | Thursday, August 6th, 2015 |

If there is ever a problem with your notes or you are not receiving your notes, select the Report a Problem. This will take you to comment box to get support from SAS.

Report Problem

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Report Problem For: Mythology

Please describe any problems or questions you have with this class or notes provided in detail below.

This message will be delivered to Student Disability Services at the campus where the class is located

Message

Submit Message

Once you have composed your message alerting SAS to the issue, please click the Submit Message button

If you require this document in another format, call or email
Student Accessibility Services at 678-717-3855 or disability-gvl@ung.edu