

# SDS NOTE TAKING SYSTEM INSTRUCTIONS

The SDS Note Taking System is designed to process note taker requests and the posted notes from the note taker. This system will be available across campuses as of Spring 2016 semester and is only available to students with the Assistance Obtaining Class Notes Accommodation who are actively registered with Student Disability Services. Students are asked to contact the SDS 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: [notetaker.ung.edu](http://notetaker.ung.edu) 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 <a href="#">request one?</a>		

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.

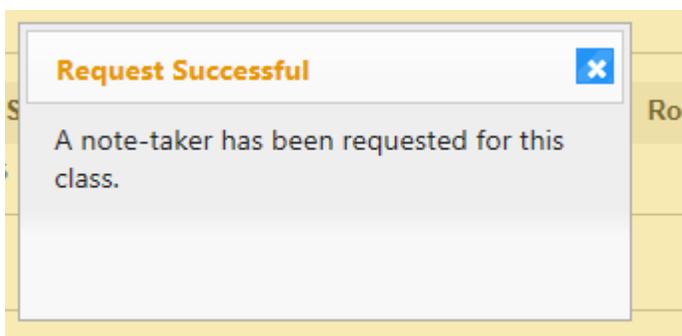
Note Taking Request

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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 SDS 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 SDS 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
<a href="#">July 9th Notes</a>	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 a comment box to get support from SDS. Once you have composed your message alerting SDS to the issue, please click the Submit Message button.

## 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](#)